

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, March 6, 2023
GoToMeeting**

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

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor

Attended By

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

Councilwoman Grumbine was excused from this evening's meeting due to a family emergency.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE:1

Minutes: February 6 Town meeting minutes and February 28 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: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. Permits** – The permits report for February was read. (See attached)
- B. Finance Report** – The finance report for February was read. (See attached)
- C. Town Manager's Report** – The Town is continuing to close out the Boardwalk project. However, we are waiting for additional information from SHA regarding the final change order. ARRO received all approvals for the restrooms on the Village Green project, except for 12 minor comments from SHA. A final review meeting has been requested with the reviewer and SHA so the comments could be addressed during the meeting and receive final approval. The Comprehensive Plan update has been published. The Town is looking to do the East Poplar stormwater design project in house with our Public Works department and ARRO. The Town has started to receive costs and lead times for materials. Once all that information is known we will start to acquire the easements needed. The buffer management plan in matting park was completed last week and review will take place on Wednesday. The Town gathered and compiled all the requested information for the wastewater permit application submission and review to MDE. We are awaiting approval. The Town is awaiting additional documentation from MDE for the water allocation permit. The Henderson RFP has been extended and there is nothing new to report. Prior to this evening's meeting, Town Manager Hicks received a call from Charles County Economic Development, and they have a couple of developers in mind for the Henderson project

that they will be reaching out to. Work has yet to begin on the retaining wall on Leslie Drive. The Town is looking to pull the performance bond. BMP projects are being reviewed in Town as part of MS4. The Old PNC Bank bond bill is on the Public Works March agenda. The monies will be used to make the facility larger.

D. Code Enforcement Report – The Town issued 14 notices of violation for the month of February, 3 rubbish and garbage violations, 1 zoning/permit violation, 1 rental license violation, 3 property maintenance violations, 1 nuisance/noise violation, 3 inoperative/untagged vehicle violations and 2 inoperative/untagged vehicle fines. The Town completed 13 rental inspections for the month of February and cleared 4 violations.

E. Planning Commission Report – The February 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

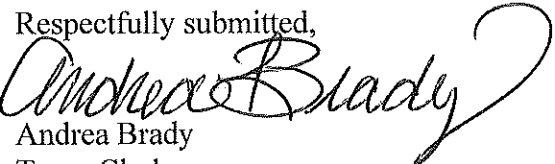
Unfinished Business: None

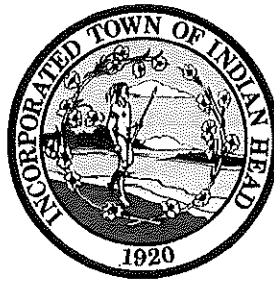
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for March. The Boys & Girls Club does function out of the Pavilion on Tuesdays and Thursday, Mayor Paulin encouraged all local youth to take part in the program. The Council hopes for the monies from the Bond Bill to expand the Old PNC to become the future home of the Boys and Girls Club.

Citizen’s Comments: Rick Posey – East Poplar Lane: Mr. Posey asked for an Oasis Grocery update. Mayor Paulin said they began demolition; they are running into some supply chain issues on the refrigeration equipment but they anticipate opening in early 2024.

With no further questions or comments, the meeting adjourned at 7:10pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/6/23	The Bethel Church of the Living God, Inc. 19 Mattingly Avenue			Change of Occupant Church
2/13/23	Standard Energy Solutions for: Keyana Kelly 11 Riverside Run Drive			Solar Panels
Feb.	Fence & Deck Connection 8 decks in Anchor Point Subdivision 165 Seldovia Drive 46 Caswell Drive 48 Caswell Drive 52 Caswell Drive 54 Caswell Drive 56 Caswell Drive 58 Caswell Drive 60 Caswell Drive			Decks
2/16/23	Michael Butler 4356 Indian Head Highway		T/A: The Breakfast Spot	Change of Occupant
2/21/23	McGee Fence for: Joe Madison 103 River Watch Drive			Deck
2/22/23	Sustainable Energy Systems for: Tony Simmons 11 Sandra Court			Solar Panels
2/23/23	SDR Family Homes LLC 77 Poplar Lane	Single Family Dwelling		

USE & OCCUPANCY PERMITS;

Feb.	NVR Inc, Ryan Homes Anchor Point Subdivision	6 Decks in Anchor Point Subdivision
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TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

2/7/23 Washington Gas

Extension of permit issued for
ROW work in the area of
Dr Andrews Way & Lackey Drive

DEMOLITION PERMITS;

No Demolition permits were issued during the month of February.

GRADING PERMITS;

2/23/23 SDR Family Homes LLC
77 Poplar Lane

SIGN PERMITS;

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

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 2/1/23 to 2/28/23

CASH BALANCE FEBRUARY 1, 2023 \$2,410,531.86

REVENUES

General	157,890.21
Trash	105,200.97
Water & Sewer	187,417.33
Parks/Pavillion	1,650.00
Land	
Prior Year	

SUB-TOTAL 452,158.51

Bond Draw(s)	-
Money Market Interest	1.92

SUB-TOTAL 1.92

TOTAL REVENUES 452,160.43

EXPENDITURES

General	(55,664.13)
Trash	(84,193.73)
Sewer/Water	(59,453.63)
Parks/Pavillion	(60,552.66)

SUB-TOTAL (259,864.15)

Old Line & Blvd/Payments Merchant Fee(s)	(730.19)
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LGIP Transfer(s)

Check Order

Payroll	(39,827.55)
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Wire Trans FICA, W/H Tax, Sales Tax	(19,042.39)
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SUB-TOTAL (59,600.13)

TOTAL EXPENDITURES (319,464.28)

CASH BALANCE AS OF FEBRUARY 28, 2023 \$2,543,228.01

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,576.90
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BOARDWALK	26,640.50
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SEWER/WATER FUND	43,900.38
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REFUSE FUND	112,268.00
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HIGHWAY USER	68,702.57
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 266,088.35

SEWER BOND (AMERICAN FUNDS)	96,233.47
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TOTAL INVESTMENTS \$ 362,321.82