

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, June 5, 2023
GoToMeeting**

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

Roll Call

Brandon Paulin, Mayor
Cassandra Grumbine, Councilwoman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 0

Minutes: May 1 Town meeting minutes and May 25 work session minutes. Mayor Paulin made a motion to approve the minutes as presented, Councilwoman Grumbine 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 permits report for April was read. (See attached)
- B. **Finance Report** – No report. The Finance Officer will provide 2 reports next month.
- C. **Town Manager's Report** – The Town is continuing to close the Boardwalk project. However, we are waiting for additional information from SHA regarding the final change order. The Town is also looking to order benches this month. The Town is waiting for federal compliance on the Village Green restrooms project. The next steps will be final submission and placing the project out to bid. The Town is working with our attorney to acquire the needed easements for the East Poplar stormwater project. We have ordered materials at a cost of \$162,000 with a lead time of 6 to 8 weeks. We are starting to receive quotes for rental equipment needed to perform the work. The buffer management plan project in Mattingly Park is complete. The project has been reviewed and the invoice was approved. The contractor will continue to spray new sprouts. The Town is waiting for response or approval of the wastewater permit application from MDE. As it relates to the water allocation permit, the Town has corresponded with MDE and requested a 10,000 GPD increase instead of investing hundreds of thousands of dollars in additional testing for increased capacity. We are also in the process of developing an unaccounted-for water loss program. There is nothing new to report on the Henderson RFP. The contractor began construction of the retaining wall on Leslie Drive. The trench is excavated, and they will begin pouring concrete this week. The construction will continue this month. The Town is reviewing BMP projects in Town as part of MS4. The status is ongoing. The \$200,000 bond bill

was approved for the old PNC bank building. The plan is to develop an MOU with the Boys and Girls Club for their use of the facility.

- D. Code Enforcement Report** – The Town issued 80 notices of violation for the month of May, 14 grass and weeds violations, 13 grass and weeds fines, 2 grass and weeds citations, 25 rubbish and garbage violations, 6 rubbish and garbage fines, 2 rubbish and garbage citations, 1 zoning/permit violations, 2 zoning/permit citations, 1 rental license violation, 2 rental license fines, 4 property maintenance violations, 3 property maintenance fines, 1 property maintenance citation, 1 inoperative/untagged vehicle violation, 1 inoperative/untagged vehicle fine, 2 inoperative/untagged vehicle citations. The Town completed 3 rental inspections for the month of May and cleared 56 violations.
- E. Planning Commission Report** – The May Planning Commission meeting was canceled.
- 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. Mayor Paulin also shared that your home camera can be registered through CityProtect as well, and they can reach out to you if something occurs in your area.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 06-01-23 was introduced for adoption. It is a Resolution appointing Joanne Sullivan and establishing her respective term of office to the Indian Head Board of Zoning and Appeals for a 3-year term. Mayor Paulin made a motion to adopt Resolution 06-01-23. Vice Councilwoman Grumbine seconds the motion. Resolution 06-01-23 was adopted by voice vote: 2-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: The 2023 Town Council Election results were read. 184 residents voted at the polling place and there were 4 absentee ballots. Brandon Paulin is Mayor with 140 votes. Ron Sitoula is Vice Mayor with 74 votes. Cassandra Grumbine is Councilwoman with 36 votes. Please note voters were able to vote for up to 3 candidates on their ballots.

Annual MS4 report: Annual Report & Comments: The Town submitted its annual municipal separate storm water system (MS4) report for the 2021-2022 reporting year to MDE on October 31, 2022. The report is available through the Town office. All questions and comments from the public regarding stormwater should be directed to the Town office or in the form of a public meeting comment.

Public Education and Involvement: The Town has developed a stormwater wordsearch and maze for children available at the Town office or on the Town website. The Town also provides additional stormwater information and a stormwater survey on the Town website. We encourage the public including residents, Town staff, and businesses to participate. The goals of this survey are to raise stormwater awareness, involve the public in the stormwater program, and gather feedback from participants. Anyone interested will be provided with a link to the survey.

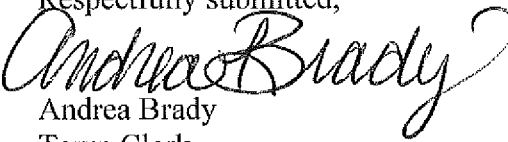
Illicit Discharge Reporting and Pollution Prevention: An illicit discharge is defined as "...any discharge to an MS4 that is not composed entirely of stormwater." This can include household cleaners, law products, trash, and organic debris. We ask the public to report any instances where these materials are observed entering the stormwater system. As warmer weather approaches, please do not dispose of yard debris in the street as it could inadvertently clog our stormwater inlets. If you witness an illicit discharge, please call the Town office at 301-743-5511 or fill out the illicit discharge reporting form on the Town's Stormwater/MS4 webpage.

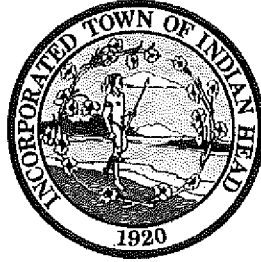
Structural BMPs: The Town is required to inspect stormwater management facilities, at minimum, once every 3 years. These inspections were completed at the end of 2022. The Town will be conducting follow up inspection in 2023 and will communicate any maintenance to the responsible party. Please ensure that if you are the responsible party for a stormwater management facility within the Town, all required maintenance is completed based upon the approved site design and applicable operations and maintenance plan.

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

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:09pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
5/1/23	Betty Beavers 14 First Street			Fence
5/17/23	Long Fence for: Dynia Beaty 204 Chickaloon Place			Fence & Paver Patio
5/19/23	Carlos Hernandez 303 Indian Head Avenue			Covered Porch Addition
5/19/23	McGee Fence: for Terrell Chase 25 Meadowside Court			Fence
May	Fence & Deck Connection 5 decks in Anchor Point Subdivision 1 Tyonek Place 3 Tyonek Place 5 Tyonek Place 7 Tyonek Place 9 Tyonek Place			Decks
5/24/23	J Thomas Fence 33 Evelyn Lane			Fence
May	NVR Inc, Ryan Homes	7 new townhome units in Anchor Point Subdivision		

TEMPORARY BUILDING PERMIT:

5/19/23	Thomas C Simms 4340 Indian Head Highway		T/A: Muscle House & Fitness	Change in Use
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USE & OCCUPANCY PERMITS;

May	NVR Inc, Ryan Homes	8 new townhome units in Anchor Point Subdivision		
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May NVR Inc, Ryan Homes

12 decks on new townhomes
in Anchor Point Subdivision

TEMPORARY USE & OCCUPANCY PERMITS;

5/31/23 Thomas C Simms
4340 Indian Head Highway

T/A: Muscle House & Fitness
Gym

RIGHT OF WAY PERMITS;

5/4/23 Washington Gas

ROW work in the area of
14 River Watch Lane

DEMOLITION PERMITS;

No Demolition permits were issued during the month of May.

GRADING PERMITS;

No Grading permits were issued during the month of May.

SIGN PERMITS;

No Sign permits were issued during the month of May.

TEMPORARY SIGN PERMITS;

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