

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, MAY 2, 2016
VILLAGE GREEN PAVILION**

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

Roll Call

Brandon Paulin, Mayor
Curtis Smith, Councilman

Attended By

Ryan L. Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Director

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 10

Minutes: April 4th Town meeting minutes, April 14th budget hearing minutes and April 20th work session minutes. Councilman Smith made a motion to approve the minutes as presented; Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** –The permits report for April 2016 was read (attached).
- B. **Finance Report** – The finance report for April 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 BZA, Planning Commission, Ethics Commission, Parks & Rec Committee, and the Environmental Sustainability Committee. Please contact the town hall if you would like a new 95 gallon toter for recycling delivered to your home or place of business. The Broadband project looks to be moving forward. The Town is still working the numbers with the State of Maryland. The plans for the TAP grant funded project for new restrooms on the Village Green Park are on display at the meeting and Town Manager Hicks will be available following the meeting to answer any questions as it relates to the project. The public hearing for the budget was held on Thursday, April 14th and the Budget Ordinance is up for adoption at tonight's meeting. The Town applied for Sustainable Communities designation. There is a phone conference scheduled for this week to discuss a few items mainly dealing with open space, but Town Manager Hicks does not foresee any hang ups and anticipates hearing back from the state in late May or early June. The remaining debris from the demolitions will be removed this month per the MAC. The Town along with Charles County is working on a ULI Study for the Town of Indian Head as it relates to Economic Development. The TAP application process is now complete. A meeting is to be held next week to go over the next steps. A new sign is located in front of the Phillips property listing a new contact, Julie

Phillips. Atlantic Kayak will be moving into the old Up the Creek location along Mattingly Avenue this month pending lease agreement. Paving repairs to take place over the next few months. The Town has applied for reimbursement as it relates to the January severe winter snowstorm. The Town is still waiting to hear from the State as it relates to changing the grant for the Boardwalk project from a 50/50 match to an 80/20 match. Town Manager Hicks hopes to hear something this month.

- D. Code Enforcement Report** – The Town issued 80 violations during the month of April 2016. There were 8 property maintenance violations, 7 trash and debris violations, 6 vehicle violations, 3 roofs and drainage violations, 1 premises identification violation, 1 accessory structure violation, 1 disposal of garbage violation and 53 grass & weeds violations. There were 20 rental inspections performed during the month of April 2016.
- E. Planning Commission Report** – The Planning Commission approved a resubdivision plat for parcel 274, Stuart Court.
- F. Bureau of Fire Prevention** – Wayne Higdon reported that for the month of April, the IHVFD had 22 fire calls and 45 EMS calls. The fire at the antique shop is still under investigation. Training is ongoing and the IHVFD is recruiting for fire, EMS, administrative and the Ladies Auxiliary. Training is free. If you want to speak with someone at the fire department come by any Thursday they always do drills at 7:30pm.
- G. Community Affairs** – No report.
- H. Charles County Recreation** – Suleiman Rabie spoke about Water Safety month and encouraged everyone to take the safety pledge. Anyone who signs the safety pledge will receive one free admission to the pool. The staff that gets the most signed safety pledges will receive a pizza party. There are dozens of events coming up, including a swim lesson marathon, the “Do Your Part, Be Water Smart” Red Cross program on May 6th and a CPR party. There will also be a swimming merit badge program at the Lackey pool. Camp Swim & Splash will be held in August.
- I. Policing Report** – Officer Elliot reported that a warrant was served in the River Watch area last month. There has recently been a crew going around in areas such as Swan Point, Nanjemoy and Cobb Island targeting unlocked cars. Officer Elliot urged everyone to lock their car doors.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 04-01-16 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 the fiscal year 2017. The tax rate remains the same at \$0.30

per \$100 of full-market value and all other fees remain the same. The ordinance was presented at the April 14th budget hearing. Councilman Smith made a motion to adopt Ordinance 04-01-16. Mayor Paulin seconds the motion. The ordinance was adopted by voice vote: 2-Ayes, 0-Nays and will become effective on July 1, 2016.

Petitions: None

Unfinished Business: None

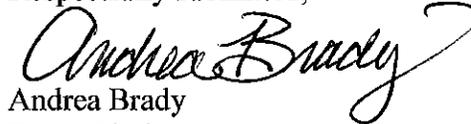
New Business: Mayor Paulin reminded everyone that the plans for the Village Green Park Restrooms are in the back for review and Town Manager Hicks will be available to answer any questions following the meeting.

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

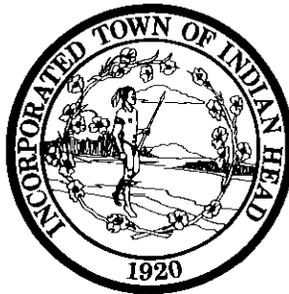
Citizen's Comments: Sheila Zattau, from local business, Advanced Vision Systems discussed her father who was a lifelong resident of Indian head until he suffered from Alzheimer's. Each year AVSI puts together an Alzheimer's walk team and they hold a golf tournament each year to raise money. Ms. Zattau had flyers available to anyone interested in the golf tournament. The golf tournament is the 6th Annual Team Handsome Dad fund raiser in memory of Neal Drinkard to benefit the Alzheimer's Association. The tournament will be held at Swan Point Golf Club in Issue, Maryland on Friday, June 10th. Check-in time 7:45 a.m. and shotgun start at 8:30 a.m. The fee is \$100 per golfer and the price includes a dinner buffet.

With no further questions or comments, the meeting adjourned at 7:50pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/8/16	Tornell Proctor 5 Pueblo Circle			Fence
4/12/16	Wallace Johnson 4 Sixth Street			Car/RVport
4/15/16	North American Deck for: Barbara Henry 7 Oakside Lane			Deck

USE & OCCUPANCY PERMIT;

4/4/16	Susan Baker 104 Jennifer Drive			Solar panels
4/4/16	Robert Carroll 4 Rivers Edge Terrace			Finished Basement for Media Room
4/27/16	Barbara Henry 7 Oakside Lane			Deck

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of April.

GRADING PERMITS;

No Grading permits were issued during the month of April.

SIGN PERMITS;

No Sign permits were issued during the month of April.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 4/1/16 to 4/30/16

CASH BALANCE APRIL 1, 2016 \$639,961.44

REVENUES		
General	19,951.51	
Trash	43,517.61	
Water & Sewer	61,455.04	
Parks/Pavillion	1,175.00	
Land	-	
SUB-TOTAL	<u> </u>	126,099.16
LGIP Transfer(s)	-	
Money Market Interest	51.56	

TOTAL REVENUES 51.56 126,150.72

EXPENDITURES		
General	(54,581.99)	
Trash	(15,720.20)	
Sewer/Water	(107,999.55)	
Parks/Pavillion	<u>(9,788.18)</u>	
SUB-TOTAL		(188,089.92)

PNC & Amer Exp Merchant Fee(s)	(808.43)	
Credit Card Machine	(42.35)	
LGIP Transfer(s)		
Check Order	-	
Payroll	(44,427.00)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(18,719.83)</u>	
SUB-TOTAL		(63,997.61)

TOTAL EXPENDITURES (252,087.53)

CASH BALANCE AS OF APRIL 30, 2016 \$514,024.63

LGIP ACCOUNTS		
HIGHWAY FUND		3.78
PARK FUND		200,977.60
BOARDWALK		523,896.46
SEWER FUND		27,760.94
WATER FUND		43,098.31
REFUSE FUND		<u>80,020.92</u>
TOTAL LGIP ACCOUNTS		\$ 875,758.01
SEWER BOND (AMERICAN FUNDS)		107,004.75
PNC		<u>13,839.93</u>
TOTAL INVESTMENTS		<u>\$ 996,602.69</u>