

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JUNE 1, 2020
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Randy Albright, Councilman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer
Karen Williams, Community Affairs

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING
SITE: 4**

Minutes: May 4th Town meeting minutes, May 6th FY21 budget hearing, May 11th special meeting of Council, May 18th special meeting of Council and May 27th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilman Albright 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 May was read. (See attached)
- B. Finance Report** – The finance report for May was read. (See attached)
- C. Town Manager's Report** – The Town still needs to obtain approval from the State Highway Administration (SHA) for the revised construction schedule and construction inspection scope. The Town obtained an MOU for the Village Green Restrooms project between the Town and SHA. The Town is submitting design of the traffic control plan to PS&E and SHA and will need to schedule the final review meeting with SHA and the Town. The Zoning Ordinance update public hearing has been postponed. The FY21 budget ordinance is on the agenda for adoption. All taxes and fees remained the same. Town owned playgrounds and basketball courts are closed due to COVID-19. The restrooms at Mattingly Park and the fountain on the Village Green will remain closed at this time. Rental inspections are suspended until further notice. The Planning Commission provided no comments concerning the Stormwater Management Ordinance. At this time, the Planning Commission is waiting for the Zoning Ordinance to be approved before acting on the stormwater ordinance. The Town closed on the Henderson property May 14th. The Town Hall lobby is closed. Payments can be made online, by phone with a credit card by calling 301-743-5511 or

place a check or money order in the night box. You can still contact the Town Hall during normal business hours, Monday through Friday, 8:30am to 4:30pm.

- D. Code Enforcement Report** – The Town issued 16 notices of violation for the month of May. 6 grass & weeds violations, 1 grass & weeds fine, 3 rubbish & garbage violations, 2 property maintenance violations, 2 property maintenance citations and 1 nuisance/noise violation. The Town cleared 5 violations for the month of May and addressed 5 violations via communication without written violation. All interior inspections have been delayed until further notice, all rental inspections are on hold at this time.
- E. Planning Commission Report** – The Planning Commission meetings have been canceled through May.
- F. Bureau of Fire Prevention** – No report
- G. Community Affairs** – Karen Williams reported that the Town continues to have to cancel upcoming events. The 4th of July celebration has been canceled this year along with other summer events. The 100th celebration is being postponed until 2021 due to COVID-19 concerns. Lifestyles & End Hunger Charles County Care cabana has been providing meals Monday through Friday, an average of 40 a day, and they have also had a grocery day. NETS has donated additional groceries to Lifestyles to benefit residents on the western side. Some local businesses have been able to reopen, under the constraints of Phase 1.
- H. Charles County Recreation** – No report
- I. Policing Report** – No report

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 05-01-20 which was introduced at the May 6th public hearing, was presented for adoption. It is an Ordinance adopting the Town Financial Plan and Budget and setting the tax rate, schedule of fees for various permits, the major facilities fees, water, sewer and trash removal and disposal rate for fiscal year 2021. The tax rate and all utilities fees remain the same. Mayor Paulin asked for any questions or comments about the budget ordinance.

Without any comments, Vice Mayor Sitoula made a motion to adopt Ordinance 05-01-20. Councilman Albright seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays. Ordinance 05-01-20 will become effective on July 1, 2020.

Petitions: None

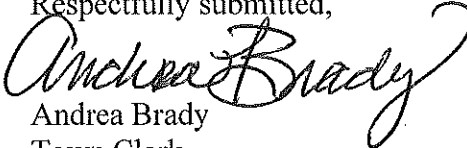
Unfinished Business: None

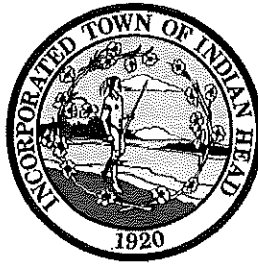
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for June, including the cancellation of End of School Fun Night, and 4th of July, and the postponement of the 100th Anniversary Celebration until 2021.

Citizen's Comments: Mayor Paulin invited Qwenolyn Kendle from the Census Bureau to share information on the 2020 Census. Ms. Kendle expressed their excitement for this 2020 census. Maryland is currently at a 64% response rate. Charles County has 67.9% response rate, approaching beating the mark they met in 2010. Please visit 2020census.gov/en/response-rate.html to access that information They are now opening one of the offices to being partnering with local municipalities for census events and they do weekly Southern Maryland calls on Tuesdays and they complete count committee for Charles County. Mayor Paulin thanked Ms. Kendle for joining the meeting and expressed the importance of the census.

With no further questions or comments, the meeting adjourned at 7:16pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS ISSUED DURING THE MONTH OF: June 2020

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
6/15/20	James Chen 10 Helen Court			Shed
6/22/20	Karen Johnson 4179 Indian Head Highway		Change in Occupant T/A: Hilltop Treasures	
6/22/20	John & Phyllis Dent 6 Birch Bark Court			Shed
6/22/20	Rainbow Construction 13 Stuart Place - Lot 4	SFD		
6/22/20	Rainbow Construction 21 Stuart Place - Lot 6	SFD		
6/29/20	Ryan Bascombe 10 River Watch Lane			Shed

USE & OCCUPANCY PERMITS;

6/15/20	College of Southern Maryland 4465 Indian Head Highway		CSM Velocity Center	
6/23/20	James & Karen Chen 10 Helen Court	SFD – reconstruction after fire		
6/29/20	Karen Johnson 4179 Indian Head Highway		Change in Occupant T/A: Hilltop Treasures	

TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits issued during the month of June.

GRADING PERMITS;

No Grading permits issued during the month of June.

SIGN PERMITS;

No Sign permits issued during the month of June.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 6/1/20 to 6/30/20

CASH BALANCE JUNE 1, 2020 \$364,262.69

REVENUES

General	116,652.29	
Trash	10,430.78	
Water & Sewer	39,812.23	
Parks/Pavillion	1,500.00	
Land		
SUB-TOTAL		168,395.30

LGIP Transfer(s)

Grant(s)		
Money Market Interest	2.05	
SUB-TOTAL		2.05

TOTAL REVENUES

168,397.35

EXPENDITURES

General	(63,445.96)	
Trash	(15,826.32)	
Sewer/Water	(51,298.15)	
Parks/Pavillion	(7,737.09)	
SUB-TOTAL		(138,307.52)

OldLine & Blue/Paymentus Merchant Fee(s) (1,130.69)

LGIP Transfer(s)

Check Order		
Payroll	(55,172.01)	
Wire Trans FICA, W/H Tax, Sales Tax	(33,645.47)	
SUB-TOTAL		(89,948.17)

TOTAL EXPENDITURES

(228,255.69)

CASH BALANCE AS OF JUNE 30, 2020

\$304,404.35

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	111,142.64
BOARDWALK	351,082.94
SEWER/WATER FUND	43,768.47
REFUSE FUND	126,959.31
HIGHWAY USER	10,401.99
100 YEAR CELEBRATION	27,856.63
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 671,211.98

SEWER BOND (AMERICAN FUNDS)

119,571.98

TOTAL INVESTMENTS

\$ 790,783.96