

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, April 3, 2023
Village Green Pavilion**

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: 8

Minutes: March 6 Town meeting minutes and March 22 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** – The Town is continuing to close out the Boardwalk project. However, waiting on additional information from SHA regarding the final change order. The Town is also looking into ordering benches. ARRO received all approvals for the restroom on the Village Green project except for 12 minor comments from SHA. A meeting was held with SHA on March 29th to discuss the comments. The next steps will be final submission and following approval, placing the project out to bid. The Comprehensive Plan update has been published. The Town will be doing the East Poplar stormwater project in house with our Public Works department and ARRO. The Town has started to receive costs and lead times for materials. Once all information is known we will start to acquire the easements needed. The Town has ordered materials at a cost of \$162,000 with a lead time of 6 to 8 weeks. The Town held a meeting last month to review the substantial completion of the buffer management plan in Mattingly Park. The contractor is waiting for the proper time to spray the invasive plant species (bamboo) so that it will properly absorb the pesticide. The Town gathered and compiled all the requested information for submission and review of the wastewater permit application to MDE. We are awaiting approval. The Town received a packet from MDE on the water allocation permit. We are developing an outline for the proper path activities to move forward with the testing to justify an

allocation increase. The Henderson RFP was extended, there is nothing new to report at this time. The Town issued a default letter to the contractor for the retaining wall project on Leslie Drive. The default letter was issued after continued requests for required information from the contractor and requests for an updated construction schedule to meet the final completion deadline. A meeting is scheduled for April 6th. The Town is reviewing BMP projects in Town for MS4, this is ongoing. The Bond Bill for the old PNC bank was on the March agenda. The monies will be used to make the facility larger and will house the Boys and Girls Club.

D. Code Enforcement Report – The Town issued 97 notices of violation for the month of March, 74 rubbish and garbage violations, 4 rubbish and garbage fines, 1 rubbish and garbage citation, 3 zoning/permit citations, 1 rental license violation, 5 property maintenance violations, 2 property maintenance fines, 1 nuisance/noise violation, 3 inoperative/untagged vehicle violations, 3 inoperative/untagged vehicle fines. The Town completed 11 rental inspections for the month of March and cleared 9 violations.

E. Planning Commission Report – The Planning Commission approved the final development plan for the Villages of Potomac, and they approve the major site plan and stormwater management plan for Oasis Grocery with the condition that all of ARRO’s comments are satisfied.

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: The Council added a presentation of a Town seal to Miss Kennedy Hall, in recognition of her and her teams’ accomplishments and becoming the first girls basketball team in the history of Henry E. Lackey High School to win a state championship. There is a celebration/parade scheduled on May 6th to recognize the full team for their accomplishments.

Resolutions: Resolution 04-01-23 was introduced for adoption. It is a Resolution reappointing Mr. Thomas Blake and Mr. Michael Pellegrino to the Indian Head Board of Zoning and Appeals for 3 year terms. Vice Mayor Sitoula made a motion to adopt Resolution 04-01-23. Councilwoman Grumbine seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

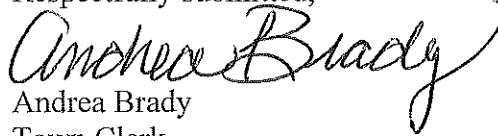
New Business: None

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

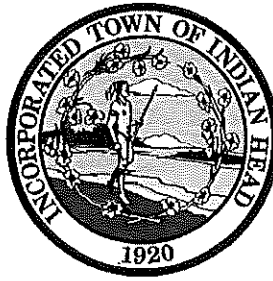
Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:16pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, sweeping initial 'A'.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/1/23	Andrew Springs, LLC 4179 Indian Head Highway			Change of Occupant T/A: Andrew Springs, LLC - April Van Overbeek, Agent
3/3/23	NVR Inc, Ryan Homes	13 new townhome units in Anchor Point Subdivision		
March	Fence & Deck Connection 7 decks in Anchor Point Subdivision 204 Chickaloon Place 91 Caswell Drive 2 Tyonek Place 4 Tyonek Place 6 Tyonek Place 8 Tyonek Place 10 Tyonek Place			Decks
3/15/23	Clinton Fence for: Valerie Washington 9 Woodsome Drive			Fence
3/15/23	Clinton Fence for: Anthony & Latisha McFarland 4130 Arthur Ross Place			Fence
3/15/23	Clinton Fence for: Karl Hunsaker 14 Sandra Court			Fence
3/23/23	Empire Signs LLC for: Dollar General 4380 Indian Head Highway			Replace existing signs (two permits)
3/31/23	KP Contracting LLC for: Catherine Hawkins 10 Maple Street			Replacing the deck with platform and stairs in same location

USE & OCCUPANCY PERMITS;

March	NVR Inc, Ryan Homes	7 new townhome units in Anchor Point Subdivision		
3/6/23	Michael Butler 4356 Indian Head Highway			Food Sales / Restaurant T/A: The Breakfast Spot

3/10/23 William & Susan Wroble
305 Bland Drive

Addition

3/1/23 Andrew Springs, LLC
4179 Indian Head Highway

Real Estate Agent – Office space
T/A: Andrew Springs, LLC - April Van Overbeek, Agent

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

3/9/23 Verizon

ROW work in the area of
River Watch Commons &
River Watch Blvd

DEMOLITION PERMITS;

No Demolition permits were issued during the month of March.

GRADING PERMITS;

3/31/23 Carlborough, LC
Parcel 608 – Intersection of Indian Head Hwy and Dr Andrews Way

SIGN PERMITS;

3/23/23 Empire Signs LLC for: Dollar General
4380 Indian Head Highway

Replace existing building mounted
and pylon sign covers

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 3/1/23 to 3/31/23

CASH BALANCE MARCH 1, 2023 \$2,543,228.01

REVENUES

General	73,163.37
Trash	22,155.69
Water & Sewer	173,944.15
Parks/Pavillion	24,050.00
Land	
Prior Year	

SUB-TOTAL 293,313.21

Bond Draw(s)

Money Market Interest	2.12
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SUB-TOTAL 2.12

TOTAL REVENUES

293,315.33

EXPENDITURES

General	(191,424.11)
Trash	(50,374.55)
Sewer/Water	(91,498.05)
Parks/Pavillion	(26,006.34)

SUB-TOTAL (359,303.05)

Old Line & Blue/Payments Merchant Fee(s) (115.00)

LGIP Transfer(s)

Check Order

Payroll (48,473.18)

Wire Trans FICA, W/H Tax, Sales Tax (19,869.21)

SUB-TOTAL (68,457.39)

TOTAL EXPENDITURES

(427,760.44)

CASH BALANCE AS OF MARCH 31, 2023

\$2,408,782.90

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 14,634.23

BOARDWALK 26,745.28

SEWER/WATER FUND 44,073.05

REFUSE FUND 112,709.68

HIGHWAY USER 68,972.84

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 267,135.08

SEWER BOND (AMERICAN FUNDS) 96,233.47

TOTAL INVESTMENTS \$ 363,368.55

