

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, February 5, 2024
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

Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Town Manager Hicks was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 13

Minutes: January 8 Town meeting minutes and January 24 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 January was read. (See attached)
- B. **Finance Report** – The finance report for January was read. (See attached)
- C. **Town Manager's Report** – No report.
- D. **Code Enforcement Report** – The Town issued 7 notices of violation for the month of January 2024. 1 rubbish and garbage violation, 3 zoning/permit violations, 1 rental license violation, 1 property maintenance violation, 1 property maintenance citation. The Town completed 13 rental inspections for the month of January and cleared 8 violations.
- E. **Planning Commission Report** – The Planning Commission approved the signs for the Oasis Fresh Foods Market.
- F. **Bureau of Fire Prevention** – No report.
- G. **Charles County Recreation** – No report. Mayor Paulin suggested utilizing CityProtect.com to stay up to date on call notifications within the area.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 02-01-24 was read for adoption. It is a Resolution re-appointing Anita Sampson to the Indian Head Planning Commission for a five-year term. Vice Mayor Sitoula made a motion to adopt Resolution 02-01-24. Councilwoman Grumbine seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays.

Resolution 02-02-24 was read for adoption. It is a Resolution concerning USDA RD Grant for the purpose of approving the application and receipt of financing for a Community Legacy Programs further described in the Application dated June 14, 2023, to be financed either directly by the Department of Housing and Community Development of the State of Maryland or through other departments or agencies. The grant would finance in whole or in part, the Town's Community Garden/municipal parking lot project. There will be a public information meeting held on this project on February 12th for residents to provide further comments. Mayor Paulin made a motion to adopt Resolution 02-01-24. Councilwoman Grumbine seconds the motion.

Mayor Paulin asked if there was any further discussion about the Resolution. Vice Mayor Sitoula asked for the purpose of the grant funds and how much it will be. Mayor Paulin explained it will go directly to the community garden project which is part of the municipal parking lot. Mrs. Steele with RXBSA stated the grant is for approximately \$30,000.

A resident in attendance, Mr. Douglas, asked for the location of the project. Mayor Paulin explained the garden and parking lot are directly behind the future Oasis Fresh Foods Market and explained where it is in location to the town hall. The Outdoor Living Company has some designs of what the garden will look like available on their Facebook page.

With no further discussion, Mayor Paulin moved to the vote. 2-Ayes, 1-Nay. Town Clerk Brady called the roll vote – Councilwoman Grumbine – Aye, Vice Mayor Sitoula – Nay, Mayor Paulin – Aye. The Resolution was adopted by a vote of 2-Ayes, 1-Nay.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: The Board of the Perry Station, River Watch Home Owners Association Rachael Hall, Quenell Prather, and Terri Nelson joined the meeting this evening to discuss several matters with the Town Council, to include Boardwalk safety and camera installation, parking issues, tree maintenance, illegal dumping and the Boardwalk being closed during inclement weather.

Ms. Hall made introductions of her fellow Board members and started the conversation on safety concerns with the Boardwalk. Ms. Prather discussed many instances that have taken place on the Boardwalk and that she and other residents do call in the issues to the Charles County Sheriff's Office (CCSO). Ms. Nelson spoke about a meeting held previously with both the Town and the CCSO, and her concerns that the residents are not being heard. She also spoke about the promise of cameras being installed, CCSO response time to calls, and her experiences having a home that backs up to the Boardwalk.

Mayor Paulin thanked the Board members for attending and encouraged everyone to call the non-emergency CCSO line to report all suspicious activity in any area of the Town, including the Boardwalk. Mayor Paulin also stated concerns that the data shown on CityProtect.com does not show any of the incidents mentioned. This is especially concerning when this is the platform the Council utilizes when making decisions as it relates to things like cameras. The Town has received quotes regarding cameras, but unfortunately the pricing has been astronomical. The Council will however continue to discuss this during the upcoming budget sessions.

Vice Mayor Sitoula has approached several homeowners near the Boardwalk to encourage them to purchase home security cameras and leverage the Town's rebate program. He also shared information on the internet source provided through Elon Musk's satellite service, and his experiences with it. The rebate program form can be found on the Town's website.

Ms. Hall suggested a collaboration between homeowners who have houses backing up to the Boardwalk, and the Town to have cameras installed on the rear of the homes to help monitor the Boardwalk. Mayor Paulin will add this to the work session agenda for further discussion.

Ms. Hall brought up the Boardwalk closure that recently happened due to inclement weather. She asked if there was something in place to close off the Boardwalk or if it was a trust system. She also suggested the HOA being given a key to allow them to close the Boardwalk in the evenings to help keep people off of it.

The Council will discuss the possibility of an electronic lock or automated closure for the Boardwalk during their upcoming budget sessions.

Ms. Nelson spoke about her concerns with the trees behind her home and near the Boardwalk, and she feels the Town needs to monitor the trees better.

Mayor Paulin went over the issues with trees located within the Critical Area. He will speak with Town Manager Hicks about the concern further, and they can discuss with the contractor what is and is not allowed per Maryland Department of the Environment's approval.

Vice Mayor Sitoula stated that the Town Manager and the Superintendent of Public Works go out yearly to identify trees that are potentially harmful and have the issues addressed.

Mayor Paulin plans on scheduling a neighborhood walkthrough in the future to try to get more people involved in the camera program. He will also send the rebate form to the HOA Board to include in their upcoming newsletter.

Ms. Prather discussed her concerns and experience with illegal dumping in the neighborhood. Mayor Paulin encouraged anyone who is experiencing illegal dumping to contact Code Enforcement on the issue, and if they are witnessing it taking place, they should report it directly to the CCSO.

Ms. Hall shared information on the upcoming Lackey boys' basketball game, during halftime at around 7:45pm the girls' basketball team will be recognized for their accomplishments.

Ms. Prather asked what could be done to provide assistance with the parking issues in their neighborhood. Ms. Nelson said she has previously spoken with Town Manager Hicks about adding 20 additional spaces, and she spoke about how the HOA maintains their visitor parking area, and the need to tow vehicles that have been in the Town's lot for extended periods of time. Mayor Paulin said this is an issue the Town will continue looking into. He will be speaking with Town Manager Hicks on a plan drawn up by ARRO for extra parking in the area, however the process for any project within the Critical Area is a long one. As a

short-term solution Mayor Paulin did remind everyone there are municipal lots near the Town Hall and at the Village Green Pavilion.

Jame Toribio – This Saturday, February 10th, he will be doing a riverside cleanup down at the Boardwalk beachside and then down through the valley. He encouraged everyone interested to join in on the efforts. Mayor Paulin will provide gloves and bags if he has leftover supplies from a previous cleanup. If not, he will contact Town staff to provide them. Mr. Toribio asked about the possibility of having tennis courts installed which could also serve as pickleball courts. Mayor Paulin has been having discussions about having courts and a dog park at Charlie Wright Park with the director of Charles County Parks and Rec. Mr. Toribio asked about grant possibilities to pay for the courts. Ms. Steele with RXBSA offered to assist with these efforts if it is needed. Mayor Paulin will follow up with the Charles County Parks and Rec director and his hope is that they would be able to utilize the County's parks dollars and program open space dollars to fund this, as it will be located in a county park, and he thanked Ms. Steele for the offered partnership.

Marilyn Steele – Ms. Steele asked if the Town had considered developing its own police force. Mayor Paulin has personally done some research on this including what the budgeting would look like. He discussed the cost of extra duty town patrols through the CCSO, and the potential costs involved in starting a police department. While this is something the Council will continue to entertain, they will also speak with the CCSO about additional patrols in the area, and they will reach out to La Plata on the possibility of a shared services agreement.

April Van Overbeek – Ms. Van Overbeek thanked the HOA board for the work they are doing in the community and everyone that volunteers.

With no further questions or comments, the meeting adjourned at 8:07pm

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: January 2024

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
1/05/24	Trinity Solar for: Tiawana Spruill 39 Riverside Run Drive			Solar Panels
1/17/24	Teia Hill – Southern Belle 4356 Indian Head Highway			Change of Occupant w/ no construction
1/17/24	CRM Construction, Inc. for: Kimberly Pitner 1007 Kenneth Street			Repairs from tree damage
1/26/24	Empire Signs for: RXBSA- Oasis Fresh Foods Market 4145 Indian Head Highway			Wall mounted signs

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

No Right of Way work permits were issued during the month of January.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of January.

GRADING PERMITS;

No Grading Permits were issued during the month of January.

SIGN PERMITS;

1/26/24	Empire Signs for: RXBSA- Oasis Fresh Foods Market 4145 Indian Head Highway			Wall mounted signs
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TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 1/1/24 to 1/31/24

CASH BALANCE JANUARY 1, 2024 \$1,090,264.93

REVENUES

General	427,082.02	
Trash	43,658.68	
Water & Sewer	54,840.76	
Parks/Pavillion	-	
Land		
Prior Year		
SUB-TOTAL		525,581.46

Bond Draw(s)	-	
Money Market Interest	8.49	
SUB-TOTAL		8.49

TOTAL REVENUES 525,589.95

EXPENDITURES

General	(120,642.40)	
Trash	(47,430.01)	
Sewer/Water	(94,308.18)	
Parks/Pavillion	(30,769.68)	
SUB-TOTAL		(293,150.27)

Old Line & Blue/Payments Merchant Fee(s)	(601.72)	
LGIP Transfer(s)		
Investment Funds	(41,537.09)	
Payroll	(44,598.18)	
Wire Trans FICA, W/H Tax, Sales Tax	(25,554.50)	
SUB-TOTAL		(112,291.49)

TOTAL EXPENDITURES (405,441.76)

CASH BALANCE AS OF JANUARY 31, 2024 \$1,210,413.12

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,288.16
BOARDWALK	27,940.46
SEWER/WATER FUND	46,042.76
REFUSE FUND	117,747.16
HIGHWAY USER	801,038.85
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 1,008,057.39</u>

SEWER BOND (AMERICAN FUNDS)	106,142.64
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TOTAL INVESTMENTS \$ 1,114,200.03