

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, OCTOBER 5, 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: 39

Minutes: September 8 Town meeting minutes and September 30 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 September 2015 was read (attached).
- B. Finance Report** – The finance report for September 2015 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 BZA, Planning Commission, Ethics Commission and Parks and Rec Committee. Work on the Connector Trail is almost complete. The crosswalk will be installed across Route 210 this month. Please contact the Town Hall if you would like a 95 gallon toter for recycling delivered to your home or place of business. The Town has made a formal request to the State for additional funding for the Boardwalk project. The Town Council has given approval to proceed with the Town's current software company for online bill payments. 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. The playground at Pueblo Circle will be installed this month. The buildings outside of the base gate will hopefully be demolished this month.
- D. Code Enforcement Report** – The Town issued 29 notices of violation during the month of September 2015, 15 grass and weeds violations, 4 trash and debris violations, 3 rental license violations, 2 vehicle violations, 1 miscellaneous violation (dog) and 4 property maintenance violations. The Town performed 5 rental inspections during the month of September 2015.

- E. Planning Commission Report** – The Planning Commission reviewed the Join Land Use Study report.
- F. Bureau of Fire Prevention** – Chief Williams reported that the IHVFD responded to 25 fire responses, 14 mutual aid and 11 first due, 40 medical responses and completed 100 hours of training for the month of August. The IHVFD responded to 24 fire responses, 8 mutual aid and 16 first due, 35 medical responses and completed 140 hours of training for the month of September. The IHVFD has a lot of events coming up for Fire Prevention Week. The pre-K classes will be visiting the firehouse this week and school assemblies will take place on Friday. The IHVFD open house will be held on Saturday October 10 from 11am to 3pm. When you change your clocks on November 1, remember to change the batteries in your smoke detectors. The Ladies Auxiliary will hold their annual craft fair on November 14. Smoke detectors currently being sold in stores come with the 10 year battery that you cannot remove from the smoke detector. At the end of 10 years you replace the whole smoke detector and they run anywhere from \$12 to \$20. Chief Williams showed the Safe Awake device for the hearing impaired. The Safe Awake device is being funded by the State Firemen’s Association and the IHVFD can get one for residents who need them in two to three weeks.
- G. Community Affairs** – Karen Williams gave information on upcoming Town events. Events included, DLLR Mobile Career Center event on October 8 from 1:15 pm to 3:30pm at the Dollar General parking lot, 10th Annual Breast Cancer Awareness and Fitness Walk on October 10, the Village Green Free Flea Market on Saturdays from 7am to 1pm through October 24, Trunk to Trunk Trick or Treating on October 31, Maryland STEM Festival on November 7 from 10am to 4pm, Annual Tree Lighting on December 1, Gingerbread classes on December 4 and 6, Annual Holiday Festival and Craft Fair on December 8 and the Community Dinner and Memorial Ribbon Ceremony on December 12. The Kris Kringle Christmas Market will be held at the Charles County Fairgrounds on December 11 and 12. Upcoming Black Box Theater events include, Twelfth Night performed by the District Player on October 23 – 25, tickets are \$10, Hickory Dickory Dark presents Welcome Back Plotter on October 30, tickets are \$12, Port Tobacco Players present ART on November 6, 7, 13, 14, 20 and 21, tickets available on PTP site, Hickory Dickory Dark presents Almost, Maine on December 18, 19 and 29, check the Black Box website for more upcoming events. Contact Evie Hungerford if you are interested in renting available space at the theater.
- H. Charles County Recreation** – Suleiman Rabie reported that Lackey pool is open 7 days a week, 3:30pm to 9pm Monday through Friday and 12pm to 6pm on weekends. The pool will be closed on days where there are sporting events. Water aerobics is held on Saturdays from 10:30am to 11:30am and the Toddler Happy Hour free program is held at the same time. Water aerobics is offered at two other locations which would allow people to take up to 5 classes a week. High School swim clinic will be starting soon. Lifeguard classes will be held on November 6, 7 and 8. North Point and General Smallwood have Halloween programs coming up. The Lackey pool will have Swimming with Santa on December 12 from 2pm to 4pm. The cost is \$5 and it includes and underwater photo with Santa, a goodie bag and games. Santa’s Hotline program will be starting soon and parents can sign up to have Santa call and talk to their child.

- I. Policing Report** – Officer Elliot asked residents to remember to lock their doors. With the weather changing a lot of people will warm up their cars in the morning leaving them empty and unlocked which allows for easy theft. October 6 at 7pm there will be a Crime Watch presentation at the Village Green Pavilion. The Sheriff's Office Zombie 5K to support the Special Olympics will be held on October 18. Officer Elliot reminded everyone to call in any suspicious activity they see.

Mayor Paulin invited the Indian Head Business Association to give a report. John Carlson, member of the I.H.B.A and administrator for the Moose Lodge reported on upcoming I.H.B.A. events. Fall in Love with Indian Head will take place on Saturday, October 31 from 11am to 2pm. Up on the Hill and Through the Town Business Open House & Vendor Expo will be held on Tuesday, November 10 from 2pm to 6pm. Taste of Indian Head Parade, Vendor Expo & Pageant will be held on Saturday, May 14, 2016 from 10am to 4pm. Please like the events on Facebook and email IndianHeadBiz4U2@aol.com for more information or call Pam at 301-743-6777. Mr. Carlson encouraged more Town residents to become members of the Moose Lodge. The Lodge has weekly events including steak and cheese nights. The 5th Annual Crab Feast will be held on October 17 from 1pm to 5pm. \$40 for adults. \$30 for crabs only. \$20 for 12 and under. On October 24 the Lodge will host a Halloween Party for children and you do not have to be a member to attend. Their annual blood drive will be held on October 30.

Briefings: Councilman Smith gave a briefing on ransomware. Ransomware stops you from using your computer and it holds your computer of files for ransom. Your computer can be infected by ransomware by through compromised websites, clicking on a link in a spam email or through other malware. Once your system is infected a banner will pop up requesting the ransom. To help lower your risk for ransomware you should use reputable antivirus and malware detection. Back up any important files on your computer to an external drive and use popup blocker. If you become a victim of ransomware, unplug your computer/device from the internet to prevent access to your files. The Government does not advocate paying the ransom. A lot of time individuals who pay will receive the code needed to release their computer system but 5% continue to be extorted. To rid your system of ransomware you need to reformat/clean the computer to rid the system of it.

Presentations/Recognitions: None

Resolutions: Resolution 09-01-11 was introduced for adoption. It is a resolution supporting participation in the Sustainable Maryland Certified Municipal Certification Program. The original resolution was introduced and adopted on September 6, 2011. The resolution was reintroduced for adoption for a text amendment changing Green Team to Environmental Sustainability Committee. Mayor Paulin made a motion to adopt resolution 09-01-11; Councilman Smith seconds the motion. Resolution 09-01-11 was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 10-01-15 was introduced for adoption. It is a resolution appointing Joshua McDonald and establishing his term of office to the Indian Head Planning Commission for a five-year term. Councilman Smith made a motion to adopt resolution 10-01-15 and appoint Mr. McDonald for a five year term on the Indian Head Planning Commission; Vice Mayor seconds the motion. Resolution 10-01-15 was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: 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. Mayor Paulin made a motion to adopt ordinance 09-01-15; Councilman Smith seconds the motion. Ordinance 09-01-15 was adopted by voice vote: 3-Ayes, 0-Nays.

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. Councilman Smith made a motion to adopt ordinance 09-02-15; Vice Mayor Sitoula seconds the motion. Ordinance 09-02-15 was adopted by voice vote: 3-Ayes, 0-Nays.

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. Councilman Smith made a motion to adopt ordinance 09-03-15; Vice Mayor Sitoula seconds the motion. Ordinance 09-03-15 was adopted by voice vote: 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Hans Welch from Southern Maryland Job Source, Mobile Career Center gave information on different programs they provide for different job seekers. The programs included a youth and young adult program for ages 16 to 24, an inmate's program and a job match program. Councilman Smith contacted DLLR/Job Source about assisting unemployed residents. The Mobile Career Center will be at the Dollar General parking lot on October 8 from 1:15pm to 3:30pm.

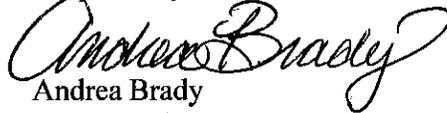
Ashley Teagle, Branch Manager of the Potomac Library invited residents to come visit the library. The library hosts a book club every 2nd Saturday. There is an Ask the Computer Lady program which provides people with basic IT assistance. There are also several programs for children including, Around the World Geography Club, and Preschool Story Time. The library also hosts Life Size Game Night for families. There is a new book deposit location at the Town Hall where residents are welcome to borrow books which will be restocked on the first Monday of each month.

Jim Hudnall and Calvin Conyers from the Oxon Hill Bicycle Club thanked the Town for their hospitality, and the Indian Head 100 was a success with around 1,000 cyclists. In appreciation, the Oxon Hill Bicycle Club donated \$1,000 to the Town of Indian Head and thanked the Town for the purchase of picnic tables with the previous donation. Mr. Hudnall and Mr. Conyers also thanked Councilman Smith for helping with parking at the event and thanked Mayor Paulin for taking the time to speak with the cyclists during registration. Mr. Hudnall and Mr. Conyers also thanked the St. James

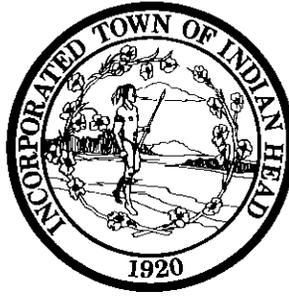
Church for their assistance and thanked Community Activities Director, Karen Williams for her hard work and presented her with a thank you gift.

With no further questions or comments, the meeting adjourned at 8:35pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned above the printed name and title.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/3/15	Vivint Solar for: GERALD HOLT 2 Birch Bark Court			Solar Panels
9/15/15	Sylvia Collins 27 Woodland Drive			Shed
9/21/15	Harvey & Sandy WETZEL 101 Beecher Avenue			Patio & retaining wall
9/28/15	Solar City for: ANIBAL RODRIGUEZ 37 Poplar Lane			Solar Panels

USE & OCCUPANCY PERMIT;

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

TEMPORARY USE & OCCUPANCY PERMIT;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of September.

GRADING PERMITS;

No Grading permits were issued during the month of September.

SIGN PERMITS;

No Sign permits were issued during the month of September.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 9/1/15 to 9/30/15

CASH BALANCE SEPTEMBER 1, 2015 \$464,521.93

REVENUES	
General	56,031.44
Trash	4,107.08
Water & Sewer	43,659.76
Parks/Pavillion	1,475.00
Land	
SUB-TOTAL	105,273.28
LGIP Transfer(s)	-
Money Market Interest	18.66

TOTAL REVENUES 18.66 105,291.94

EXPENDITURES	
General	(90,207.17)
Trash	(3,167.92)
Sewer/Water	(61,686.90)
Parks/Pavillion	(14,181.89)
SUB-TOTAL	(169,243.88)

PNC & Amer Exp Merchant Fee(s)	(2,183.60)
Credit Card Machine	(42.35)
LGIP Transfer(s)	
Check Order	
Payroll	(36,225.24)
Wire Trans FICA, W/H Tax, Sales Tax	(19,863.24)
SUB-TOTAL	(58,314.43)

TOTAL EXPENDITURES (227,558.31)

CASH BALANCE AS OF SEPTEMBER 30, 2015 \$342,255.56

LGIP ACCOUNTS	
HIGHWAY FUND	3.78
PARK FUND	200,044.11
BOARDWALK	523,421.33
SEWER FUND	20,181.54
WATER FUND	40,929.55
REFUSE FUND	2.01
TOTAL LGIP ACCOUNTS	\$ 784,582.32
SEWER BOND (AMERICAN FUNDS)	102,331.76
PNC	9,158.17
TOTAL INVESTMENTS	\$ 896,072.25