

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
MONDAY, JANUARY 10, 2022
GoToMeeting**

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

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 VIA GOTOMETTING
SITE: 3**

Minutes: December 6th Town meeting minutes and December 15th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Mayor Paulin 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 Boardwalk project is 95% complete. The remaining 5% is sidewalk and parking structures. Electrical conduit has been laid and light installation is complete. Shoreline and plantings are complete. Final vegetation site walk will be conducted in late May. The restrooms on the Village Green project will begin once the Boardwalk is complete. The Town is still seeking members for the Sustainable Community Committee. 101 memorabilia is for sale at the Town Hall. The new leaf vacuum arrived in late December. Please have your trash and recycling curbside by 7:30am the day of your scheduled pickup. The Town has added an electric charging station to the Village Green Pavilion parking lot. The Town is still waiting for a response from MD Planning Department in reference to the Comprehensive Plan and the Zoning Ordinance. The Henderson RFP is going live on E-Maryland and PennBid. The Town will begin working on next years budget soon. The preliminary drawings for East Poplar and Sixth Street are currently under review.
- D. Code Enforcement Report** – The Town issued 15 notices of violation for the month of December, 4 rubbish and garbage violations, 1 rubbish and garbage fine, 1 zoning/permit violation, 6 rental license violations, 2 property maintenance violations,

1 property maintenance citation. The Town completed 23 rental inspections and cleared 9 violations for the month of December.

E. Planning Commission Report – The Planning Commission reviewed a preliminary plan for the Village of Potomac. The developer proposed building 5 townhome units on what was originally designated as a commercial parcel. The commercial property has been on the market since 2006 without any interest from developers. The Planning Commission approved the proposed residential use of the parcel contingent on the final plan addressing all comments in the project review letter from ARRO engineering and the removal of 1 townhome unit from the plan.

Mayor Paulin asked for an update on when the electronic charging station will be activated in the Village Green Parking lot. Town Manager Hicks will get an update from SMECO.

F. Bureau of Fire Prevention – No report

G. Charles County Recreation – No report

H. Policing Report – No report

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 01-02-22 was introduced. It is a resolution concerning Charter Amendment – Mayor and Council Salaries for the purpose of amending the Charter of the Town of Indian Head to increase the salaries for the Mayor and members of the Town Council, commencing with the term of office for the Mayor and members of the Town Council to be elected in May 2023. Vice Mayor Sitoula made a motion to adopt Charter Amendment Resolution 01-02-22, Mayor Paulin seconds the motion. The Charter Amendment Resolution was adopted as presented by voice vote: 3-Ayes, 0-Nays. The Charter Amendment Resolution will become effective 50 days from the date of adoption on March 1, 2022, unless proper petition for referendum is filed. A copy of the Charter Amendment Resolution is available at the Town Hall for review or on the Town’s website.

Ordinances: Ordinance 01-01-22, was read for introduction. 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. The Ordinance will be on the February 7, 2022, Town meeting agenda for adoption.

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for January. The State of Maryland will be running COVID testing at the Blue Crabs stadium throughout the month of January.

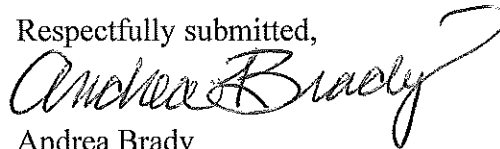
Mayor Paulin expressed his thanks to the public works department, for their work during and after the recent snowstorm. Compared to other areas in our county and region they did a phenomenal job as always. Mayor Paulin thanked the Public Works crew for all of their time and effort in everything they do and commend them for everything they did this past week.

Citizen's Comments: Vice Mayor Sitoula took a moment to echo the thoughts of Mayor Paulin on the work down by Public Works during the recent snowstorm. Mayor Paulin and Vice Mayor Sitoula also thanked Town Manager Hicks for his work and asked that he pass on their gratitude to the public works staff.

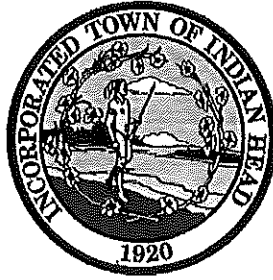
Robert P. – Asked if the shopping center next to the dollar general would be opening soon. Mayor Paulin explained that the area he is inquiring about will be the home of the USBTA, and it will be an office park area as opposed to retail. USBTA will be brining additional jobs to the area with an average salary of around \$82,000. Mayor Paulin discussed the local hiring requirements as part of a HUB Zone.

With no further questions or comments, the meeting adjourned at 7:22pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: December 2021

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
12/3/21	Fence & Deck Connection Anchor Point Subdivision			5 permits - decks on Townhomes currently under construction
12/3/21	Ramona Thompson 9 First Street			Fence
12/3/21	Cody Tomlinson 60 Poplar Lane			Deck
12/9/21	NVR Inc, Ryan Homes 133-147 Seldovia Drive		8 new townhome units in Anchor Point Subdivision	
12/9/21	Fence & Deck Connection Anchor Point Subdivision			1 permit - deck on a townhome currently under construction
12/9/21	Prince William Home Improvements for: Harold Lind Fitzgerald 106 Bland Drive			Screened in porch and deck
12/3/21	Fence & Deck Connection Anchor Point Subdivision			6 permits - decks on Townhomes currently under construction
12/22/21	Joseph Edelen 6 Woodland Drive			Shed
12/22/21	Ana Claros Alvarez 85 Woodland Drive		SFD	
12/22/21	Michelle Latortue 5 North First Street			Change in Use with construction Dental Office

USE & OCCUPANCY PERMITS;

12/13/21	NVR Inc, Ryan Homes 203 Chickaloon Place			Deck for a new townhome in Anchor Point Subdivision
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of December.

GRADING PERMITS;

12/22/21 Ana Claros Alvarez
85 Woodland Drive

Driveway and parking pad

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 12/1/21 to 12/31/21

CASH BALANCE DECEMBER 1, 2021 \$2,318,518.48

REVENUES

General	22,374.24
Trash	11,637.92
Water & Sewer	112,406.13
Parks/Pavillion	194,932.90
Land	
Prior Year	

SUB-TOTAL 341,351.19

Bond Draw(s)

Money Market Interest	2.12
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SUB-TOTAL 2.12

TOTAL REVENUES

341,353.31

EXPENDITURES

General	(123,369.02)
Trash	(23,551.29)
Sewer/Water	(171,528.12)
Parks/Pavillion	<u>(218,182.86)</u>

SUB-TOTAL (536,631.29)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,585.62)
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LGIP Transfer(s)

Check Order

Payroll	(48,555.27)
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Wire Trans FICA, W/H Tax, Sales Tax	<u>(27,842.74)</u>
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SUB-TOTAL (77,983.63)

TOTAL EXPENDITURES

(614,614.92)

CASH BALANCE AS OF DECEMBER 31, 2021

\$2,045,256.87

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,270.50
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BOARDWALK	26,080.44
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SEWER/WATER FUND	42,977.70
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REFUSE FUND	127,180.04
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HIGHWAY USER	67,258.09
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 277,766.77

SEWER BOND (AMERICAN FUNDS)	102,036.14
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TOTAL INVESTMENTS \$ 379,802.91