

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
TUESDAY, SEPTEMBER 5, 2017
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: 18

Mayor Paulin asked that everyone keep the victims of Hurricane Harvey in their thoughts and prayers.

Minutes: August 7th Town meeting minutes and August 31st 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 August 2017 was read (attached).
- B. **Finance Report** – The finance report for August 2017 was read (attached).
- C. **Town Manager's Report** – The Town will be receiving an update from the State on the Boardwalk project on Wednesday. The Town will be taking over the DHCD grant as it relates to the properties outside of the base gate and work will resume this month. End to end testing for online bill pay has begun. The Town hopes to have online bill pay operational this month. Public Works will be installing a fence at the end of Riverwatch Drive this week. The NEPA documentation for the Village Green restrooms project is almost complete. The documentation needs to be completed before the project can be advertised.
- D. **Code Enforcement Report** – The Town issued 23 notices of violation during the month of August 2017. 4 property maintenance violations, 2 vehicle violations, 8 rental license violations, 8 grass and weed violations and 1 rubbish and garbage violation. The Town performed 10 rental inspections for the month of August 2017.
- E. **Planning Commission Report** – The Planning Commission reviewed a concept plan for development on Seventh Street.
- F. **Parks and Recreation Report** – No report.

G. Environmental Sustainability Report – No report.

F. Bureau of Fire Prevention – Deputy Chief Wayne Higdon reported that Chief Williams is unable to attend because he is teaching classes. For the month of August there were few fire Responses and 26 EMS calls. The IHVFD&RS participated in National Night Out. On September 23rd in conjunction with the State Police they will be taking part in safety seat installation which will be available at the Firehouse. Fire Prevention Week is coming up and the annual Open House will be held on Saturday, October 14th from 10am to 2pm. They IHVFD will receive the new ladder truck in November and then they will begin training with it. Don't forget there is a burning ban in the Town. The IHVFD&RS annual fundraising efforts will take place September 9th and 16th door to door.

G. Community Affairs – Karen Williams reported that Kids Back to School Night which was held in August was a success and they gave kids loaded backpacks thanks to NETS and their partners. Grandparents Night was also a successful event. The Indian Head 100 was held on Monday, September 4th and they had around 1,000 riders. Charles County Hazardous Waste Collection is the first Saturday of every month through December. The next date for collection is October 7th. The Community Activities Committee will hold their next meeting on September 12th at 7pm at the Pavilion. The Annual Car Show and Veterans Recognition will be held on Sunday, September 10th. The Annual Breast Cancer Awareness Fitness Walk will be held on Saturday, October 7th. Trunk to Trunk Trick or Treating will be held on Tuesday, October 31st. Help For Pets is a Community Outreach Program and food bank in Charles County, Maryland. More information can be found on the Town's website.

H. Charles County Recreation – No report.

I. Policing Report – Officer Elliot reported that there have been a couple cases of vandalism recently, but with school starting it should help idle hands stay busy. The suspect for the murder that took place in Nanjemoy has turned himself in. Officer Elliot stated that this would be his last Town meeting because he has been reassigned to the 228 corridor. Corporal Steve Bryant will be the Town's new Community Policing Officer. Officer Elliot stated that he has really enjoyed the community in Indian Head and he thanked Town Manager Hicks, the Town Council and Karen Williams for making his job easy. Officer Elliot stated what an invaluable asset Ms. Williams is to the Town and he presented Town Manager Hicks, the Town Council and Ms. Williams with Charles County Sheriff's Office shirts as a going away gift. The Council presented Officer Elliot with a Town seal to thank him for his service and a key to the Town reminding him to lock his doors. Cpl. Bryant introduced himself to the Council and the Town residents. Cpl. Bryant has been with the Sheriff's Department for over 11 years and he has been in community policing for 7 to 8 years. Cpl. Bryant reminded everyone that it is back to school time and to be extra careful with all of the extra buses and kids in the road. Cpl. Bryant also reported that there has been a slight uptick in home invasions and carjacking's in the County and asked everyone to stay aware of their surroundings. Cpl. Bryant finished his report by thanking Officer Elliot for his years of fine service. Mayor Paulin welcomed Cpl. Bryant to the Town.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 09-01-17 was introduced for adoption. It is a resolution appointing Emiley Henry and establishing her respective term of office to the Indian Head Community Activities Committee for a three-year term. Councilman Smith made a motion to adopt resolution 09-01-17; Vice Mayor Sitoula seconds the motion. Resolution 09-01-17 was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

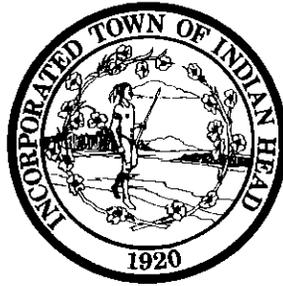
Citizen's Comments: Sanya Dorothea Sitoula & Kritika Oli stated that on behalf of the youth of Indian Head they would like to thank Officer Elliot for his service and keeping the Town safe. They welcome the new Community Policing Officer with open arms and they will miss Officer Elliot.

With no further questions or comments, the meeting adjourned at 7:52 pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: August 2017

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/1/17	Vernon Smith 11 Oak Street			Deck w/ ramp
8/4/17	Joseph & Nancy Ford 8 Sixth Street			Shed
8/7/17	Solar City for: Kathleen McDonnell 820 Indian Head Avenue			Solar Panels
8/14/17	Vivint Solar for: Robert Steele 400 Indian Head Avenue			Solar Panels

USE & OCCUPANCY PERMIT;

8/3/17	Dan & Andrea Schultz 10 Pine Street			Deck
8/10/17	James Paulin 27 Potomac Avenue			Front Porch
8/16/17	Miguel Burga 4617 Strauss Avenue	Single Family Dwelling		

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of August.

GRADING PERMITS;

8/21/17 Southern Maryland Electric Coop

Line work:
Knott's Subdivision

SIGN PERMITS;

No Sign permits were issued during the month of August.

TEMPORARY SIGN PERMITS;

No Temporary Sign permits were issued during the month of August.

FINANCE REPORT 8/1/17 to 8/31/17

CASH BALANCE AUGUST 1, 2017 \$169,826.22

REVENUES		
General	115,318.37	
Trash	101,613.01	
Water & Sewer	248,157.46	
Parks/Pavillion	5,550.00	
Land	-	
SUB-TOTAL	470,638.84	

LGIP Transfer(s)	9.42	
Money Market Interest	-	

TOTAL REVENUES	9.42	470,648.26
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EXPENDITURES		
General	(61,787.68)	
Trash	(37,674.04)	
Sewer/Water	(74,758.25)	
Parks/Pavillion	(15,056.93)	
SUB-TOTAL	(189,276.90)	

PNC, OldLine & Blue Merchant Fee(s)	(101.03)	
Credit Card Machine	-	
LGIP Transfer(s)	-	
Check Order	-	
Payroll	(39,121.65)	
Wire Trans FICA, W/H Tax, Sales Tax	(21,989.16)	
SUB-TOTAL	(61,211.84)	

TOTAL EXPENDITURES		(250,488.74)
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CASH BALANCE AS OF AUGUST 31, 2017		\$389,985.74
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OLD LINE INVESTMENT ACCOUNTS		
PARK FUND		202,502.64
BOARDWALK		527,871.81
SEWER/WATER FUND		71,396.88
REFUSE FUND		120,899.72
TOTAL OLD LINE INVESTMENT ACCOUNTS		\$ 922,671.05
SEWER BOND (AMERICAN FUNDS)		109,006.60
TOTAL INVESTMENTS		\$ 1,031,677.65