

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
TUESDAY, SEPTEMBER 8, 2015  
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 Activities Director

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 22**

**Minutes:** August 3 Town meeting minutes and August 26 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 August 2015 was read (attached).
- B. **Finance Report** – The finance report for August 2015 was read (attached).
- C. **Town Manager's Report** – Have your trash curbside by 7:30am on the day of your scheduled pickup. New members are still needed for the BZA, Planning Commission, and the Ethics Commission. The Connector Trail is open for use and crosswalks will be installed this month. Please contact the Town Hall if you would like a 95 gallon toter for recycling. The Town is working with our software company to get online bill payment options. The ribbon cutting for the Black Box is scheduled for September 10. Newsletters are now digital. Please provide the Town Hall with your email address to receive your newsletter. Paving repairs will be taking place all over Town this week. The received three bids for the Boardwalk project ranging from \$3,900,000 to \$5,500,000. The Town has sent a letter to SHA requesting more funding for the project.
- D. **Code Enforcement Report** – The Town issued 37 notices of violation during the month of August 2015, 21 grass and weed violations, 6 trash and debris violations, 2 rental license violations, 6 vehicle violations, and 2 miscellaneous violations (barking dog, and dog at large). The Town performed 9 rental inspections during the month of August 2015.
- E. **Planning Commission Report** – The Planning Commission approved signs for 4310 Indian Head Highway (Lisa's Pub) and 20 Poplar Lane (The Dollar Tree).

**F. Bureau of Fire Prevention** – Deputy Chief Wayne Higdon reported that the IHVFD responded to 15 fire responses, 9 mutual aid and 6 first due, 40 medical responses with the vast majority being within Town, and completed 100 hours of training. October 4 through 10 is Fire Prevention Week and the theme is “Hear the Beep Where You Sleep”. Deputy Chief Higdon stressed the importance of having smoke detectors on all levels of your home. The Ladies Auxiliary will be holding their Fried Chicken Dinner on Monday September 14 from 10:30am to 1:30pm. The IHVFD will hold their Open House on Saturday, October 10 from 11am to 3pm.

**G. Community Affairs** – The Free Village Green Flea Market runs through October 24. There will not be a flea market on September 26 because the Base will be holding their 125<sup>th</sup> Anniversary Celebration on the Village Green. The Southern Maryland Century Indian Head 100 was successful. There were over 1,000 cyclists. The Indian Head 100 will be held again on Labor Day Monday 2016. The first annual Walk to Fight Suicide will be held on Saturday, September 12 at the Village Green Pavilion. The walk is being presented by The Southern Maryland Chapter of Out of the Darkness Community Walk. For more information visit [afsp.org/walk](http://afsp.org/walk). The 9<sup>th</sup> Annual Town of Indian Head Car Show and Veterans Recognition Day will be held on Sunday, September 13 from 9am to 3pm. Car 1990 and older are able to register for the show. Veteran services will also be available at the event. Astronomy Night will be held on Saturday, September 19 from 8pm to 10:30pm at the Village Green. St. James Church will hold their annual ham and crab cake dinner on Sunday, September 13. The Charles County Fair will be held September 17 through September 20. Pisgah Community Health Fair & Let’s Move Day will be held on Sunday, September 20 at the Bryans Road Fire Department from 11am to 4pm. The Annual Breast Cancer Walk will be held on Saturday, October 10 at the Village Green from 8:30am to 1pm. The first 120 paid participants will receive a free t-shirt. Trunk or Trunk Trick or Treating will be held on Saturday, October 31 from 6pm to 8pm at the Village Green. A free trick or treat bag and glow necklace will be given to the first 100 children in line, ages 1 to 12 years.

**H. Charles County Recreation** – Suleiman Rabie reported that a new recreation guide came out and can be picked up from several locations or found online. Lackey Pool Fall hours are Monday through Friday 3:30pm to 9pm and Noon to 6pm on the weekends. Swim lessons start next week. Senior water aerobics and water aerobics for all ages are available. Lifeguard classes are starting as well as adult and youth swim lessons.

**I. Policing Report** – Officer Elliot encouraged residents to call whenever they see something they find suspicious. The Sheriff’s Department appreciates any tips they receive. A Neighborhood Crime Watch presentation will be given on October 6, at 7pm at the Village Green Pavilion. The presentation will provide helpful crime watch tools that will help keep yourself and your property safe. Officer Elliot also asked everyone to remember to lock their doors and cars.

Mayor Paulin invited the Senior Center Council and the Indian Head Business Associations to give reports.

Vern Smith, Chairman of the Senior Center Council brought a calendar of Senior Center events for distribution and encouraged seniors who are not already involved with the center to become involved. The Senior Center is open Monday through Friday, 9am to 3pm.

Clair Parkin, member of the Indian Head Business Association read a report on upcoming Indian Head Business Association events. Fall in Love with Indian Head will be held on October 31 from 11am to 2pm. Like the event on Facebook: Fall in love with Indian Head, MD. Call Pam at Dales Smokehouse at 301-743-6777 or email IndianHeadBiz4U2@aol.com for more information. Up on the Hill and Through the Town Business Open House & Vendor Expo will be held on Tuesday, November 10 from 2pm to 6pm. Like the event on Facebook: Up on the Hill and Through the Town. Call Pam or email for more information. Taste of Indian Head Parade, Vendor Expo & Pageant will be held on Saturday, May 14, 2016 from 10am to 4pm. Contact Karen for parade information at 240-375-4061. Contact Pam at 301-743-6777 or Kay at 240-508-0090 regarding vendor space. Like the event on Facebook: Taste of Indian Head, Miss Indian Head Pageant

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** Ordinance 08-01-15 an ordinance concerning Town Parks and Recreation Commission for the purpose of eliminating certain duties and responsibilities of the Town Parks and Recreation Commission; correcting certain terminology and generally related to the Town's Parks and Recreation Commission. Mayor Paulin made a motion to adopt ordinance 08-01-15. Vice Mayor Sitoula seconds the motion. The ordinance was adopted by voice vote: 3-Ayes, 0-Nays and will become effective September 28, 2015.

Ordinance 08-02-15 an ordinance concerning Town Officials Travel Policy for the purpose of eliminating authorization for the Town to pay certain travel expenses of spouses of Town officials to attend the annual Maryland Municipal League summer convention. Councilman Smith made a motion to adopt ordinance 08-02-15. Vice Mayor Sitoula seconds the motion. The ordinance was adopted by voice vote: 3-Ayes, 0-Nays and will become effective September 28, 2015.

Ordinance 09-01-15 was introduced. It is an ordinance concerning waiver of permit fees for the purpose of creating an economic development incentive for businesses to locate, expand or remain in the Town of Indian Head by providing for the waiver of certain Town fees for certain construction activities for a certain period of time and subject to certain conditions. The ordinance will be on the October 5, 2015 agenda for adoption.

Ordinance 09-02-15 was introduced. It is an ordinance concerning amendment of FY 2016 budget for the purpose of amending, the adopted budget for the Town of Indian Head for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate for certain purposes certain funds for the emergency purchase of a new telephone system for Indian Head Town Hall; ratifying and validating certain obligations and expenditures incurred before the adoption of this ordinance; and general related to amendment of the Town's FY 2016 budget. The ordinance will be on the October 5, 2015 agenda for adoption.

Ordinance 09-03-15 was introduced. It is an ordinance concerning amendment of FY 2016 budget for the purpose of amending, the adopted budget for the Town of Indian Head for the fiscal year beginning July 1, 2015 and ending June 30, 2016, to appropriate for certain funds for the development of a Town playground; ratifying and validating certain obligations and expenditures incurred before

the adoption of this ordinance; and general related to amendment of the Town's FY 2016 budget. The ordinance will be on the October 5, 2015 agenda for adoption.

**Petitions:** None

**Unfinished Business:** None

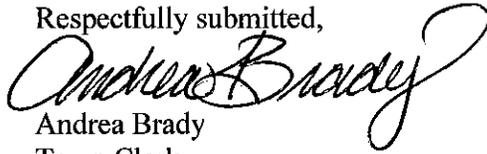
**New Business:** None

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

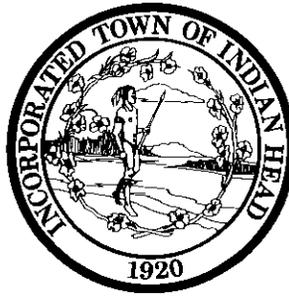
**Citizen's Comments:** None

With no further questions or comments, the meeting adjourned at 8:07pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive, flowing style.

Andrea Brady  
Town Clerk



## ***Town of Indian Head, Maryland***

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

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/13/15	Solar City Corp for; Shannon Saia 41 Poplar Lane			Solar Panels
8/21/15	Solar City Corp for: Jean Macaranas 58 Mattingly Avenue			Solar Panels revised plans
8/24/15	Dollar Tree 20 Poplar Lane			Change of Occupant
8/24/15	Anchor Signs for: Dollar Tree 20 Poplar Lane			New signage
8/24/15	Edgar Rodriguez 12 Park Square Court			Fence
8/26/15	Maryland Deck Builders 9 Kearney Way			Deck
8/26/15	Southern Management (Tysons Financial) 5 – 8 Summit Court			New Sheathing and Shingles
8/28/15	Remodel USA: for Robert Carroll 4 Rivers Edge Terrace			Partial finished basement

### ***USE & OCCUPANCY PERMIT;***

8/13/15	K2MC, LLC 25 East Poplar Lane			SFD (renovated existing)
8/27/15	Dollar Tree 20 Poplar Lane			Retail Store

### ***TEMPORARY USE & OCCUPANCY PERMIT;***

8/19/15	Allen T. Gantt 27 Sixth Street			Deck
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***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of August.

***GRADING PERMITS;***

No Grading permits were issued during the month of August.

***SIGN PERMITS;***

8/24/15 Anchor Signs for: Dollar Tree  
20 Poplar Lane

New signage

***TEMPORARY SIGN PERMITS;***

8/13/15 Brittany Moe for: Dollar Tree  
20 Poplar Lane

Grand Opening Banner

FINANCE REPORT 8/1/15 to 8/31/15

CASH BALANCE AUGUST 1, 2015 \$154,212.11

REVENUES	
General	92,142.66
Trash	102,363.97
Water & Sewer	220,065.95
Parks/Pavillion	975.00
Land	
SUB-TOTAL	415,547.58

LGIP Transfer(s)	65,480.24
Money Market Interest	15.89
Grant(s)	40,000.00

TOTAL REVENUES	105,496.13	521,043.71
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EXPENDITURES	
General	(51,267.97)
Trash	(20,207.55)
Sewer/Water	(54,224.93)
Parks/Pavillion	(26,746.61)
SUB-TOTAL	(152,447.06)

PNC & Amer Exp Merchant Fee(s)	(461.64)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	
Payroll	(35,723.03)
Wire Trans FICA, W/H Tax, Sales Tax	(22,059.81)
SUB-TOTAL	(58,286.83)

TOTAL EXPENDITURES		(210,733.89)
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CASH BALANCE AS OF AUGUST 31, 2015		\$464,521.93
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LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	200,030.52
BOARDWALK	523,389.49
SEWER FUND	20,180.38
WATER FUND	40,927.19
REFUSE FUND	2.01
TOTAL LGIP ACCOUNTS	\$ 784,533.37
SEWER BOND (AMERICAN FUNDS)	102,331.76
PNC	11,193.94
TOTAL INVESTMENTS	\$ 898,059.07