

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, January 3, 2023
Village Green Pavilion**

Mayor Paulin called the meeting to order at 7:00pm. There was a moment of silence in memory of Bunnie Sciler.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3

Minutes: December 5 Town meeting minutes and December 28 work session minutes. Councilwoman Grumbine made a motion to approve the minutes as presented, Vice Mayor Sitoula 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 December was read. (See attached)
- B. **Finance Report** – The finance report for December was read. (See attached)
- C. **Town Manager's Report** – The Town held the final acceptance and walkthrough with SHA for the Boardwalk project. The Town drafted the acceptance and maintenance letter and submitted it to SHA (State Highway Administration) and has captured additional as built data for the closeout process. The Town is 99% complete with the Boardwalk. The Town addressed SHA questions during review of the restrooms on the Village Green project. The response has been submitted to SHA regarding IFB (Invitation for Bid), and the Town has obtained approval from SCD (Soil Conservation District) and submitted SCD approval to SHA. The next step with the Comprehensive Plan update is to publish it. The Town is working on getting the required easements for the East Poplar stormwater design. The Town is looking to do the project in-house with our Public Works Department and ARRO Engineering. The Town reviewed SE Davis's proposal for the buffer management plan in Mattingly Park. The Town held a meeting with SE Davis last month and sent them the permit packet from the Critical Area. The proposal will be added to the January work session. The Town gathered and compiled all the requested information for submission of the wastewater permit application to MDE for review. We are currently awaiting approval. The Town is waiting for additional documentation from MDE for the water allocation permit. The Henderson Property RFP was extended and there is nothing new to report at this time. The Town is waiting for the construction schedule from the

contractor for the retaining wall project on Leslie Drive. The leaf vacuum service has concluded for the season.

D. Code Enforcement Report – The Town issued 14 notices of violation for the month of December, 3 rubbish and garbage violations, 1 rubbish and garbage fine, 3 zoning/permit violations, 3 zoning/permit fines, 1 zoning/permit citation, 1 rental license violation, 1 property maintenance citation, 1 inoperative/untagged vehicle citation. The Town completed 11 rental inspections and cleared 2 violations for the month of December.

E. Planning Commission Report – The December Planning Commission meeting was canceled.

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

H. Policing Report – Anyone interested in obtaining information on crime that occurs in our area can go to CityProtect.com. If you see anything suspicious, please call 301-743-2222. If you need contact information for Mr. Gus Proctor, the Community Policing contact, you can find it on the Town's website.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: Community Development Block Grant – A grant through DHCD is being pushed to assist with the grocery store development. We will be holding a public hearing on this proposed grant this month. The final date will be posted online and on the town sign. It will also be published in the Southern Maryland News at least 5 days prior to the hearing date.

Boys & Girls Club – The Boys and Girls Club will be operating out of the Pavilion on Tuesdays and Thursdays throughout the next several months. They will have hours after school closes each day. The Council hopes there will be a lot of participants.

Miscellaneous: Mayor Paulin read the upcoming events and meetings for January.

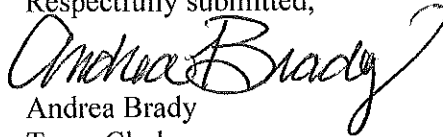
Citizen's Comments: Sanya Sitoula, Riverwatch – Sanya spoke about her memories of Bunnie Sciler. The Council spoke about Bunnie's contributions to the Town and how much she will be missed.

Brian Fox, Davis Drive – Mr. Fox asked for consistency in the rules for bulk trash pickup. He stated he has used bulk trash 5 to 6 times within a 10-year timeframe, and he stated that things have recently changed. The Superintendent of Public Works, Mr. Woodland explained to Mr. Fox that the bulk trash he had out would need to be sorted. Mr. Fox did not feel this requirement was fair because in his opinion it makes it recycling. Town Manager Hicks explained the reasoning behind the sorting requirement and how the “truck load” amount works for bulk pickups. Mr. Fox stated he put his items on a trailer, which has been acceptable in the past, but he was told Mr. Woodland didn’t want his guys going on the trailer and possibly getting hurt. Mr. Woodland also explained that he wants to avoid any potential damage to the trailer. Mr. Fox feels that this requirement is a change, and that if we will be enforcing this change it needs to be put into writing and posted on the Town’s website. Mr. Fox stated he had to take the items to the dump because of Mr. Woodland’s additional instructions. Town Manager Hicks tried to explain the reasoning to sort bulk items and to have them out in the correct manner. Town Manager Hicks and the Council will discuss bulk pickup during the work session, and the potential need to increase the cost and publish additional guidelines.

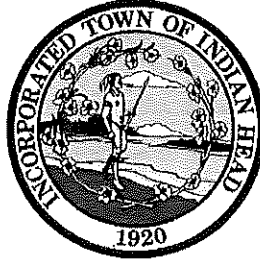
Mr. Fox asked for further information on what the Boys and Girls Club will be offering. Mayor Paulin explained they will offer structured recreation for Elementary and Middle School aged children.

With no further questions or comments, the meeting adjourned at 7:24pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2022

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
Dec.	Fence & Deck Connection 5 decks in Anchor Point Subdivision 64 Caswell Drive 66 Caswell Drive 68 Caswell Drive 70 Caswell Drive 72 Caswell Drive			Decks
12/06/22	Freedom Forever Maryland, for: Donielle Marshall 199 Chickaloon Place			Solar Panels
12/14/22	ADT Solar LLC for: Michael Tretick 9 Jenkins Drive			Solar Panels
12/28/22	Standard Energy Solutions for: Valentine Klinkpe 118 Woodland Drive			Solar Panels

USE & OCCUPANCY PERMITS;

Dec.	NVR Inc, Ryan Homes	1 new townhome unit in Anchor Point Subdivision		
12/6/22	Raymond & Erin Brandt 824 Indian Head Avenue			Deck
Dec.	NVR Inc, Ryan Homes Anchor Point Subdivision			5 Decks in the Anchor Point Subdivision

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy permits were issued during the month of December.

RIGHT OF WAY PERMITS;

No Right of Way Utility permits were issued during the month of December.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of December.

GRADING PERMITS;

No Grading permits were issued during the month of December.

SIGN PERMITS;

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

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 12/1/22 to 12/31/22

CASH BALANCE DECEMBER 1, 2022 \$2,529,637.32

REVENUES

General	34,272.75	
Trash	16,533.27	
Water & Sewer	169,879.64	
Parks/Pavillion	16,000.00	
Land		
Prior Year		
SUB-TOTAL		236,685.66

Bond Draw(s)	-	
Money Market Interest	2.12	
SUB-TOTAL		2.12

TOTAL REVENUES 236,687.78

EXPENDITURES

General	(158,431.75)	
Trash	(86,655.09)	
Sewer/Water	(89,385.18)	
Parks/Pavillion	(15,784.59)	
SUB-TOTAL		(350,256.61)

Old Line & Blue/Payments Merchant Fee(s)	(1,329.27)	
LGIP Transfer(s)		
Check Order		
Payroll	(52,392.40)	
Wire Trans FICA, W/H Tax, Sales Tax	(25,142.40)	
SUB-TOTAL		(78,864.07)

TOTAL EXPENDITURES (429,120.68)

CASH BALANCE AS OF DECEMBER 31, 2022 \$2,337,204.42

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,476.66
BOARDWALK	26,457.30
SEWER/WATER FUND	43,598.49
REFUSE FUND	111,495.92
HIGHWAY USER	68,230.10
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 264,258.47</u>

SEWER BOND (AMERICAN FUNDS)	96,233.47
TOTAL INVESTMENTS	<u>\$ 360,491.94</u>