

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, April 1, 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

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 4

Minutes: March 4 Town meeting minutes and March 28 work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilwoman Grumbine 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 March was read. (See attached)
- B. **Finance Report** – The finance report for March was read. (See attached)
- C. **Town Manager's Report** – Boardwalk update, the final reimbursement packet has been submitted. Review with SHA regarding retainage and the amount that was being requested. The last thing to do is completely close out the project and it should be closed out this month. A professional services agreement has been signed with ARRO for engineering services as it relates to the development of 24 additional parking spaces in Riverwatch near the Boardwalk. The Town is having ongoing discussions with SHA regarding additional funding for the restrooms on the Village Green project. We are awaiting the additional funding determination. East Poplar Stormwater Design update, the Town has started easement acquisition, and we are waiting for additional materials to be delivered. Construction will begin this month. Wastewater permit application, the Town conducted a virtual site meeting with MDE. A draft permit will be issued. The Town still needs to coordinate sampling and investigate sources of I&I. The Town will be meeting with MDE on the status of the water allocation permit. The Town has received a schedule from AC Schultes, and we have updated MDE on the timeline. The Town is still looking to develop an unaccounted-for water loss program. Henderson RFP, the Town has spoken with Amazon about their plans for the property located nearby, and Town Manager Hicks is in the process of scheduling a meeting with CMI and Amazon. Construction of the retaining wall on Leslie Drive is complete. We held a final and substantial walkthrough. The Town is paying no monies to the contractor for the wall. The lease agreement with the Boys and Girls club for the old PNC building was signed in November.

Construction to begin soon. The Town is in the process of developing an RFP for repairs of the Mattawoman dock, and the project will be placed out for bid.

- D. Code Enforcement Report** – The Town issued 25 notices of violation for the month of March 2024. 7 rubbish and garbage violations, 4 rubbish and garbage fines, 2 rubbish and garbage citations, 2 zoning/permit violations, 4 property maintenance violations, 2 property maintenance citations, 3 inoperative/untagged vehicle violations, and 2 inoperative/untagged vehicle fines. The Town completed 55 rental inspections for the month of March and cleared 9 violations.
- E. Planning Commission Report** – The Planning Commission approved the revised sign for Oasis Fresh Foods Market and gave conditional approval of the Community Based Health Center that will be located at Indian Head Elementary School.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 04-01-24 was introduced. It is an Ordinance concerning imposition of hotel tax for the purpose of imposing a certain tax upon the total amount paid for room rental to a hotel by or for certain transients, with certain exceptions; defining certain terms; establishing an obligation on certain hotels to collect the tax from transients providing for the administration and enforcement of the collection of the tax; establishing penalties for violations; and generally related to the imposition and collection of a hotel tax in the Town of Indian Head. The tax rate will be 2% of the total amount paid for room rental. The full Ordinance is available for review on the Town's website. The Ordinance will be on the May 6th Town meeting agenda for adoption. Mayor Paulin invited submission of public comments in writing prior to next month's hearing, or during citizens comments this evening. Mayor Paulin reviewed the reasoning for the ordinance.

Ordinance 04-02-24 was introduced. It is an Ordinance concerning Comcast cable franchise agreement for the purpose of approving a certain cable television franchise agreement with Comcast of Maryland, LLC; providing that the provisions of this Ordinance are severable; and generally relating to cable television services in the Town of Indian Head. The full Ordinance is available for review on the Town's website. The Ordinance will be on the May 6th Town meeting agenda for adoption. The Ordinance is for renewal of the existing franchise agreement.

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Mayor Paulin thanked BRIDGE Church, volunteers, and Town staff they put on a very successful EGGciting Easter event on Saturday.

Vice Mayor Sitoula echoed the Mayor's sentiments, and he also thanked Jame Toribio and other volunteers who cleaned up the shoreline along the Boardwalk this weekend.

Marilyn Steele of RXBSA asked for additional information on the hotel tax and inquired if this will be assessed on top of the State and County tax. Mayor Paulin said yes it will be a 2% tax on top of what is being assessed by the State and County. Ms. Steele asked if a discount would be given to the hotels for paying on time. Mayor Paulin explained this would be a 2% tax assessed to the patron at the time of their stay. Ms. Steele explained that when the hotel submits this tax to the State and County in a timely fashion, they are given a reduction, and she hopes that the Town will consider a similar practice. Mayor Paulin stated there is nothing in the Ordinance currently addressing that, but the Town will reach out to legal counsel on the topic. Vice Mayor Sitoula asked how much the reduction is. Ms. Steele explained that for the Stat is around .2% and County does .1%. The Council will discuss the topic further during the April work session. Ms. Steele will provide further information to assist with their discussion.

With no further questions or comments, the meeting adjourned at 7:17pm

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive, flowing style.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/4/24	Clinton Fence for: Chance Pettey 69 Poplar Lane			Fence
3/8/24	Empire Graphics for: 4450 Indian Head Hwy, LLC 4450 Indian Head Hwy			Monument sign
3/20/24	McGee Fence for: Katrina Fleet 102 Beecher Avenue			Fence
3/20/24	McGee Fence for: Kenneth Griffith 2 Woodsome Drive			Fence (1)
3/29/24	McGee Fence for: Kenneth Griffith 2 Woodsome Drive			Fence (2)

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

No Right of Way work permits were issued during the month of March

DEMOLITION PERMITS;

No Demolition permits were issued during the month of March

GRADING PERMITS;

No Grading Permits were issued during the month of March

SIGN PERMITS;

No Sign permits were issued during the month of March

TEMPORARY SIGN PERMITS;

No Temporary Sign permits were issued during the month of March

FINANCE REPORT 3/1/24 to 3/31/24

CASH BALANCE MARCH 1, 2024 \$963,928.85

REVENUES

General	248,281.24
Trash	27,416.15
Water & Sewer	49,834.92
Parks/Pavilion	1,800.00
Land	
Prior Year	
SUB-TOTAL	327,332.31

Bond Draw(s)	-
Money Market Interest	<u>8.49</u>
SUB-TOTAL	8.49

TOTAL REVENUES 327,340.80

EXPENDITURES

General	(134,630.99)
Trash	(48,714.81)
Sewer/Water	(80,119.13)
Parks/Pavilion	<u>(11,872.90)</u>
SUB-TOTAL	(275,337.83)

Old Line & Blue/Payments Merchant Fee(s)	(1,215.69)
Bond Pymts	(46,480.22)
Investment Funds	(160,000.00)
Payroll	(54,570.57)
Wire Trans FICA, W/H Tax, Sales Tax	<u>(25,721.84)</u>
SUB-TOTAL	(287,988.32)

TOTAL EXPENDITURES (563,326.15)

CASH BALANCE AS OF MARCH 31, 2024 \$727,943.50

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,353.74
BOARDWALK	188,060.31
SEWER/WATER FUND	46,240.29
REFUSE FUND	118,252.32
HIGHWAY USER	<u>804,475.45</u>

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,172,382.11

SEWER BOND (AMERICAN FUNDS)	<u>106,142.64</u>
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TOTAL INVESTMENTS \$ 1,278,524.75