

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JANUARY 6, 2014
VILLAGE GREEN PAVILION**

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

Roll Call

Dennis J. Scheessele, Mayor
Edward W. Rice, Vice Mayor
Randy L. Albright, 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: 17

Minutes: December 2 Town meeting minutes, and December 23 work session minutes. Vice Mayor Rice 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 December 2013 was read (attached).
- B. Finance Report** – The finance report for December 2013 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 needed for the Economic Development Commission, Board of Zoning Appeals, and the Ethics Commission. Work is complete on the new water lines along Davis Drive, Alton and Lee Courts and street repairs are complete. Paving and remarking of Strauss Avenue took place last month. The Town's annual audit is well underway. Public Works has begun the work along the connector trail. The work will be completed this month weather permitting. Work on the website is well underway. Public works repaired a water leak along Mattingly Avenue last month. All permits have been granted and the Town is waiting on funding status on the Boardwalk project. The Black Box will be receiving from the state for renovations to the building. The Town has applied for a grant to repair/upgrade the lift station at Potomac Mews.
- D. Code Enforcement Report** – The Town issued 10 notices of violation during the month of December 2013; 5 trash/debris violations, 1 vehicle violations, 1 property maintenance, 2 miscellaneous violations (burning & noise), and 1 un-permitted work violation.

E. Planning Commission Report – No meeting was held in December.

F. Economic Development Commission Report – No meeting was held in December.

G. Bureau of Fire Prevention – During the month of November there were 31 fire responses, 11 in Town, 20 mutual aid. 36 medical responses, and 125 hours of training. During the month of December there were 32 fire responses, 18 in Town, 15 mutual aid. 34 medical responses, and 100 hours of training. For 2013 there were 317 fire responses, 149 in town and 168 mutual aid. 406 medical responses, up 35 from last year, and 2,850 hours of training, 1200 hours in fire prevention efforts. It was a good year for the Fire Department. Remember if you are using alternate heating methods make sure you are using the proper fuel and the heat source has the proper safety precautions for example a tipping switch which will cut it off if it tips over. The Santa Run was a big hit this year.

H. Community Affairs – The Annual Santa Run Thru Town is done by the IHVFD and is always held on December 23 around 6pm. The IHVFD Santa Run covers the incorporated Town of Indian Head except for Knotts subdivision and a portion of Strauss Avenue from South Poplar Lane to Hawthorne Road. That area of the Town will be covered by the Potomac Heights Fire Department and their Santa Run is on December 21. The Smoke Signals are a quarterly publication issued by the Town. If you do not receive one either by mail or email please call Annie at the Town Hall to verify your mailing information. The Community Activities Committee will meet on January 14 and begin work on the 2014 calendar of events. Reminder, there is a subzero temperature advisory, please call 301-743-2222 with any non-emergency calls. The Town Hall, Community Affairs, and Public Works will be closed on January 20 in observance of Martin Luther King Day. There will be no trash collection on the 20, and it will resume on your next scheduled pick up day. Karen took a moment to thank the members of the Community Activities Committee. Christmas tree pick up is until the end of January. Mayor Scheessele then took a moment to thank the Community Actives Committee for all of their hard work and dedication and requested a round of applause to recognize them.

I. Charles County Recreation – No report.

J. Policing Report – The Town has had a couple of incidents involving shop lifting and domestic disturbances. The polar vortex is coming through and extremely low temperatures can result in frost bite. It is advisable to have a blanket and cell phone charger in your vehicle in case you get stranded. It is also tempting to heat your car but when the car is left running unattended running with the keys in it, it can result in car theft so please keep an eye on your car or remain in the car as it heats up. Mayor Scheessele took a moment to wish Officer Elliot a happy birthday.

Briefings: Mayor Scheessele introduced Commissioner Debra Davis to provide a briefing on things going on in the County. Commissioner Davis thanked the Mayor and Council for the invitation to attend the Town meeting and commented on how much she liked the Town's snowflake decorations on Indian Head Highway. The County has started the emergency program

for the polar vortex including warming centers. The County is in good shape and weathered the down economy well. The County was able to give raises to teachers, police officers, and county staff. Commissioner Davis thanked the Town for hosting the Western Charles Business Roundtable, and feels this part of the County needs special attention. The Commissioners recently passed a resolution to send sewer to the airport and they are looking for businesses to make the tech park home. The Commissioners also voted to establish a Charter Board and the Board has been working for months to put together a draft of the Charter for citizen input. The Charter will be on the ballot in November. The County Commissioners are also having serious debates on the Comp Plan, and are dealing with the Swan Point beach use issue. Commissioner Davis encouraged residents to get to know the County's citizen liaison Scarlett. Mayor Scheessele asked Commissioner Davis when the Town will have another opportunity to apply for a health enterprise. Commissioner Davis believes the application process will be opening again soon but she will get more information and forward it to the Mayor. Vice Mayor Rice asked for an update on the Cross County Connector and a status update on the Comp Plan. Commissioner Davis said the Comp Plan is scheduled to be discussed at the January 7 Work Session and she expects there to be a vote on it at that time. Some money that had been set aside for the Cross County Connector was used for repairs on Billingsley Road. The County failed some environmental tests for the Cross County Connector and never finished the application process. The County has also adopted a Clean & Lien program to deal with the abandoned problem.

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

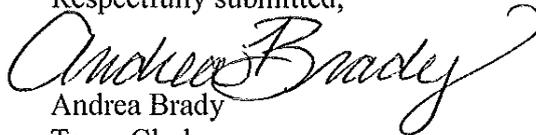
New Business: None

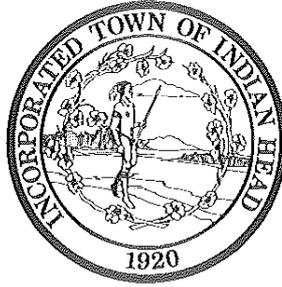
Miscellaneous: Mayor Scheessele read the upcoming January events and meetings.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 8:10pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2013

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/5/13	Solar City for: Annette Frazier 4764 Strauss Avenue			Roof Mounted Solar Panels
12/5/13	Robie, Sulieman 7 Oak Street			Fence
12/6/13	Christopher Rickett 6 Gering Court			Fence
12/6/13	Christopher Rickett 6 Gering Court			Shed
12/19/13	Solar Energy for: David Warfield 6 River Watch Lane			Roof Mounted Solar Panels
12/30/13	Demario Construction Co. for: PNC Bank 1 East Poplar Lane			Demolition of existing SFD

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of December.

GRADING PERMITS;

No Grading permits were issued during the month of December.

SIGN PERMITS;

No Sign permits were issued during the month of December.

FINANCE REPORT 12/1/13 to 12/31/13

CASH BALANCE DECEMBER 1, 2013 \$58,051.73

REVENUES

General	27,247.95	
Trash	19,753.75	
Water & Sewer	53,986.63	
Parks/Pavillion	1,329.00	
Land	0.00	
SUB-TOTAL		102,317.33

LGIP Transfer(s)	0.00
Highway User Funds	0.00
Money Market Transfer(s)	332,063.21

TOTAL REVENUES 434,380.54

EXPENDITURES

General	(292,554.84)	
Trash	(14,392.37)	
Sewer/Water	(98,114.53)	
Parks/Pavillion	(27,159.69)	
SUB-TOTAL		(432,221.43)

PNC & Amer Exp Merchant Fee(s)	(741.22)
Credit Card Machine	(42.35)
LGIP Transfer(s)	-
Check Order	-
Money Market Transfer(s)	-
Payroll	(41,044.46)
Wire Trans FICA, W/H Tax, Sales Tax	(26,139.81)
SUB-TOTAL	(67,967.84)

TOTAL EXPENDITURES (\$500,189.27)

CASH BALANCE AS OF DECEMBER 31, 2013 (\$7,757.00)

LGIP ACCOUNTS

HIGHWAY FUND	183,789.96
PARK FUND	235,799.50
BOARDWALK	552,411.41
SEWER FUND	202,716.22
WATER FUND	40,891.43
REFUSE FUND	42,620.65
TOTAL LGIP ACCOUNTS	\$ 1,258,229.17

SEWER BOND (AMERICAN FUNDS)	137,463.86
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PNC	271,695.72
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TOTAL INVESTMENTS \$ 1,667,388.75