

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, APRIL 5, 2021  
GoToMeeting**

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

**Roll Call**

Brandon Paulin, Mayor  
Ron Sitoula, Vice Mayor  
Randy Albright, Councilman

**Attended By**

Ryan Hicks, Town Manager  
Andrea Brady, Town Clerk  
Ginger Foster, Finance Officer  
Karen Williams, Community Affairs Director

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING  
SITE: 1**

**Minutes:** March 1<sup>st</sup> Town meeting minutes and March 24<sup>th</sup> 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 March was read. (See attached)
- B. Finance Report** – The finance report for March was read. (See attached)
- C. Town Manager's Report** – The Boardwalk project is 50% complete. To date, SE Davis has continued to drive piles with approximately 12,000 linear feet of pilings placed to date between the river and nature walks. Ending the week of March 29<sup>th</sup>, SE Davis will have installed all the pilings for the main structure of the Boardwalk for the entire length of the project. Once the final pile is driven, SE Davis will install the observation deck pilings and the dolphins. Nature Bridges has continued to deck the nature portion of the walk with approximately 6,000 board feet placed to date. Coastal Design has placed 3,300 tons of stone sills. The Town received approval from SHA on the MOT plan for the restrooms on the Village Green. The next step is to hold a final review meeting. The Town is working on the application to renew the Town's designation as a sustainable community, which expires in May 2021. The Town is also seeking members for the Sustainable Community Committee. The Planning Commission approved the revised Comprehensive Plan. The plan is currently being reviewed by the Council and they are in the process of scheduling a public hearing. The Zoning Ordinance adoption has been placed on hold. Ordinances for the 2018 building codes will be introduced during tonight's meeting. The budget process is well

underway, and a public hearing will be held on April 22<sup>nd</sup>. The Town Hall is currently closed to the public. Payments can be made via phone, online or a check or money order can be placed in the Town's drop box located on the front of the Town Hall. You may still contact Town staff via email and phone, 301-743-5511. The Town Hall will tentatively reopen on May 3, 2021.

**D. Code Enforcement Report** – The Town issued 28 notices of violation for the month of March. 4 rubbish & garbage violations, 1 zoning/permit violation, 5 rental license violations, 5 property maintenance violations, 6 property maintenance fines, 3 inoperative/untagged vehicle violations, 2 inoperative/untagged vehicle fines, 2 inoperative/untagged vehicle citations. The Town completed 36 rental inspections and cleared 9 violations for the month of March.

**E. Planning Commission Report** – The Planning Commission approved the shell plan for 4440 – 4450 Indian Head Highway.

**F. Bureau of Fire Prevention** – No report

**G. Community Affairs** – Karen Williams reported that on Sunday March 22<sup>nd</sup> the Town held the first Easter fun on wheels family day and mobile scavenger hunt and received a lot of positive feedback from the event. Ms. Williams plans to do a post on Facebook recognizing all the volunteers. The Town will be partnering with the Tri County Council in May on the annual Bike to Work day and plan to host an outdoor senior's party in May. The Town's 101<sup>st</sup> Anniversary celebration will be on September 25, 2021 and residents are welcome to volunteer to assist with the event. Town Manager Hicks shared information on an upcoming beautification event with the Sierra Club on April 18<sup>th</sup> replacing/planting 30 trees in Town. The Town is looking at dates at the end of April and other dates in May to hold COVID vaccine clinics at the Village Green Pavilion, more information to follow.

**H. Charles County Recreation** – No report

**I. Policing Report** – No report

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** Town Clerk Brady read the following Ordinances for introduction:  
04-01-21, an Ordinance concerning Indigenous Peoples' Affairs for the purpose of establishing and providing for the composition of an Indigenous Peoples' Affairs Commission for the Town of Indian Head.

04-02-21 An Ordinance concerning International Building Code 2018

04-03-21 An Ordinance concerning International Existing Building Code 2018

04-04-21 An Ordinance concerning International Energy Conservation Code 2018  
04-05-21 An Ordinance concerning International Fuel Gas Code 2018  
04-06-21 An Ordinance concerning International Mechanical Code 2018  
04-07-21 An Ordinance concerning International Plumbing Code 2018  
04-08-21 An Ordinance concerning International Property Maintenance Code 2018  
04-09-21 An Ordinance concerning International Residential Code for One and Two-Family Dwellings Code 2018  
04-10-21 An Ordinance concerning National Electrical Code 2018

04-11-21 An Ordinance concerning Critical Area Map for the purpose of repealing the Town's existing Critical Area Map and adopting a new Critical Area Map for the Town of Indian Head.

Ordinances 04-01-21 through 04-10-21 will be on the May Town meeting agenda for adoption. Ordinance 04-11-21 will be on the April Planning Commission agenda for their recommendation and it will go to the Critical Area Commission for approval. Following those steps, the Town Council will hold a hearing to receive public comment before adopting the Ordinance at a future Town meeting.

The draft Ordinances will continue to be available on the Town's website for review prior to their adoption on May 3<sup>rd</sup>.

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

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

**Citizen's Comments:** Rickie Posey, East Poplar Lane – Thanked the Town Manager for providing them with an update on the stormwater issue. Town Manager Hicks stated that they hope to complete the project this year. Mayor Paulin thanked Ryan for his great work keeping up on all the projects in Indian Head and thanked the Congressional leadership for approving the COVID relief bill that gives funding to local municipalities that will help with projects like this one.

With no further questions or comments, the meeting adjourned at 7:24pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

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

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/8/21	Fence & Deck Connection 110- 118 Seldovia Drive			Decks on 5 new TH's under construction
3/9/21	NVR Ryan Homes 122 - 130 Seldovia Drive		5 New Townhome units in the Anchor Point Subdivision	
3/24/21	KP Contracting for: Brianna Slade 29 Lookout Drive			Deck
3/29/21	4450 Indian Head Hwy II, LLC 4440-4450 Indian Head Hwy			Exterior Shell Alteration

### ***USE & OCCUPANCY PERMITS;***

3/9/21	Shayne & Karen Rich 4356 Indian Head Hwy		T/A: Calo Jero's	
3/19/21	Starvos Middleton 12 River Watch Lane			Shed

### ***TEMPORARY USE & OCCUPANCY PERMITS;***

No Temporary U & O Certificates were issued during the month of March.

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of March.

### ***GRADING PERMITS;***

3/18/21	Comcast Indian Head Hwy - Dr Andrews Way			Aerial construction across I H Hwy then underground along and across Dr Andrews Way to private property
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### ***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 3/1/21 to 3/31/21

CASH BALANCE MARCH 1, 2021 \$479,242.44

REVENUES

General	89,722.70	
Trash	19,273.48	
Water & Sewer	88,553.26	
Parks/Pavillion	8,750.00	
Land		
Prior Year		
SUB-TOTAL		206,299.44

LGIP Transfer(s)	23,563.00	
Bond Draw(s)	-	
Money Market Interest	5.43	
SUB-TOTAL		23,568.43

TOTAL REVENUES 229,867.87

EXPENDITURES

General	(112,324.67)	
Trash	(33,631.22)	
Sewer/Water	(82,631.73)	
Parks/Pavillion	(218,372.93)	
SUB-TOTAL		(446,960.55)

Old Line & Blue/Payments Merchant Fee(s)	(112.00)	
LGIP Transfer(s)	(113,983.82)	
Check Order		
Payroll	(41,051.68)	
Wire Trans FICA, W/H Tax, Sales Tax	(25,721.59)	
SUB-TOTAL		(180,869.09)

TOTAL EXPENDITURES (627,829.64)

CASH BALANCE AS OF MARCH 31, 2021 \$81,280.67

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,264.05
BOARDWALK	246,932.19
SEWER/WATER FUND	92,251.16
REFUSE FUND	127,121.91
HIGHWAY USER	67,227.40
100 YEAR CELEBRATION	27,892.24
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 575,688.95</u>

SEWER BOND (AMERICAN FUNDS)	126,254.04
TOTAL INVESTMENTS	<u>\$ 701,942.99</u>