

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, August 1, 2022
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: 5

Minutes: July 5th Town meeting minutes, July 27th work session minutes and July 27th public hearing minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Mayor Paulin 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 revised permits report for June and the permits report for July were read. (See attached)
- B. Finance Report** – The finance report for July was read. (See attached)
- C. Town Manager's Report** – The Town continues to address minor miscellaneous issues on the Boardwalk with the contractor, such as boards lifting, and getting the call boxes fully operational. The Town has determined the call boxes that were sent are Wi-Fi instead of cellular. Additional signage should arrive this week. The Town will continue to work with the SHA closeout process. The Town incorporated the 2022 specifications and addressed all comments on the restrooms on the Village Green project. The next steps are to submit revisions to SHA for review. After SHA review, the Town will submit to SCD. After receiving approvals, the project will be placed out for bid. The Critical Area Commission accepted the comprehensive review submittal as complete. The Planning Commission held a public hearing on July 20th with no objections. The Town is developing an application for rezoning for 202, 204 and 206 Blair Road. The Town received SCD approval for the East Poplar Stormwater design. The project is currently out for bit, and the Town is working on easement acquisition. No bids were received on the buffer management plan in Mattingly Park. The request for bids has been extended for another month. The Town is waiting on comments and/or approval of the wastewater permit application submitted to MDE. The permit is

scheduled to be submitted in late July or early August. The Henderson RFP has been extended for another thirty days. The retaining wall project on Leslie Drive is out for bid.

- D. Code Enforcement Report** – The Town issued 34 notices of violation for the month of July, 8 grass and weeds violations, 3 grass and weeds fines, 4 grass and weeds citations, 4 rubbish and garbage violations, 3 rubbish and garbage fines, 3 rubbish and garbage citations, 1 rental license citation, 1 property maintenance violation, 2 property maintenance fines, 2 property maintenance citations, 2 inoperative/untagged vehicle violations, 1 inoperative/untagged vehicle fine. The Town completed 12 rental inspections and cleared 13 violations for the month of July.

- E. Planning Commission Report** – The Planning Commission held a public hearing on July 20th to receive public comment and review the proposed Critical Area and Board of Zoning Appeals changes to the Town’s Zoning Ordinance. The Planning Commission recommended the Town Council move forward with adoption of all proposed changes. Following the public hearing the Planning Commission held a regular meeting and approved signs located at 4570, 4615 and 4356 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.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 07-01-22 was read for adoption. It is an Ordinance concerning amendment of the Critical Area Regulations for the purpose of amending certain provisions of the Town of Indian Head Zoning Ordinance Critical Area Regulations as recommended by the Maryland Critical Area Commission; and matters generally related to amendment of the Town’s Zoning Ordinance. The Ordinance we introduced during the July 27th public hearing. Vice Mayor Sitoula made a motion to adopt Ordinance 07-01-22. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote, 3-Ayes, 0-Nays.

Ordinance 07-02-22 was read for adoption. It is an Ordinance concerning Board of Zoning Appeals for the purpose of reducing the size of the Town of Indian Head Board of Appeals; providing for the transition to a smaller Board; and matters generally related to amendment of the Town’s Zoning ordinance. The Ordinance we introduced during the July 27th public hearing. Vice

Mayor Sitoula made a motion to adopt Ordinance 07-01-22. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote, 3-Ayes, 0-Nays.

Petitions: None

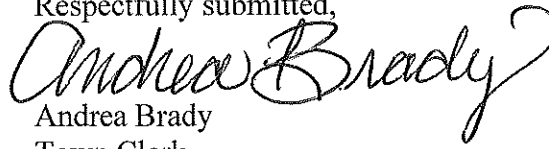
Unfinished Business: None

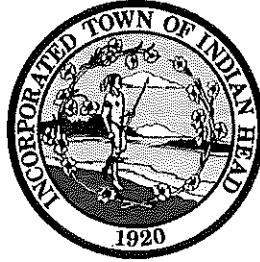
New Business: None

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

Citizen's Comments: Vivian Elder, Mattingly Avenue – Ms. Elder asked why no one was turning on their cameras to allow people to read non-verbal clues. Mayor Paulin was in the meeting by phone. Ms. Elder feels it is a sign of courtesy to have your camera on during the entire meeting. Ms. Elder asked what the permit fees for residents are used for. Town Manager Hicks explained that the fees are the cost of inspections. It is a pass-through fee; the Town does not make any money on the amounts being paid for inspections required for a building permit.

With no further questions or comments, the meeting adjourned at 7:17pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
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 15 Mattingly Avenue			Fire Restoration
6/21/22	Potomac Shirt & Sign for; Dr Lemberg 1 N First Street			Sign
6/24/22	Steffi Johansen 9 Stuart Place			Fence
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;

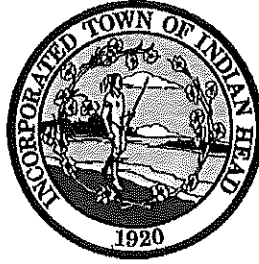
6/13/22 RXBSA Properties, LLC
4085 Indian Head Highway

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.



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
7/5/22	Fence & Deck Connection for; Lidia Zelaya 135 Seldovia Drive			Deck
7/12/22	Hilltop Signs & Graphics for: I H Church of the Nazarene 35 Raymond Avenue			Sign
7/22/22	RXBSA Properties, LLC 4085 Indian Head Hwy			Sign
7/27/22	RXBSA Properties, LLC 4085 Indian Head Hwy			Change of Occupancy (No construction)

USE & OCCUPANCY PERMITS;

July 22	NVR Inc, Ryan Homes Caswell Drive	3 new townhome units in Anchor Point Subdivision
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RIGHT OF WAY PERMITS;

July 22	Verizon Fios	1 permit for work to to be done in ROW
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TEMPORARY USE & OCCUPANCY PERMITS;

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

DEMOLITION PERMITS;

No Demolition permits were issued during the month of July.

GRADING PERMITS;

No Grading permits were issued during the month of July.

SIGN PERMITS;

No Sign permits were issued during the month of July.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 7/1/22 to 7/31/22

CASH BALANCE JULY 1, 2022 \$935,700.65

REVENUES

General	56,870.47	
Trash	27,841.06	
Water & Sewer	41,418.81	
Parks/Pavilion	2,000.00	
Land		
Prior Year		
SUB-TOTAL		128,130.34

Bond Draw(s)	-	
Money Market Interest	2.12	
SUB-TOTAL		2.12

TOTAL REVENUES 128,132.46

EXPENDITURES

General	(146,001.11)	
Trash	(17,919.17)	
Sewer/Water	(159,983.32)	
Parks/Pavilion	(14,415.71)	
SUB-TOTAL		(338,319.31)

Old Line & Blue/Paymentus Merchant Fee(s)	(134.95)	
LGIP Transfer(s)		
Check Order		
Payroll	(56,323.48)	
Wire Trans FICA, W/H Tax, Sales Tax	(22,948.71)	
SUB-TOTAL		(79,407.14)

TOTAL EXPENDITURES (417,726.45)

CASH BALANCE AS OF JULY 31, 2022 \$646,106.66

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,307.97
BOARDWALK	26,148.98
SEWER/WATER FUND	43,090.42
REFUSE FUND	110,196.53
HIGHWAY USER	67,434.94
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 261,178.84</u>

SEWER BOND (AMERICAN FUNDS)	101,696.73
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TOTAL INVESTMENTS \$ 362,875.57