

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, DECEMBER 7, 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: 24**

**Minutes:** November 2 Town meeting minutes and November 18 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 November 2015 was read (attached).
- B. **Finance Report** – The finance report for November 2015 was read (attached). Vice Mayor Sitoula asked if the Town’s annual audit was complete, Finance Officer Ginger Foster reported that it is complete.
- 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 BZA, Planning Commission, Ethics Commission, Parks & Rec Committee and the Environmental Sustainability Committee. The crosswalks for the Connector Trail were installed last month. 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 is working with the current vendor to set up online bill pay. The newsletters are now digital. Please provide the Town hall with your email address. The Town is working with the Naval Base, Charles County, the 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. The work is scheduled to begin spring 2016. The demolition of the buildings outside of the base gat has begun and will be completed this week. The Town’s annual audit is complete. The leaf vacuum truck is in service. The sign for the Trailhead Plaza was installed last week. Speed humps were installed along Strauss Avenue last month.
- D. **Code Enforcement Report** – The Town issued 13 notices of violation during the month of November 2015, 5 trash and debris violations, 6 rental license violations and 3 property

maintenance violations. The Town performed 10 rental inspections during the month of November 2015.

- E. Planning Commission Report** – The November Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – Karen Williams gave the Bureau of Fire Prevention report. The IHVFD responded to 23 fire responses, 5 first due, 18 mutual aid and 31 medical responses for the month of November. The IHVFD also completed 200 hours of training. The annual Santa Run Through Town will be held on December 23 around 6pm. This time of year there is an increased number of fire related incidents and injuries, please read the Winter & Holiday Fire Safety article in the Smoke Signals for more information. The IHVFD & RS would like to wish everyone Happy Holidays.
- G. Community Affairs** – Karen Williams thanked everyone who participated in the annual Tree Lighting ceremony. The 21<sup>st</sup> Annual Gingerbread Classes were a success and the entries for the contest are on display in the Village Green Pavilion. You can vote for your favorite at the Annual Holiday Festival that will be held on Tuesday, December 8 from 6pm to 9pm. Proceeds from the Holiday Festival will go to NETS. The Annual Community Dinner and Memorial Ribbon Ceremony will be held on Saturday, December 12. Christmas Tree Removal will begin December 30 through January 27. Please place your tree curbside with regular yard waste and it must be free of all decorations. The PHVFD & RS Santa Run will be held on Sunday, December 20 around 5pm. It will cover their first due response areas of Knott's Subdivision and Strauss Avenue from South Poplar Lane to Hawthorne Road. The IHVFD & RS Annual Santa Run through Town will be held on Wednesday, December 23 around 6pm. The Kris Kringle Christmas Market will be held at the Charles County Fairgrounds on Friday, December 11 and Saturday, December 12.
- H. Charles County Recreation** – Karen Williams gave the Charles County Recreation report. Swimming with Santa will be held at the Lackey pool on Saturday, December 12. The cost is \$5 per person, all ages welcome. You can register for the event online or at the door. The County's Winter Guide is now available online.
- I. Policing Report** – Officer Elliot asked everyone to be conscious and aware while shopping this Christmas season about leaving gifts in their car. People are also warming their cars this time of year and it presents the opportune time to take the vehicle. Officer Elliot asked everyone to please remember to lock their doors and remove all valuable from their car and if you see something say something. Residents may see an increase in police presence due to new recruits being trained.

**Briefings:** Potomac Branch Library Manager, Ashley Teagle gave a briefing on upcoming library events. Hour of Code will be held on December 12 at 2pm for ages 6 to 11. This program will give kids the opportunity to learn basic computer programming. The library is holding a fundraiser at Boston's on December 14 from 4pm to 10pm. Write "library" on the back of your receipt and a portion of the proceeds will go to the library. Noon Year's Eve will be held on Thursday, December 31 for ages 2 to 5 years old. It is a New Year's Eve event for preschoolers. There will be crafts, a balloon drop, music and games. Preschool Story Time will start on January 5, ages 2 to 5 years old. There will be stories, songs, dancing, crafts and more. Evening Story Time at the Black Box Theater

will be held on January 20 and February 17 from 6pm to 7pm. The event is open to all ages and will include stories, songs, dancing, crafts and more.

Councilman Smith gave a cyber-awareness briefing on holiday scams. This is one of the most dangerous times of year. Councilman Smith reviewed credit card scams, and mail delivery malware scams. Holiday safety rules include: go directly to the store's website instead of using search engines to look for deals, make sure you're on a secure connections, do not use debit cards to shop online, don't click on any advertisement for a deal, keep all your software up to date, make sure you are running an antivirus, and be diligent, be observant, and be prudent. Councilman completed his briefing with follow up questions and gift certificates from Dale's Smokehouse. Following the briefing citizens asked questions on donation emails and IRS scams.

**Presentations/Recognitions:** None

**Resolutions:** Town Clerk Brady read Resolution 11-01-15 concerning Charter Amendment -- Remote Participation at Town Council meetings. Dennis Scheessele asked about the conditions for remote participation. Councilman Smith stated that conditions include illness, natural disaster, emergency situations and geographic distance. This will not be the default measure; it is a way to prepare in case an issue arises. Warren Bowie asked if the quorum requirement is clearly outlined in the policy. Mayor Paulin made a motion to table all Remote Participation legislation until the quorum issue is addressed in the policy. Councilman Smith seconds the motion. All Remote Participation legislation will be tabled for adoption until the Town's attorney, Fred Sussman makes the necessary amendments.

Resolution 11-05-15 was tabled until the January 4, 4016 meeting.

Resolution 12-01-15 was introduced for adoption. It is a resolution appointing a member, and establishing his term of office, to the Indian Head Environmental Sustainability Committee for a three-year term. The following individual is appointed to the ESC: Erich Herrmann. Councilman Smith made a motion to adopt resolution 12-01-15; Vice Mayor Sitoula seconds the motion. Resolution 12-01-15 was adopted by voice vote: 3-Ayes, 0-Nays.

**Ordinances:** Ordinance 11-01-15 was tabled until the January 4, 2016 meeting.

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

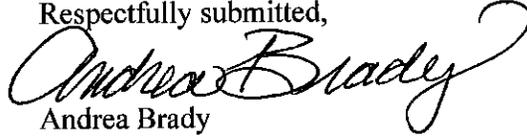
**Miscellaneous:** Mayor Paulin read the upcoming December events and meetings.

**Citizen's Comments:** Dennis Scheessele: Mr. Scheessele welcomed the news of the demolition of the properties by the base gate. Currently there has been a lot of buzz on social media that the process took place in just the past few months. Mr. Scheessele feels this discounts the work he and the prior Council did for years. Mr. Scheessele explained the legal process that has to take place in order to reach the point of demolition and he was particularly bothered by a comment on social media that it was easier working with the owner than going through the court process. Mr. Scheessele feels the court process it what made it easier for the owner to be worked with. Mr. Scheessele also discussed

the MAC which he said started in February or March. Mr. Scheessele does not want the hard work done by numerous individuals to be discounted, but he thanked the Mayor and Council for carrying forward with the demolition. Mayor Paulin stated that the demolition was not the result of a court order; it was done through working directly with the property owners.

With no further questions or comments, the meeting adjourned at 8:11pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned to the right of the typed name.

Andrea Brady  
Town Clerk



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

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

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

| <i>DATE</i> | <i>NAME</i>   | <i>RESIDENTIAL</i> | <i>COMMERCIAL</i> | <i>OTHER</i>                                 |
|-------------|---|--------------------|-------------------|--|
| 11/18/15    | Joel M. Bullen<br>4665 Strauss Avenue                                     |                    |                   | Gas fireplace                                |
| 11/18/15    | Panda Café – Zheng Jian Hang, Owner<br>4205 Indian Head Highway           |                    |                   | Change of Occupant<br>Restaurant – Carry out |
| 11/19/15    | Solar City for: Shannon Saia (voids permit #2015-27MIR)<br>41 Poplar Lane |                    |                   | Solar Panels<br>(ground mount)               |
| 11/19/15    | Brenda Hayes<br>4655 Strauss Avenue                                       |                    |                   | Shed   |
| 11/19/15    | Best Granite & Marble<br>Irfan Simsek & Demiroz Necati, Owners            |                    |                   | Change in Use<br>Kitchen & Bath Showroom     |

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

|          |                            |  |  |         |
|----------|----------------------------|--|--|---------|
| 11/17/15 | Thomas Cole<br>3 Lee Court |  |  | Carport |
|----------|----------------------------|--|--|---------|

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

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

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of November.

### ***GRADING PERMITS;***

No Grading permits were issued during the month of November.

### ***SIGN PERMITS;***

No Sign permits were issued during the month of November.

### ***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 11/1/15 to 11/30/15

CASH BALANCE NOVEMBER 1, 2015 \$651,687.94

|                       |            |
|-----------------------|------------|
| REVENUES              |            |
| General               | 104,128.09 |
| Trash                 | 87,295.99  |
| Water & Sewer         | 207,297.11 |
| Parks/Pavillion       | 500.00     |
| Land                  |            |
| SUB-TOTAL             | 399,221.19 |
| LGIP Transfer(s)      | -          |
| Money Market Interest | 34.58      |

TOTAL REVENUES 34.58 399,255.77

|                 |              |
|-----------------|--------------|
| EXPENDITURES    |              |
| General         | (89,019.18)  |
| Trash           | (16,971.93)  |
| Sewer/Water     | (53,206.95)  |
| Parks/Pavillion | (4,537.86)   |
| SUB-TOTAL       | (163,735.92) |

|                                     |             |
|-------------------------------------|-------------|
| PNC & Amer Exp Merchant Fee(s)      | (694.40)    |
| Credit Card Machine                 | (42.35)     |
| LGIP Transfer(s)                    |             |
| Check Order                         | (53.73)     |
| Payroll                             | (35,147.49) |
| Wire Trans FICA, W/H Tax, Sales Tax | (23,062.51) |
| SUB-TOTAL                           | (59,000.48) |

TOTAL EXPENDITURES (222,736.40)

CASH BALANCE AS OF NOVEMBER 30, 2015 \$828,207.31

|                             |               |
|-----------------------------|---------------|
| LGIP ACCOUNTS               |               |
| HIGHWAY FUND                | 3.78          |
| PARK FUND                   | 200,822.77    |
| BOARDWALK                   | 523,492.87    |
| SEWER FUND                  | 27,739.54     |
| WATER FUND                  | 43,065.11     |
| REFUSE FUND                 | 2.01          |
| TOTAL LGIP ACCOUNTS         | \$ 795,126.08 |
| SEWER BOND (AMERICAN FUNDS) | 103,812.41    |
| PNC                         | 13,281.63     |
| TOTAL INVESTMENTS           | \$ 912,220.12 |