

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, January 8, 2024
GoToMeeting**

Vice Mayor Sitoula called the meeting to order at 7:00pm.

Roll Call

Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

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

Mayor Paulin was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 0

Minutes: December 4 Zoning Ordinance public hearing minutes, December 4 Town meeting minutes and December 27 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: 2-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** – Boardwalk project update, the Town conducted a meeting with MDE to view the living shoreline and the naturally occurring driftwood on December 18th. The Town received a fully executed change order from the SHA office of construction. Received District Five Sketchbook Office Certificate of Completion of Work to incorporate into the final reimbursement invoice. Received the contractor's final pay application. The Town still needs to complete the reimbursement packet and officially close the project once reimbursement is received, with anticipated completion this month. The restrooms on the Village Green project has been placed out to bid. The pre-bid meeting was held on January 4th. East Poplar Stormwater Design update, working with Town attorney to acquire the easements needed. Sent easement exhibits to Fred Sussman for review and assembly of easement descriptions. Fred has the easements ready. The Town has started taking delivery of some materials. The final steps are easement acquisition and construction to begin this winter/spring. The buffer management plan in Mattingly Park is complete. The contractor will continue to spray new sprouts. The Town is awaiting response or approval from MDE

for the wastewater permit application. The Town has received a questionnaire regarding WWTP. The Town received AC Shultes proposal for a new well. The Town will need to schedule a meeting with ARRO to discuss the plan for the new well as part of the water allocation permit. Henderson RFP update, the Town reviewed a proposal from Mid Atlantic Development Partners LLC and held a meeting with both Mid Atlantic and the Town Council. Town Manager Hicks has a meeting scheduled with ARRO and the Town's attorney to discuss how to proceed. The construction of the retaining wall on Leslie Drive is ongoing. Stucco being applied, brick wall face mockup completed and now being constructed. Construction to be completed in January. The lease agreement with the Boys and Girls Club for the Old PNC bank building was signed in November. Construction to begin soon. The meeting with the contractor will take place on Wednesday.

- D. Code Enforcement Report** – The Town issued 14 notices of violation for the month of December 2023. 4 rubbish and garbage violations, 2 rubbish and garbage fines, 2 rubbish and garbage citations, 1 zoning/permit violation, 1 zoning/permit citation, 2 rental license violations, 2 vehicle violations. The Town completed 14 rental inspections for the month of December and cleared 9 violations.
- E. Planning Commission Report** – The December Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 12-01-23 was introduced at the November Town meeting. It is an Ordinance for the purpose of repealing the Town's existing Zoning Ordinance and adopting a new Zoning Ordinance for the Town of Indian Head. The revised Zoning Ordinance and a summary of changes have been available on the Town's website for review. The Planning Commission held a public hearing on the matter in October with a unanimous vote to recommend Council approval/adoption. The Town Council held their hearing on December 4, 2023. Vice Mayor Sitoula made a motion to adopt Ordinance 12-01-23. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote: 2-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None


New Business: None

Miscellaneous: Town Clerk Brady read the upcoming events and meetings for January.

Citizen's Comments: None

Vice Mayor Sitoula wished Town staff and residents a very happy new year on behalf of the Mayor and Council.

With no further questions or comments, the meeting adjourned at 7:08pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2023

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/8/23	Laurencio Abrego 55 Mattingly Avenue			Shed

USE & OCCUPANCY PERMITS;

12/18/23	Harry Singleton 17 River Watch Lane			Deck
12/4/23	NVR Inc / Ryan Homes 4210 Indian Head Highway		1 new townhome unit in Piscataway Village Subdivision	

RIGHT OF WAY PERMITS;

No Right of Way work 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 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 12/1/23 to 12/31/23

CASH BALANCE DECEMBER 1, 2023 \$1,284,966.80

REVENUES

General	345,001.83	
Trash	29,273.31	
Water & Sewer	52,182.09	
Parks/Pavillion	-	
Land		
Prior Year		
SUB-TOTAL		426,457.23

Bond Draw(s)	-	
Money Market Interest	7.81	
SUB-TOTAL		7.81

TOTAL REVENUES 426,465.04

EXPENDITURES

General	(414,398.69)	
Trash	(46,240.04)	
Sewer/Water	(69,339.37)	
Parks/Pavillion	(9,867.27)	
SUB-TOTAL		(539,845.37)

OldLine & Blue/Paymentus Merchant Fee(s)	(2,922.43)	
LGIP Transfer(s)		
Investment Funds		
Payroll	(56,013.58)	
Wire Trans FICA, W/H Tax, Sales Tax	(22,385.53)	
SUB-TOTAL		(81,321.54)

TOTAL EXPENDITURES (621,166.91)

CASH BALANCE AS OF DECEMBER 31, 2023 \$1,090,264.93

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,217.95
BOARDWALK	27,812.17
SEWER/WATER FUND	45,831.31
REFUSE FUND	117,206.39
HIGHWAY USER	755,872.37
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 961,940.19

SEWER BOND (AMERICAN FUNDS) 98,905.49

TOTAL INVESTMENTS \$ 1,060,845.68