

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, NOVEMBER 2, 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: 36

Minutes: October 5 Town meeting minutes and October 21 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 October 2015 was read (attached).
- B. **Finance Report** – The finance report for October 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 Board of Zoning Appeals, Planning Commission, Ethics Commission, Parks and Recreation Commission and Environmental Sustainability Committee. The crosswalk for the Connector Trail will be completed this week. 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 Town Council gave approval to proceed with the current software company for online bill pay. Town Manager Hicks and Finance Office Ginger Foster are working with the vendor to make this a reality. Newsletters are now digital. Please provide the Town Hall with your email address. The Town is working with the Naval Base 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. New playground equipment was installed last month at the park on Pueblo Circle. The Town hopes that the buildings outside of the base gat will be demolished this month. It is now all three buildings being demolished. The Town's annual audit is well underway. The leaf vacuum truck will begin on Wednesday, November 4. The bathrooms at Mattingly Park and the fountain on the Village Green are closed for the season. The sign for the Trailhead Plaza will be installed this week.

- D. Code Enforcement Report** – The Town issued 13 notices of violation during the month of October 2015, 1 grass and weeds violation, 2 trash and debris violations, 2 rental license violations, 3 vehicle violations, 2 miscellaneous violations (chickens & noise), 2 property maintenance violations and 1 work without a permit. The Town performed 66 rental inspections during the month of October 2015.
- E. Planning Commission Report** – The Planning Commission reviewed and approved the annual report with suggested changes.
- F. Bureau of Fire Prevention** – Deputy Chief Higdon reported that the IHVFD responded to 22 fire responses and 39 medical responses for the month of October. Deputy Chief Higdon reminded residents to get their furnaces and chimneys checked and cleaned. Check your smoke detectors. The Fire Prevention Week open house and school activities were a success. The IHVFD Cornhole Tournament is coming up on November 7 at noon. The Ladies Auxiliary is holding their Annual Craft Fair on November 14 from 9am to 2pm.
- G. Community Affairs** – Karen Williams reviewed the October events including the Breast Cancer Awareness walk that has raised \$6,500 so far and Trunk to Trunk Trick or Treating. All of the October events were a success and Ms. Williams thanked everyone who participated and volunteered. The last date for hazardous waste this year is December 6. The Maryland STEM Festival will be held November 7 from 10am to 4pm at the Village Green Pavilion. The Indian Head Business Association's Up on the Hill and Through the Town event will be held on November 10 from 2pm to 6pm. Town trolley transportation will be available that day. The Annual Veterans Day Ceremony and Luncheon will be held on November 11. St. James Church Fall Bazar will be held on November 14. The Annual Tree Lighting will be held on December 1. The 21st Annual Gingerbread Classes will be held on December 4 and 6, preregistration and payment is required. The Annual Holiday Festival will be held on December 8, admission is \$1 per person and all proceeds go to NETS. The County's Kris Kringle Christmas Market will be held on December 11 and 12 at the Fairgrounds. The Memorial Ribbon Ceremony and Community Dinner will be held on December 12. The deadline for ribbon orders is November 30. The IHVFD Santa Run will be held on December 23 around 6pm. The Potomac Heights Fire Department will hold their Santa Run on December 20 around 5pm and it will cover Knotts Subdivision and part of Strauss Avenue.
- H. Charles County Recreation** – No report.
- I. Policing Report** – Officer Elliot reported that the Town has been very fortunate crime wise and asked residents to remember to lock their doors and don't leave valuables in their cars. Officer Elliot shared information on a recent incident where a neighbor did not report seeing someone enter his neighbor's house until call that neighbor several hours after the event occurred. Due to the amount of time before the Sheriff's Department was informed they were unable to catch the person. Officer Elliot reminded everyone that if they see something to say something and report all suspicious activity.

Briefings: John Staples gave a presentation on War on Stress. Mr. Staples gave his background and how he became involved in stress studies. Mr. Staples covered how to be in charge of your emotions, being your ideal self, enjoying life by being in the moment, and choosing how to feel moment to

moment. Mr. Staples also discussed stress physiological response, survival challenges, fight or flight response and depending on your instincts to determine how to respond to external events. Mr. Staples spoke about the stress response, the amygdala, and key responses of physiology to stress. Mr. Staples talked about how stress can cause us to be emotionally and intellectually challenged and how to be mindful in the moment. Mr. Staples provided informational handouts on his HeartMath program and his contact information.

Charles County Sheriff's Office Teen Court Coordinator, Sarah Vaughan gave a briefing on the Teen Court program. Ms. Vaughan has been running Teen Court for 8 years. The purpose of the program is to review juvenile charges to stop them from going through juvenile services and allowing the juvenile involved a fresh start with no stigma. Teen Court meets every other Thursday from 5:15pm to 8:45pm at the court house in La Plata. 50 to 60 kids volunteer and the jury works together after questioning to put together a fair disposition such as a written apology, or community service. After Teen Court the case is closed and sealed. Juvenile records are not sealed or expunged outside of this program and Federal, Military and State agencies have access to those records which can cause someone not to receive a fair shot based off of something they did while they were young. Ms. Vaughan provided handouts about the program with her contact information and encouraged residents to get involved. Teen Court also provides activities for youths and the program handles all costs and would be interested in providing activities in Indian Head. The intent of the program and activities is to help kids make positive choices and walk away from bad situations.

Presentations/Recognitions: A proclamation for Municipal Government Works Month was presented to Mayor and Council. Councilman Smith made a motion to pass the proclamation; Vice Mayor Sitoula seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

Resolutions: Resolution 11-01-15 was introduced. It is a resolution concerning Charter Amendment – Remote Participation at Town Council Meetings for the purpose of amending the Charter of the Town of Indian Head to authorize the remote participation of the Mayor or Councilmembers at Town Council meetings under certain circumstance and conditions; providing for a quorum at Council meetings when a person participates from a remote location; and matters generally related to attendance and participation in Town Council meetings. Town Clerk Brady read the introduction and the charter amendments. A copy of the resolution is available at the Town Hall for review. The Resolution will be presented for adoption at the December 7 Town meeting. If the resolution is adopted it will be posted in the Town Hall for 40 days, advertised in the paper for several weeks and would tentatively become effect 50 days after adoption on January 26, 2016.

Resolution 11-02-15 was introduced for adoption. It is a resolution appointing and re-appointing members and establishing their respective terms of office to the Indian Head Community Activities Committee for three-year terms. The following individuals are appointed for three-year terms: River Raines, Gail Welch, Bunnie Sciler, and Joann Sullivan. Vice Mayor Sitoula made a motion to adopt resolution 11-02-15; Councilman Smith seconds the motion. Resolution 11-02-15 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 11-03-15 was introduced for adoption. It is a resolution appointing members and establishing their terms of office to the Indian Head Parks and Recreation Commission for two-year terms. The following individuals are appointed as regular members for two-year terms: Barbara Wheeler, Danielle LeDoux, Rob Chamberlain, John Peterson and Cynthia Jackson. Councilman Smith

made a motion to adopt resolution 11-03-15; Vice Mayor Sitoula seconds the motion. Resolution 11-03-15 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 11-04-15 was introduced for adoption. It is a resolution appointing a member, and establishing her term of office, to the Indian Head Environmental Sustainability Committee for a three-year term. The following individual is appointed to the ESC: Darlene Andrew. Vice Mayor Sitoula made a motion to adopt resolution 11-04-15; Councilman Smith seconds the motion. Resolution 11-04-15 was adopted by voice vote: 3-Ayes, 0-Nays. This resolution will become effective on November 22, 2015 when ordinance 10-01-15 becomes effective.

Resolution 11-05-15 was introduced. It is a resolution to authorize the remote attendance and participation of the Town of Indian Head Mayor and Council at meetings of the Town Council under certain circumstances and under certain conditions, and providing for when this resolution becomes effective. The resolution will be presented for adoption on December 7 and will tentatively become effective on January 26, 2016 on the same day the Charter Amendment resolution would become effective and a copy is available at the Town Hall for review.

Dennis Scheessele asked for clarification on if the conditions for remote participation have been determined and what those conditions are. Officer Elliot asked if the reason for this resolution coming about is because of attendance difficulties or if it is a preemptive measure. Mayor and Council explained that the reason for this legislation is to be proactive in case of circumstances that would prevent attendance; this would not be the Council's default posture. Councilman Smith and Vice Mayor Sitoula explained some of the circumstances that have been approved reasons for remote participation such as a family emergency or out of state travel due to work requirements.

Sheila Zattau asked for an explanation of Municipal Government Works moth. Vice Mayor Sitoula explained that it is an effort from the Maryland Municipal League to bring awareness to government at the local level.

Ordinances: Ordinance 10-01-15 was introduced for adoption. It is an ordinance concerning the Town Environmental Sustainability Committee for the purpose of establishing an ongoing Environmental Sustainability Committee for the Town of Indian Head; providing for the composition and terms of the Committee's members and the mission, duties and responsibilities of the Committee; and generally related to the Town's Environmental Sustainability Committee. Councilman Smith made a motion to adopt ordinance 10-01-15; Vice Mayor Sitoula seconds the motion. Ordinance 10-01-15 was adopted by voice vote: 3-Ayes, 0-Nays and will become effective on November 22, 2015.

Ordinance 11-01-15 was introduced. It is an ordinance concerning remote participation at Town Council meetings for the purpose of authorizing the Mayor and Town Council to provide, by resolution, for the Mayor and members of the Town Council to participate in Town Council meetings from remote locations by electronic means; providing for a quorum at Town Council meetings when the Mayor or a Councilmember participates from a remote location; providing for when this Ordinance becomes effective; and generally related to meetings of the Indian Head Town Council. The ordinance will be presented for adoption at the December 7 Town meeting and will become effective tentatively on January 26, 2016.

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Barry Picket: Mr. Picket brought a dining guide for Mayor and Council to help get restaurants to come to Town, asked for an update on the satellite office for the Sheriff's Department and asked Mayor and Council to create a rec center for the Town with a skate park and swimming pool. Mayor Paulin said the Town is still in discussions with the Sheriff's Department at this time to work on bringing them back to Town and the Council is interested in pursuing a rec center.

Diane Graham: Ms. Graham thanked Town Manager Hicks for his assistance with a noise issue she was having in her community. Ms. Graham explained what situation she was experiencing and its physical effects it had on her due to stress. Ms. Graham said it is nice to know that she has someone who understands and helps.

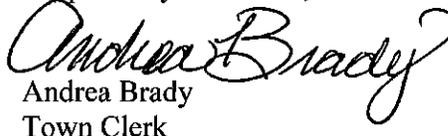
Barbara Wheeler: Mrs. Wheeler spoke on behalf of the Indian Head Center for the Arts/Black Box Theater. The Black Box will have church services in the facility on Sundays from 11am to 1pm. The Port Tobacco Players, play ART will be performed the first three weekends of November, December 10, Tons of Fun on stage, 9am-12pm, December 11, 12 and 13, Holiday Trail Tour, December 13, 3pm matinee of Dickens' Mystery Theater, December 18, 19 and 20 the play Almost Maine will be performed.

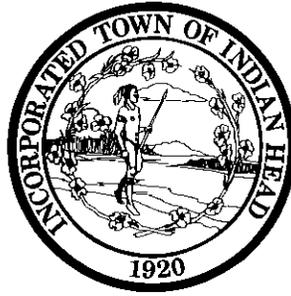
John Carlson: Mr. Carlson from the Moose Lodge presented Mayor and Council with a petition to change the name of Town Street where the Moose Lodge is located to Moose Lodge Way. The first Friday of every month the Moose Lodge has a steak dinner and Mr. Carlson drew tickets and gave away several free dinners at the meeting and plans to give away dinners over the next few months to encourage people to attend events and get involved with the lodge.

Maggie: Maggie from the Indian Head Business Association gave information on the Taste of Indian Head and parade which will be held on May 14, 2016 at the Village Green Park and Pavilion.

With no further questions or comments, the meeting adjourned at 8:47pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
	Permit 2015-32MIR, issued on 07/07/2015 was voided (applied for the wrong address): Issued to: Solar City Corp for: Gilbert Hart at 2 East Poplar Lane			Solar Panels

10/7/15	Solar City for: Clementine Blyther 2 South Poplar Lane			Solar Panels
---------	---	--	--	--------------

10/21/15	Curtis Smith 104 Mattingly Avenue			Above ground pool
----------	--------------------------------------	--	--	-------------------

USE & OCCUPANCY PERMIT;

10/20/15	Parkin Animal Services, LLC 4618 Indian Head Highway		Veterinary Services/ Animal Hospital	
----------	---	--	---	--

10/28/15	Samuel & Cindy Hagy 100 Jenkins Drive			Additional living space
----------	--	--	--	-------------------------

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of October.

GRADING PERMITS;

No Grading permits were issued during the month of October.

SIGN PERMITS;

No Sign permits were issued during the month of October.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 10/1/15 to 10/31/15

CASH BALANCE OCTOBER 1, 2015 \$342,255.56

REVENUES

General	498,131.62
Trash	44,667.02
Water & Sewer	74,243.85
Parks/Pavillion	2,350.00
Land	

SUB-TOTAL 619,392.49

LGIP Transfer(s)	-
Money Market Interest	25.98

TOTAL REVENUES 25.98 619,418.47

EXPENDITURES

General	(79,436.54)
Trash	(31,238.57)
Sewer/Water	(98,631.20)
Parks/Pavillion	(22,464.41)

SUB-TOTAL (231,770.72)

PNC & Amer Exp Merchant Fee(s)	(523.40)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	
Payroll	(52,092.83)
Wire Trans FICA, W/H Tax, Sales Tax	(25,556.79)

SUB-TOTAL (78,215.37)

TOTAL EXPENDITURES (309,986.09)

CASH BALANCE AS OF OCTOBER 31, 2015 \$651,687.94

LGIP ACCOUNTS

HIGHWAY FUND	3.78
PARK FUND	200,808.16
BOARDWALK	523,454.71
SEWER FUND	27,737.77
WATER FUND	43,062.04
REFUSE FUND	2.01

TOTAL LGIP ACCOUNTS \$ 795,068.47

SEWER BOND (AMERICAN FUNDS)	103,812.41
PNC	6,109.12

TOTAL INVESTMENTS \$ 904,990.00