

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JANUARY 4, 2016
VILLAGE GREEN PAVILION**

Mayor Paulin called the meeting to order at 7:31pm.

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 Activities Director

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 25

Minutes: December 7 Town meeting minutes and December 16 work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented; Councilman Smith 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 December 2015 was read (attached).
- B. **Finance Report** – The finance report for December 2015 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 BZA, Planning Commission, Ethics Commission, Parks & Rec Committee, and the Environmental Sustainability Committee. Work on the Connector Trail and the Trailhead Plaza is complete. Please contact the Town Hall if you would like a new 95 gallon toter for recycling delivered to your home or business. Newsletters are now digital. Please provide the Town Hall with your email address. The Town is working with the Naval Base, Charles County, Military Affairs Council, and Maryland Broadband to provide fiber in the Town. The Town has received a \$360,000 TAP grant to install a picnic pavilion and restrooms on the Village Green. A kickoff meeting will take place this month. Demolition has begun on the buildings outside the base gate. The Town hopes to have the remaining debris removed this month. The Town's annual audit is complete. The leaf vacuum truck is no longer in service. Please place leaves in appropriate containers or bags for pick up. The budget process is well underway. The Town along with Charles County is working on a Urban Land Institute Study for the Town.
- D. **Code Enforcement Report** – The Town issued 18 notices of violation during the month of December 2015, 4 trash and debris violations, 7 rental license violations, 5 property maintenance violations, 1 grass and weeds violation and 1 vehicle violation. The Town performed 10 rental inspections during the month of December 2015.

- E. Planning Commission Report** – The December Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 25 fire responses, 14 first due, 11 mutual aid and 26 medical responses for the month of December. The IHVFD also completed 200 hours of training. For the year the IHVFD responded to 325 fire responses, 182 first due, 142 mutual aid, 506 medical responses and completed 2235 hours of training. Chief Williams said the IHVFD had a successful Santa run and reminded residents to pay attention when cooking and don't leave anything unattended. The IHVFD has responded to 2 kitchen fire calls recently. If anyone needs a smoke detector please contact the IHVFD. Chief Williams reported that the IHVFD had decided to move forward with the \$1.5million purchase of a ladder truck and will be going before the board for final approval.
- G. Community Affairs** – Karen Williams thanked everyone who attended the December events and all of the volunteers. The Community Activities Committee is working on the upcoming Spring Party and Easter Egg Hunt. The event will be held on December 13. The next Community Activities Committee meeting will be held on January 12. Karen ended by thanking Crime Solvers for attending the meeting to provide a briefing on the program.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot reported that last month 12 vehicles were left unlocked and were entered and the criminals took things from the vehicles. The number one thing Officer Elliot hears from residents who leave their cars unlocked is that they feel safe in the community. While the community is safe residents need to do their part to make the community safer and remember to lock their doors. Out of 23 cars at the meeting, two of them were left unlocked. Officer Elliot reminded everyone to lock their doors and if they see something say something.

Briefings: Craig Hickerson gave a briefing on the Crime Solvers program. Crime Solvers is a National, nonprofit organization that pays out funds for tips on crimes that have already been committed. Any tips received are verified and if they lead to an arrest/apprehension the payout can be up to \$1,000 per tip. Sergeant Minor, Sheriff's Department liaison explained the process of payout to anonymous tipsters. The tip received by Crime Solvers is given to Sergeant Minor, he then gathers information and provides details related to the specific top to the Board to decide the payout amount. Sergeant Minor gives the anonymous person a number to take to a prearranged bank so they can receive their reward and remain anonymous. Mr. Hickerson encouraged residents to pick up the pamphlets provided at the meeting to get further detail on the program. The Crime Solvers have a fundraiser on April 22 with the Blue Crabs.

Presentations/Recognitions: None

Resolutions: Resolution 11-01-15 a resolution concerning Charter Amendment – Remote Participation at Town Council Meetings. The resolution was presented at the November 2 Town meeting, and discussed and tabled at the December 7 Town meeting. Town Clerk Brady read amendment No. 1 to the resolution. Councilman Smith made a motion to adopt amended

Resolution 11-01-15. Vice Mayor Sitoula seconds the motion. The motion carried by roll vote, Councilman Smith: yes, Vice Mayor Sitoula: yes, Mayor Paulin: no.

Resolution 11-05-15 a resolution to authorize remote attendance and participation of the Town of Indian Head Mayor and Council at meetings for the Town Council under certain circumstances and under certain conditions, and providing for when this resolution becomes effective. The resolution was presented at the November 2 Town meeting, and discussed and tabled at the December 7 Town meeting. Town Clerk Brady read amendment No. 1 to the Remote Participation Policy. Councilman Smith made a motion to adopt amended policy and Resolution 11-05-15. Vice Mayor Sitoula seconds the motion. The motion carried by roll vote, Councilman Smith: yes, Vice Mayor Sitoula: yes, Mayor Paulin: no.

Ordinances: Ordinance 11-01-15 an ordinance concerning remote participation at Town Council meetings. The ordinance was presented at the November 2 Town meeting, and discussed and tabled at the December 7 Town meeting. Town Clerk Brady read amendment No. 1 to Ordinance 11-05-15. Councilman Smith made a motion to adopt amended Ordinance 11-01-15. Vice Mayor Sitoula seconds the motion. The motion carried by roll vote, Councilman Smith: yes, Vice Mayor Sitoula: yes, Mayor Paulin: no.

Petitions: None

Unfinished Business: None

New Business: None

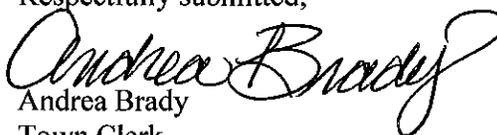
Miscellaneous: Mayor Paulin read the upcoming January events and meetings.

Citizen's Comments: Councilman Smith made a statement encouraging his fellow neighbors during this time of year to set resolutions, to resolve to get involved in the community. Lock your doors, if you see something say something, register to vote, try to be a good citizen, continue to wave, and give the Mayor and Council ideas on how you would like to make the Town a better place.

Ashley Teagle, Potomac Library Branch Manager shared upcoming events. Preschool Story Time starts on January 5. January 9, 12pm to 4pm, health/medical enrollment information. January 11, Off the Hook Crochet and Knit Class, 6pm to 7:30pm. Crazy 8s Math Club starts January 4, ages 9-11, 6:30pm to 7:30pm and you must be registered. Evening Story Time at the Black Box Theater will be held on January 20 from 6pm to 7pm and it is a free event for all ages. January 23, tweens D.I.Y. Tubular Bracelets will be held from 3pm to 4pm ages 9 – 11. January 30, Bright Star Touring Theater presents Once Upon a Time, 2pm to 3pm ages 6-11.

With no further questions or comments, the meeting adjourned at 8:08pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2015

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/11/15	Julion Frazier 4674 Strauss Avenue			Carport
12/21/15	Solar City for: David & Yvonne Brown 204 Beecher Avenue			Solar Panels
12/21/15	Solar City for: Lakisha Johnson 100 Woodland Drive			Solar Panels
12/28/15	Boones Roofing, Inc. for: Inetha Shumpert 32 Meadowside Court			Replace roof sheathing and shingles

USE & OCCUPANCY PERMIT;

12/9/15	Shannon Saia 41 Poplar Lane			Solar Panels
12/9/15	Prince Ebson 101 River Watch Drive			Finished basement
12/9/15	Timothy Collins 18 First Street			Shed

TEMPORARY USE & OCCUPANCY PERMIT;

No Temporary U & O Certificates were issued during the month of December.

DEMOLITION PERMITS;

12/8/15	Dennis Wamsley 4005 Indian Head Highway			Demolition of existing building
12/8/15	Dennis Wamsley 4011 Indian Head Highway			Demolition of existing building
12/8/15	David & Tanok Kroc 4021 Indian Head Highway			Demolition of existing building

GRADING PERMITS;

No Grading permits were issued during the month of December.

SIGN PERMITS;

No Sign permits were issued during the month of December.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 12/1/15 to 12/31/15

CASH BALANCE DECEMBER 1, 2015 \$828,207.31

REVENUES	
General	17,390.58
Trash	9,819.79
Water & Sewer	32,754.06
Parks/Pavillion	1,475.00
Land	_____
SUB-TOTAL	61,439.43
LGIP Transfer(s)	-
Money Market Interest	54.55

TOTAL REVENUES 54.55 61,493.98

EXPENDITURES	
General	(69,832.85)
Trash	(14,939.39)
Sewer/Water	(232,248.77)
Parks/Pavillion	(6,672.96)
SUB-TOTAL	(323,693.97)

PNC & Amer Exp Merchant Fee(s)	(1,406.93)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	-
Payroll	(49,775.77)
Wire Trans FICA, W/H Tax, Sales Tax	(25,031.34)
SUB-TOTAL	(76,256.39)

TOTAL EXPENDITURES (399,950.36)

CASH BALANCE AS OF DECEMBER 31, 2015 \$489,750.93

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	200,838.17
BOARDWALK	523,533.02
SEWER FUND	27,741.67
WATER FUND	43,068.41
REFUSE FUND	2.01
TOTAL LGIP ACCOUNTS	\$ 795,187.06
SEWER BOND (AMERICAN FUNDS)	103,812.41
PNC	11,936.53
TOTAL INVESTMENTS	\$ 910,936.00