

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, DECEMBER 5, 2016
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:30pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Curtis Smith, Councilman

Attended By

Ryan L. Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Director
Karen Williams, Community Affairs

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 19

Minutes: November 7th Town meeting minutes and November 30th work session minutes. Councilman Smith made a motion to approve the minutes as presented; Vice Mayor Sitoula seconds the motion. The minutes were approved as presented by voice vote: 3-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** –The permits report for November 2016 was read (attached).
- B. **Finance Report** – The finance report for November 2016 was read (attached).
- C. **Town Manager's Report** – Please have your trash curbside by 7:30am on the day of your scheduled pick up. New members are still needed for the Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks and Rec and the Environmental Sustainability Committee. Please contact the Town Hall if you would like a 95 gallon toter for recycling for your home or business. Broadband construction is complete and grant monies from the State and the Town have been received. The Town should receive the ULI final report at the end of the month per the County. The Military Alliance Council has applied for a grant for removal of the construction debris outside the base gate. The MAC hopes to have an answer this month as it relates to the grant to finish the project. Online bill pay will be up and running at the next billing cycle. The Town's annual audit is almost complete. Public Works repaired a water main break along Indian Head Avenue last month. The leaf vacuum truck started November 2nd. The truck will be deployed on Wednesday of each week until January 1st or the first significant snowfall. The Town Hall will close at 12:30pm on December 16th.
- D. **Code Enforcement Report** – No Report.

- E. Planning Commission Report** – The Planning Commission meeting approved a sign for Vintage Redeux at 4555 Indian Head Highway and set up a timeline for review of the draft Comprehensive Plan.
- F. Parks and Recreation Report** – No Report.
- G. Environmental Sustainability Report** – No Report.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 21 fire responses, 10 first due, 11 mutual aid, 30 emergency medical responses and completed 120 hours of training for the month of October. For the month of November, the IHVFD responded to 25 fire responses, 7 first due, 18 mutual aid, 29 emergency medical responses and completed 150 hours of training.
- G. Community Affairs** – Karen Williams reported on the upcoming December events. The Annual Tree Lighting will be held on Tuesday, December 6th at 7pm at the Village Green Pavilion. The 22nd year of gingerbread classes will be held on December 9th from 6pm to 10pm and December 11th from 1pm to 5pm. Pre-registration is required. The Annual Holiday Festival and Craft Fair will be held on Tuesday, December 13th from 6pm to 9pm at the Village Green Pavilion. The Community Dinner and Memorial Ribbon Ceremony will be held on Saturday, December 17th from 6pm to 8pm. Ribbons are 1 for \$2 or 6 ribbons for \$10. A ribbon purchase is not necessary in order to attend the dinner. You can pay for ribbons up to December 9th. Karen provided a list of upcoming events at the Black Box Theater. Free Community Movie Night every 2nd Sunday sponsored by the Heart Cry Church. Port Tobacco Players presents God of Carnage, December 9th and 10th at 8pm. Tickets are \$18 for adults. Holiday Sing Along and Open Mic on December 16th at 7pm. Comedy with a Cause featuring Marcus Brown on December 17th at 7:30pm. Tickets are \$20. An Afternoon of Children's Plays, featuring Sneetches and The Fisherman and His Wife on December 18th at 3pm. Tickets are \$5 children under 15 and \$7 for adults. For more information on Black Box Theater events call Pam at 301-743-3040 or go to indianheadblackbox.org.
- H. Charles County Recreation** – On behalf of Suleiman Rabie, Karen Williams reported that the annual Swimming with Santa event at the Lackey Pool will be held on Saturday, December 17th from 2pm to 4pm. There will be activities and photos with Santa. The cost is \$5 per person.
- I. Policing Report** – Officer Elliot commended the Town for doing everything he had advised them to do. The Town has been fortunate on crime stats and he encouraged everyone to keep up the good work. Officer Elliot reminded everyone to continue to lock their doors, keep valuables out of the car and don't leave gifts in your vehicle, and don't leave your car unlocked and running.

Briefings: Amy Blessinger, Planner III with Charles County Government, Department of Planning and Growth Management gave a briefing on the Joint Land Use Study. Ms. Blessinger's briefing covered the purpose of the JLUS, compatibility issues that were reviewed, the public

process that began in 2014, key findings, recommendations, a summary of the adoption process and a summary of the main comment themes. Ms. Blessinger also briefly discussed the County's 2016 Comprehensive Plan which was adopted in July. The JLUS text and maps were revised to make them consistent with the updated Comprehensive Plan. During the October 3rd Town meeting, other Town studies were mentioned. Ms. Blessinger reminded everyone that the JLUS is a living document and an ongoing process and she assured the Council that after adoption the implementation group will be formed and they will do an examination of all the documents mentioned to check for consistency.

Councilman Smith's briefing on the Nixle program was postponed.

Presentations/Recognitions: None

Resolutions: Resolution 10-01-16, a resolution regarding approval of a Joint Land Use Study with the Naval Support Facility (NSF) Indian Head was introduced at the October 3rd Town meeting for adoption but was tabled at that time. Resolution 10-01-16 was re-introduced at the December 5th meeting for adoption. Councilman Smith made a motion to adopt Resolution 10-01-16. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

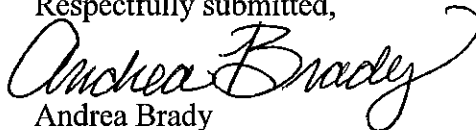
New Business: None

Miscellaneous: Mayor Paulin read the upcoming December events and meetings.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 8:04pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: November 2016

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/14/16	O'Hennon Builders for: William Savoy 121 Jenkins Drive			Replace existing side porch

USE & OCCUPANCY PERMIT;

11/22/16	Terrance Crawley 1 Rivers Edge Terrace			Solar Panels
----------	---	--	--	--------------

TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary Use & Occupancy permits were issued during the month of November.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of November.

GRADING PERMITS;

No Grading permits were issued during the month of November.

SIGN PERMITS;

No Sign permits were issued during the month of November.

TEMPORARY SIGN PERMITS;

11/01/16	Ashley Rankin & Whitney Muenze 4555 Indian Head Highway			T/A: Vintage Redoux
----------	--	--	--	---------------------

FINANCE REPORT 11/1/16 to 11/30/16

CASH BALANCE NOVEMBER 1, 2016 \$703,120.61

REVENUES		
General	391,243.20	
Trash	82,615.30	
Water & Sewer	179,728.80	
Parks/Pavillion	3,054.00	
Land	-	
SUB-TOTAL	656,641.30	656,641.30
LGIP Transfer(s)	-	
Money Market Interest	32.71	

TOTAL REVENUES 32.71 656,674.01

EXPENDITURES		
General	(400,309.45)	
Trash	(16,152.66)	
Sewer/Water	(76,917.08)	
Parks/Pavillion	(9,162.52)	
SUB-TOTAL	(502,541.71)	(502,541.71)

PNC & Amer Exp Merchant Fee(s)	(686.71)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(38,094.96)	
Wire Trans FICA, W/H Tax, Sales Tax	(21,080.82)	
SUB-TOTAL	(59,904.84)	(59,904.84)

TOTAL EXPENDITURES (562,446.55)

CASH BALANCE AS OF NOVEMBER 30, 2016 \$797,348.07

LGIP ACCOUNTS		
HIGHWAY FUND		3.78
PARK FUND		201,418.29
BOARDWALK		525,045.22
SEWER FUND		27,821.81
WATER FUND		43,192.81
REFUSE FUND		120,252.35
TOTAL LGIP ACCOUNTS		\$ 917,734.26
SEWER BOND (AMERICAN FUNDS)		109,860.59
PNC		15,536.13
TOTAL INVESTMENTS		\$ 1,043,130.98