

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, May 6, 2024
GoToMeeting**

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

Roll Call

Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

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

Mayor Paulin was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 0

Minutes: April 1 Town meeting minutes and April 24 work session minutes. Councilwoman Grumbine made a motion to approve the minutes as presented, Vice Mayor Sitoula 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 revised permits report for March and the permits report for April were read. (See attached)
- B. **Finance Report** – The finance report for April was read. (See attached)
- C. **Town Manager's Report** – Boardwalk parking update; a professional services agreement has been signed with ARRO for the engineering services as it relates to the development of 24 additional parking spaces in Riverwatch. Per the engineer the Town should wait to start the East Poplar stormwater design until the Summer, so we have drier weather. All materials have been delivered and public works is ready to begin. The Town conducted a virtual site meeting with MDE (Mary as it relates to the wastewater permit application. A draft permit will be issued. The Town still needs to coordinate sampling and investigating sources of I&I. We are in the process of developing an I&I inspection RFP for televising and/or smoke testing. The Town is waiting for AC Schultes to perform the work as it relates to the water allocation permit. The Town spoke with Amazon about their plans for the property located near the Henderson property. We are in the process of scheduling a meeting with CMI and Amazon, and we are applying for additional Boardwalk funding. A lease agreement with the Boys and Girls Club was signed in November for the Old PNC bank building. Construction should begin soon. A sign was installed today stating "Future Home of the Boys and Girls Club". The Town is developing and RFP for repairs of the Mattawoman dock, and we will bid the project. MS4 inspections took place on Friday. Letters to property owners went out last month. Paving repairs are scheduled to take place this month on various streets within Town.

- D. Code Enforcement Report** – The Town issued 44 notices of violation for the month of April 2024. 12 grass and weeds violations, 5 grass and weeds fines, 1 rubbish and garbage violation, 3 rubbish and garbage citations, 2 zoning/permit violations, 1 rental license violation, 8 property maintenance violations, 2 property maintenance fines, 3 property maintenance citations, 3 nuisance/noise violations, 1 nuisance/noise fine, 2 inoperative/untagged vehicle violations, 1 inoperative/untagged fine. The Town completed 51 rental inspections for the month of April and cleared 8 violations.
- E. Planning Commission Report** – The April Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: Town Clerk Brady read the Proclamation recognizing May 17th as DIPG Awareness Day. Vice Mayor Sitoula made a motion to approve the proclamation. Councilwoman Grumbine seconds the motion. The proclamation was approved by voice vote, 2-Ayes, 0-Nays.

Resolutions: None

Ordinances: Ordinance 04-01-24 was introduced during the April Town meeting and is on this evening’s agenda for adoption. 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 has been available for review on the Town’s website. Councilwoman Grumbine made a motion to adopt Ordinance 04-01-24. Vice Mayor Sitoula seconds the motion. The Ordinance was adopted by voice vote: 2-Ayes, 0-Nays. Vice Mayor Sitoula asked how the hotels will be notified after adoption. Town Manager Hicks will be reaching out to legal counsel for guidance on a written notification.

Ordinance 04-02-24 was introduced during the April Town meeting and is on this evening’s agenda for adoption. 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 has been available for review on the Town’s website. The Ordinance is for renewal of the existing franchise agreement. Councilwoman Grumbine made a motion to adopt Ordinance 04-01-24. Vice Mayor Sitoula seconds the motion. The Ordinance was adopted by voice vote: 2-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

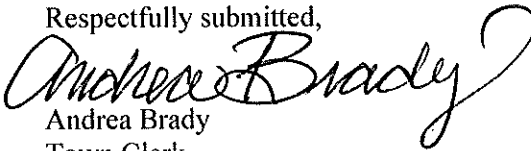
New Business: None

Miscellaneous: Town Clerk Brady read the upcoming events and meetings for May.

Citizen's Comments: Vice Mayor Sitoula thanked Town staff in recognition of May being administrative appreciation month. May is Asian American and Pacific Islander month and Vice Mayor Sitoula took a moment to recognize those residents of the Town and their contributions.

With no further questions or comments, the meeting adjourned at 7:13pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, sweeping flourish at the end.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

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;

3/18/24 G Brady Enterprises, LLC DBA: Annies Southern Kitchen
4840 Strauss Avenue

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



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/4/24	Empire Graphics for: RXBSA Properties 4145 Indian Head Hwy			Blade sign - Oasis Fresh Foods Market
4/8/24	Ronald Morgan 29 Park Square Drive			Fence
4/11/24	Clinton Fence for: Tammy Rackey 1 Meekins Avenue			Fence
4/22/24	Green Brilliance, LLC for: Chance Pettey 69 Poplar Lane			Solar Panels
4/22/24	Antonio Christiano for: Jerry Jewell 54 Mattingly Avenue			Interior Renovations
4/24/24	CMI General Contractors 4440 Indian Head Hwy			Interior tenant fit-out ARA office space & meeting rooms
4/24/24	CMI General Contractors 4440 Indian Head Hwy			Interior tenant fit-out. ARA Secure office space & meeting rooms

USE & OCCUPANCY PERMITS;

4/3/24	US Bomb Tech Association 4444 Indian Head Hwy			Business / Assembly uses
4/3/24	Southern Belle 4356 Indian Highway			Restaurant/Food Sales

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

No Right of Way work 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 4/1/24 to 4/30/24

CASH BALANCE APRIL 1, 2024 \$727,943.50

REVENUES

General	15,667.64	
Trash	48,640.44	
Water & Sewer	63,664.76	
Parks/Pavilion	600.00	
Land		
Prior Year		
SUB-TOTAL		128,572.84

Bond Draw(s)	352,416.00	
Boardwalk	182,921.29	
Money Market Interest	8.22	
SUB-TOTAL		535,345.51

TOTAL REVENUES 663,918.35

EXPENDITURES

General	(125,640.20)	
Trash	(6,676.96)	
Sewer/Water	(82,182.63)	
Parks/Pavilion	(12,195.02)	
SUB-TOTAL		(226,694.81)

Old Line & Blue/Payments Merchant Fee(s)	(518.00)	
Bond Pymts	-	
Investment Funds	-	
Payroll	(46,574.19)	
Wire Trans FICA, W/H Tax, Sales Tax	(23,254.92)	
SUB-TOTAL		(70,347.11)

TOTAL EXPENDITURES (297,041.92)

CASH BALANCE AS OF APRIL 30, 2024 \$1,094,819.93

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,492.02
BOARDWALK	189,114.57
SEWER/WATER FUND	46,656.73
REFUSE FUND	119,317.30
HIGHWAY USER	811,720.45
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 1,182,301.07</u>

SEWER BOND (AMERICAN FUNDS)	106,142.64
TOTAL INVESTMENTS	<u>\$ 1,288,443.71</u>

TOTAL INVESTMENTS \$ 1,288,443.71