

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
Tuesday, July 5, 2022  
Village Green Pavilion**

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  
Ginger Foster, Finance Officer

Vice Mayor Sitoula was excused.

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 5**

**Minutes:** June 6<sup>th</sup> Town meeting minutes and June 22<sup>nd</sup> 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 June was read. (See attached)
- B. Finance Report** – The finance report for June was read. (See attached)
- C. Town Manager's Report** – The Town continues to address minor miscellaneous issues with the Boardwalk contractor such as, boards lifting and getting the call boxes fully operational. The Town is also dealing with vandalism at the Boardwalk. The Town is waiting for the 2022 SHA specs to be published in July to resubmit the restrooms on the Village Green project. The Critical Area Commission accepted the Comprehensive Plan review submittal as complete. The Town still needs to hold a public hearing for the updates made to the Town's Zoning Ordinance per Critical Area Commission requirements. The Town has submitted the East Poplar stormwater design to SCD for permit approval and approval has been received. The next step is to advertise and bid the project. The Town has contacted several landscape companies to execute the buffer management plan in Mattingly Park. No companies were interested. The Town developed an advertisement for bidding the project and the project has been placed out for bid. The Town is waiting for MDE comments or approval on the wastewater permit application. The water allocation permit is scheduled to be submitted late July or early August to MDE. The Henderson RFP closed last month. The Town did not receive any bids and has extended the REFP for another thirty days.

- D. Code Enforcement Report** – The Town issued 44 notices of violation for the month of June, 16 grass and weeds violations, 10 grass and weeds fines, 3 grass and weeds citations, 2 rubbish and garbage violations, 1 rubbish and garbage fine, 1 zoning/permit violation, 2 rental license fines, 4 property maintenance violations, 4 property maintenance fines, and 1 property maintenance citation. The Town completed 14 rental inspections and cleared 28 violations for the month of June.
- E. Planning Commission Report** – The June 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 Mayor Paulin said the Town has been seeing an increase in vandalism and the Council is looking to address that with a camera rebate program. The Town hopes to begin rolling that program out in the next couple weeks. The Town has also hired additional extra duty Town patrols. The Council approved an increase in the pay rate for the patrol officers.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** Resolution 07-01-22 was introduced for adoption. It is a Resolution concerning initiation of 202-206 Blair Road rezoning application. The Resolution initiates application for reclassification of parcel 132 from R2 to RM and directs the preparation of all materials and justifications needed for the review of the application by all necessary agencies and to support the reclassification of the property, all as required by Sections 2000 through 2004 of the Zoning Ordinance. Mayor Paulin made a motion to adopt Resolution 07-01-22. Councilwoman Grumbine seconds the motion. The Resolution is adopted by voice vote: 2-Ayes, 0-Nays.

**Ordinances:** None

**Petitions:** None

**Unfinished Business:** None

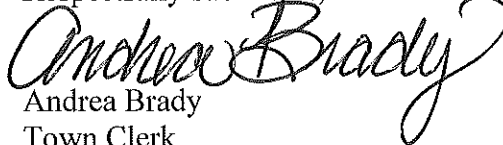
**New Business:** Mayor Paulin went over the proposed camera program that will be rolling out within the next couple of weeks to help address an increase in vandalism cases.

**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for July. The Town meetings have been changed to in person quarterly with the other monthly meetings being held virtually since there was more consistent participation on the virtual format.

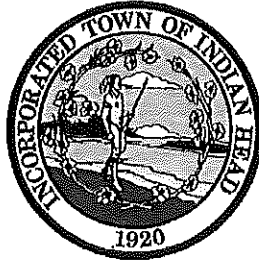
**Citizen's Comments:** Vivian Elder, Mattingly Avenue – Ms. Elder asked why the meetings cannot be held in a hybrid format. Mayor Paulin explained the connectivity issues that prevent that from being an option and discussed the difference between the GoToMeeting platform versus the use of Facebook live and explained how the virtual meetings work. Mayor Paulin explained that there is an increase in participation through the online platform and residents frequently requesting to return to that format. Renee Posey asked how people will know when it is in person or virtual. Town Manager Hicks stated it will be listed on the sign and the website. Ms. Elder asked if the Town sign could be sped up. Town Clerk Brady explained that when it was faster there were multiple complaints about it being too fast to read. Ms. Elder asked if contracting the trash service saves the town money. Town Manager Hicks explained that trash is an enterprise account that has to pay for itself so it can't save money and explained that this will free up the schedule of Public Works to do more projects. Two employees will be transferring to the trash company making more money with comparable benefits. Ms. Elder asked why she needs a permit to tear down a metal shed and put a new one up. Town Manager Hicks will speak with Planchek for additional information and get back to Ms. Elder.

With no further questions or comments, the meeting adjourned at 7:28pm.

Respectfully submitted,

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

Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: June 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>
June 22	Fence & Deck Connection Anchor Point Subdivision			3 Decks for TH's in Anchor Point Sub.
6/3/22	Rodney Bailey Contracting for; Kathy Frye 14 Mattingly Avenue			Fire Restoration
6/21/22	Potomac Shirt & Sign for; Dr Lemberg 1 N First Street			Sign
6/28/22	Brandon Paulin 1103 Murdock Road			Fence

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

June22	NVR Inc, Ryan Homes Caswell Drive	5 new townhome units in Anchor Point Subdivision		
June22	NVR Inc. Ryan Homes Seldovia Drive & Caswell Drive			Decks for 9 new townhomes in Anchor Point Subdivision
6/3/22	4840 Strauss Avenue, LLC 4840 Strauss Avenue		T/A: "Ribs to Go" Restaurant / Carry Out	
6/3/22	Temple View Capital Funding 4810 Strauss Avenue			Renovated SFD

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

June 22	Verizon Fios			5 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 June.

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

No Demolition permits were issued during the month of June.

***GRADING PERMITS;***

No Grading permits were issued during the month of June.

***SIGN PERMITS;***

6/13/22 RXBSA Properties, LLC  
4085 Indian Head Highway

6/21/22 Potomac Shirt & Sign for; Dr Lemberg  
1 N First Street

6/27/22 Indian Head Church of the Nazarene  
35 Raymond Avenue

***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 6/1/22 to 6/30/22

CASH BALANCE JUNE 1, 2022 \$638,872.95

REVENUES

General	163,635.65
Trash	23,085.32
Water & Sewer	45,640.11
Parks/Pavilion	375,279.97
Land	
Prior Year	

SUB-TOTAL 607,641.05

Bond Draw(s)

Money Market Interest	2.05
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SUB-TOTAL 2.05

TOTAL REVENUES

607,643.10

EXPENDITURES

General	(99,925.36)
Trash	(14,968.43)
Sewer/Water	(69,571.22)
Parks/Pavilion	<u>(52,027.10)</u>

SUB-TOTAL (236,492.11)

OldLine & Blue/Payments Merchant Fee(s) (134.95)

LGIP Transfer(s)

Check Order

Payroll	(47,500.87)
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Wire Trans FICA, W/H Tax, Sales Tax	<u>(26,687.47)</u>
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SUB-TOTAL (74,323.29)

TOTAL EXPENDITURES

(310,815.40)

CASH BALANCE AS OF JUNE 30, 2022

\$935,700.65

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,291.78
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BOARDWALK	26,119.38
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SEWER/WATER FUND	43,041.64
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REFUSE FUND	110,071.77
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HIGHWAY USER	<u>67,358.59</u>
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 260,883.16

SEWER BOND (AMERICAN FUNDS)	<u>101,696.73</u>
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TOTAL INVESTMENTS \$ 362,579.89