

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Wednesday, July 5, 2023
GoToMeeting**

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: 3.

Minutes: June 5 Town meeting minutes and June 20 work session minutes. 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 June and July will be provided at next month’s meeting.
- B. Finance Report** – The finance reports for May and June were read. (See attached)
- C. Town Manager's Report** – The Town is continuing to close out the Boardwalk project, which is 99% complete. However, we are waiting for additional information from SHA regarding the final change order. The Town is also looking to order benches this month. We are currently waiting on Federal compliance for the restrooms on the Village Green project. The next steps will be final submission after receiving approval and then we will place the project out for bid. The Town is working with our attorney to acquire the necessary easements for the East Poplar stormwater design project. The materials have been ordered at a cost of \$162,000 with a lead time of 6 to 8 weeks, which has already passed. We are starting to receive quotes for rental equipment needed to perform the work. The new dump truck, after 18 months, was delivered last week, but we are still waiting on additional materials. The buffer management plan project in Mattingly Park is complete. The Town has reviewed and approved the final invoice and the contractor will continue to spray new sprouts. The Town is awaiting a response or approval from MDE on the wastewater permit application. 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 in the process of developing an unaccounted-for water loss program as part of the water

allocation permit requirements. There is nothing new to report on the Henderson RFP. Construction on the retaining wall on Leslie Drive will continue this month. The trench has been excavated and will begin pouring concrete this week. As part of MS4, we are reviewing BMP projects in Town, and the status is ongoing. The \$200,000 Bond bill for the Old PNC Bank has been approved. The plan is to develop an MOU with the Boys and Girls Club, and there have been several conversations with them and their engineers as it relates to improvements to the building.

D. Code Enforcement Report – The Town issued 30 notices of violation for the month of June, 1 grass and weeds violation, 1 grass and weeds citation, 17 rubbish and garbage violations, 6 rubbish and garbage fines, 1 rubbish and garbage citation, 1 property maintenance citation, 3 inoperative/untagged vehicle violations, 1 inoperative/untagged vehicle fine. The Town completed 17 rental inspections for the month of June and cleared 12 violations.

E. Planning Commission Report – The Planning Commission approved the sign for Muscle House and Fitness, located at 4340 Indian Head Highway.

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 shared information on registering your home cameras with CityProtect.com.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

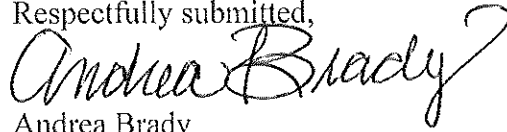
Miscellaneous: Mayor Paulin read the upcoming events and meetings for July.

Mayor Paulin shared that he will not be in Town for the next meeting and requested to be excused by Council. The Mayor will be traveling for his wedding. Council agreed to excuse Mayor Paulin from the August Town meeting.

Citizen's Comments: None.

With no further questions or comments, the meeting adjourned at 7:10pm.

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

FINANCE REPORT 5/1/23 to 5/31/23

CASH BALANCE MAY 1, 2023 \$2,126,657.19

REVENUES

General	177,575.21
Trash	111,579.02
Water & Sewer	337,836.56
Parks/Pavillion	23,850.00
Land	
Prior Year	

SUB-TOTAL 650,840.79

Bond Draw(s)

Money Market Interest	2.12
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SUB-TOTAL 2.12

TOTAL REVENUES

650,842.91

EXPENDITURES

General	(148,575.94)
Trash	(90,403.10)
Sewer/Water	(123,327.10)
Parks/Pavillion	(43,871.84)

SUB-TOTAL (406,177.98)

OldLine & Blue/Paymentus Merchant Fee(s)	(644.42)
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LGIP Transfer(s)

Check Order

Payroll	(39,947.66)
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Wire Trans FICA, W/H Tax, Sales Tax	(22,925.84)
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SUB-TOTAL (63,517.92)

TOTAL EXPENDITURES

(469,695.90)

CASH BALANCE AS OF MAY 31, 2023

\$2,307,804.20

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,753.08
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BOARDWALK	26,962.55
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SEWER/WATER FUND	44,431.07
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REFUSE FUND	113,625.39
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HIGHWAY USER	69,533.19
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 269,305.28

SEWER BOND (AMERICAN FUNDS)	96,233.47
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TOTAL INVESTMENTS \$ 365,538.75

FINANCE REPORT 6/1/23 to 6/30/23

CASH BALANCE JUNE 1, 2023 \$2,307,804.20

REVENUES

General	185,567.89
Trash	15,178.79
Water & Sewer	24,060.48
Parks/Pavillion	200.00
Land	
Prior Year	

SUB-TOTAL 225,007.16

Bond Draw(s)	-
Money Market Interest	2.06

SUB-TOTAL 2.06

TOTAL REVENUES 225,009.22

EXPENDITURES

General	(94,292.32)
Trash	(40,753.00)
Sewer/Water	(75,037.54)
Parks/Pavillion	(14,262.99)

SUB-TOTAL (224,345.85)

OldLine & Blue/Paymentus Merchant Fee(s)	(2,740.62)
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LGIP Transfer(s)	
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Check Order	
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Payroll	(70,501.17)
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Wire Trans FICA, W/H Tax, Sales Tax	(32,742.27)
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SUB-TOTAL (105,984.06)

TOTAL EXPENDITURES (330,329.91)

CASH BALANCE AS OF JUNE 30, 2023 \$2,202,483.51

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,814.12
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BOARDWALK	27,074.12
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SEWER/WATER FUND	44,614.92
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REFUSE FUND	114,095.58
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HIGHWAY USER	69,820.92
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 270,419.66

SEWER BOND (AMERICAN FUNDS)	96,233.47
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TOTAL INVESTMENTS \$ 366,653.13