

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, May 2, 2022  
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: 0**

**Minutes:** April 4<sup>th</sup> Town meeting minutes April 27<sup>th</sup> work session minutes, April 28<sup>th</sup> CYTR hearing minutes and April 28<sup>th</sup> FY23 budget hearing. 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 April was read. (See attached)
- B. Finance Report** – The finance report for April was read. (See attached)
- C. Town Manager's Report** – The Boardwalk is 99% complete. Emergency call boxes to be installed within the next few weeks. SMECO meter installed. The Boardwalk will be open to the public later this month. The Town revised the entire submission packet for the restrooms on the Village Green project. The packet including plan set with current dates, NEPA determination, addressed all previous SHA comments, and all SHA specifications to current standards. The entire packet has been submitted to SHA for review and approval. The Critical Area Commission accepted the Comprehensive Plan review submittal, it was approved at their April 6<sup>th</sup> meeting. The Town will still need to hold a public hearing to update the ordinance with new Critical Area Commission requirements. The preliminary design for the East Poplar stormwater design is complete and the Town is awaiting permit approval. The buffer management plan for Matting Park was submitted last month. The Town received approval from the Critical Area Commission last month. The Town will begin soliciting contractors to perform the work. The wastewater permit application was submitted to MDE and the Town is awaiting comments and/or approval. The water allocation permit application was submitted to MDE and the Town is awaiting comments and/or approval. The Henderson property RFP closed last week, the Town did not receive any bids and will be extending the RFP for another thirty days. Paving repairs will take place in Town over the next few months.
- D. Code Enforcement Report** – The Town issued 12 notices of violation for the month of April, 2 rubbish and garbage violations, 1 rental license fine, 5 property maintenance violations, 2 inoperative/untagged vehicle violations, 1 inoperative/untagged vehicle fine, and 1

inoperative/untagged vehicle citation. The Town completed 25 rental inspections and cleared 6 violations for the month of April.

- E. Planning Commission Report** – The Planning Commission approved signs for 1 North First Street and 4085 Indian Head Highway.
- F. Bureau of Fire Prevention** – No report
- G. Charles County Recreation** – No report
- H. Policing Report** – The community policing report was read. (See attached)

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** Ordinance 04-01-22 was introduced at the April 4<sup>th</sup> Town meeting. It is an Ordinance concerning amendment of Town Personnel Ordinance for the purpose of amending the Town's Personnel Ordinance to modify provisions relating to employee sick leave use. The Ordinance removes the requirement that immediate family live in the employee's household for the employee to use sick leave to assist with their care. Vice Mayor Sitoula made a motion to adopt Ordinance 04-01-22. Councilwoman Grumbine seconds the motion. The Ordinance is adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 04-02-22 was introduced at the April 28<sup>th</sup> public hearing. It is an Ordinance adopting the Town financial plan and budget and setting the tax rate, schedule of fees for various permits, the major facilities fees, water, sewer, and trash removal and disposal rate for the fiscal year 2023. Vice Mayor Sitoula made a motion to adopt Ordinance 04-02-22. Councilwoman Grumbine seconds the motion. The Ordinance is adopted by voice vote: 3-Ayes, 0-Nays.

**Petitions:** None

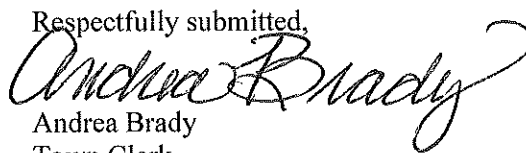
**Unfinished Business:** None

**New Business:** None

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

**Citizen's Comments:** None

With no further questions or comments, the meeting adjourned at 7:14pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: April 2022

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

<b><i>DATE</i></b>	<b><i>NAME</i></b>	<b><i>RESIDENTIAL</i></b>	<b><i>COMMERCIAL</i></b>	<b><i>OTHER</i></b>
4/18/22	Milagro Canales for: Jerry Jewell 54 Mattingly Avenue			Interior Renovations
4/26/22	Ana Claros Alvarez 85 Woodland Drive			Revision to SFD permit

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

Apr 22	NVR Inc, Ryan Homes Seldovia Drive	9 new townhome units in Anchor Point Subdivision		
Apr 22	NVR Inc, Ryan Homes Seldovia Drive			Decks for 4 new townhomes in Anchor Point Subdivision
4/1/22	Salamatu Bangura 209 Bertha Circle			Additional closet space
4/25/22	Richard & Jennifer Legacy 23 Potomac Avenue			Master bedroom & bath
4/28/22	Franceris Williams 4685 Strauss Avenue			Storage shed

### ***RIGHT OF WAY PERMITS;***

Apr 22	Verizon Fios			Five permits for work to to be done in various ROW's throughout the Town
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### ***TEMPORARY USE & OCCUPANCY PERMITS;***

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

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

No Demolition permits were issued during the month of April.

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

No Grading permits were issued during the month of April.

### ***SIGN PERMITS;***

No Sign permits were issued during the month of April.

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 4/1/22 to 4/30/22

CASH BALANCE APRIL 1, 2022 \$858,970.24

REVENUES

General	6,354.83
Trash	21,556.82
Water & Sewer	34,034.30
Parks/Pavillion	2,360.00
Land	
Prior Year	

SUB-TOTAL 64,305.95

Bond Draw(s)	-
Money Market Interest	2.05

SUB-TOTAL 2.05

TOTAL REVENUES 64,308.00

EXPENDITURES

General	(145,894.79)
Trash	(18,990.49)
Sewer/Water	(82,650.57)
Parks/Pavillion	(58,415.09)

SUB-TOTAL (305,950.94)

OldLine & Blue/Paymentus Merchant Fee(s)	(119.95)
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LGIP Transfer(s)

Check Order

Payroll	(49,887.41)
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Wire Trans FICA, W/H Tax, Sales Tax	(19,776.18)
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SUB-TOTAL (69,783.54)

TOTAL EXPENDITURES (375,734.48)

CASH BALANCE AS OF APRIL 30, 2022 \$547,543.76

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,275.92
BOARDWALK	26,090.40
SEWER/WATER FUND	42,993.86
REFUSE FUND	127,228.68
HIGHWAY USER	67,283.79

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 277,872.65

SEWER BOND (AMERICAN FUNDS)	96,524.98
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TOTAL INVESTMENTS \$ 374,397.63

## **Town of Indian Head CRIME REPORT 05/02/2022**

### **CRIMES AGAINST PERSONS:**

**04/09/22 Assault 2<sup>nd</sup> Degree – Park Square Dr.; S220990431**

Suspect assaulted victim (elderly male); Victim refused police action

**4/15/22 Strong Arm Robbery – Area of Dollar General; IR# 22-02721**

Unknown suspects assaulted victim from behind; while assaulting victim, one suspect stole Samsung smartphone from victim and fled; Under investigation by CID

### **CRIMES AGAINST PROPERTY:**

**04/08/22 Theft from Motor Vehicle – Jenkins Dr.; IR # 2202552**

Victim's wallet disappeared from inside of vehicle; No evidence of tampering or forced entry; Vehicle was locked in driveway of victim

**04/16/22 Lost Property – Mattingly Ave; S221060253**

Victim dropped phone while riding bicycle; Used Find my iPhone app and believed a person walking in the area stole the phone; Unfounded

**04/19/22 Shoplifting – Dollar Tree; S221090435**

4 Juveniles suspected of stealing candy; Juveniles identified but theft unconfirmed; Juveniles were sent on their way

**04/20/22 DOP to Motor Vehicle – Riverside Run Dr; S221100263**

Victim believed ex-boyfriend damaged vehicle; victim advised to apply for charges

**04/21/22 Theft from Motor Vehicle – Pueblo Cir.; IR# 2202924**

Unknown suspect broke into victim's vehicle and stole a coin and paperwork; No Further Details

**04/30/22 DOP to Motor Vehicle – Thompson Ln.; IR# 2203124**

Unknown suspect(s) damaged hood of victim's vehicle by unknown means; No Further Details

**05/01/22 Theft – 4000 blk. Of Indian Head Hwy.; S221210176**

Victim advised her wallet was stolen from vehicle she was in; Victim was believed to be under the influence of CDS and did not wish a report or for her vehicle to be processed for fingerprints; Advice was given

### **QUALITY OF LIFE COMPLAINTS:**

Minibike: 3

Disorderly: 3

Trespass: 1

CDS: 1

Loud Music: 7

### **NOTES:**

- **COMMUNITY CLEANUP DAY IS RIGHT AROUND THE CORNER!** Saturday, MAY 21<sup>st</sup> is a great opportunity to get out and show your support for the Town by pitching in to keep your community looking nice...it's also a perfect time to get outside on a (hopefully) beautiful spring day, meet your neighbor and meet some of your Community Officers! The Charles County Government will be providing supplies (gloves, trash grabbers, etc.) and will pick up any bags of trash collected. Follow the link below to get signed up before time runs out to help keep your community beautiful!  
<https://www.charlescountymd.gov/services/environmental-resources/workshops-events/watershed-cleanup-events>
- Remember: With the restructuring of COPS, the new **POINT OF CONTACT** will be our civilian Community Coordinator Mr. Gus Proctor. He can be reached at 301-932-3080 or by email: [proctora@ccso.us](mailto:proctora@ccso.us). If an officer is needed at a community meeting, a request must be submitted through Mr. Proctor a week in advance.
- If anyone has information in reference to any of the above listed incidents, **REMEMBER**, The Charles County Crime Solvers works together with the Charles County Sheriff's Office to solve crimes and hold criminals accountable for their offenses. Crime Solvers offers rewards of **up to \$1,000** for information that leads to the arrest or indictment of a person involved in criminal activity. **You can submit tips anonymously** by calling 1-866-411-TIPS or visiting [www.charlescountycrimesolvers.com](http://www.charlescountycrimesolvers.com)
- **On a final note:** This will be my final week with the Community Oriented Policing Unit. I will be returning to the Patrol Division beginning Saturday May 7<sup>th</sup>. I hope I have helped the community in some small way. I do not know, as of yet, who will be assigned to take my place. Thank you for the opportunity to work with your community.

