

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, August 5, 2024
GoToMeeting**

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

Roll Call

Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Mayor Paulin and Town Manager Hicks were excused from this evening's meeting due to travel.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: July 1 Town meeting minutes and July 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 permits report for July was read. (See attached)
- B. Finance Report** – The finance reports for June and July were read. (See attached)
- C. Town Manager's Report** – Town Manager Hicks will provide his report during the September meeting.
- D. Code Enforcement Report** – The Town issued 34 notices of violation during the month of July 2024. 10 grass and weeds violations, 6 rubbish and garbage violations, 3 zoning/permit violations, 1 rental license violation, 7 property maintenance violations, and 7 inoperative/untagged vehicle violations. The Town completed 13 rental inspections for the month of July and cleared 18 violations.
- E. Planning Commission Report** – The Planning Commission finalized and approved a base color list. The Commission approved the sign for 4205 Indian Head Highway, and approved the facades for 4225, 4035, and 4045 Indian head Highway.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 07-01-24 was introduced during the July Town meeting. It is an Ordinance concerning waiver of commercial building permit fees. The draft Ordinance has been available on the Town's website for review it and it is the same ordinance that was adopted in the past when the incentive was originally started. Vice Mayor Sitoula made a motion to adopt Ordinance 07-01-24. Councilwoman Grumbine seconds the motion. Ordinance 07-01-24 is adopted by voice vote: 2-Ayes, 0-Nays.

Ordinance 08-01-24 was introduced. It is an Ordinance concerning Town Holiday – Indigenous Peoples' Day for the purpose of adding Indigenous Peoples' Day as a paid holiday observed by the Town of Indian Head. The Ordinance will be on the September Town meeting agenda for adoption, and it is available on the Town's website for review.

Petitions: None

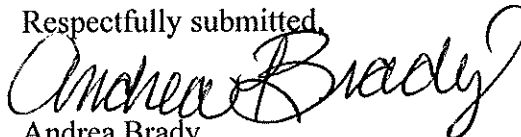
Unfinished Business: None

New Business: None

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

Citizen's Comments: Rick Posey, East Poplar Lane – Mr. Posey asked for an update on the work on the stormwater project. Town Clerk Brady will ask Town Manager Hicks to reach out as soon as he returns from travel.

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

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
7/1/24	Sustainable Energy Systems for : Heather Lawson 134 River Watch Drive			Solar panels
7/3/24	Pino's Construction for: Mohamad Bourakba 21 Mattingly Avenue			Remodel existing home
7/12/24	Fusion Solar for: Nina Motley 46 Caswell Drive			Solar panels
7/16/24	Consuelo Hernandez 202 Ellerbe Drive			Replace joists in house
7/23/24	Zheng Jian Hang – Hunan Manor 4205 Indian Head Hwy			Change of Occupant with no construction
7/24/24	Xin Guan Signs for: Zheng Jian Hang – Hunan Manor 4205 Indian Head Hwy			Sign
7/24/24	Thorg Bjork 6 Lee Court			Covered front porch
7/24/24	Energetics Technology Center 4225 Indian Head Hwy			Alterations – Level 3 to the existing building for office space

USE & OCCUPANCY PERMITS;

7/23/24	RXBSA Properties, LLC 4145 Indian Head Hwy			Apartments
7/30/24	Hunan Manor 4205 Indian Head Hwy		Restaurant T/A: Hunan Manor	
7/31/24	Heather Lawson 134 River Watch Drive			Solar panels

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

7/15/24 Comcast Cable for work in the area Potomac Avenue to Gering Court

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;

7/24/24 Zheng Jian Hang – Hunan Manor
4205 Indian Head Hwy

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 6/1/24 to 6/30/24

CASH BALANCE JUNE 1, 2024 \$994,833.59

REVENUES

General	215,536.28	
Trash	11,260.70	
Water & Sewer	18,957.97	
Parks/Pavillion	600.00	
Prior Year/Period	401,054.21	
SUB-TOTAL		647,409.16

Boardwalk	-	
Bonds	-	
Money Market Interest	8.22	
SUB-TOTAL		8.22

TOTAL REVENUES 647,417.38

EXPENDITURES

General	(130,394.80)	
Trash	(88,852.61)	
Sewer/Water	(359,245.45)	
Parks/Pavillion	(12,183.48)	
SUB-TOTAL		(590,676.34)

OldLine & Blue/Paymentus Merchant Fee(s)	(1,318.60)	
Bond Pymts	-	
Investment Funds	-	
Payroll	(45,232.88)	
Wire Trans FICA, W/H Tax, Sales Tax	(36,395.65)	
SUB-TOTAL		(82,947.13)

TOTAL EXPENDITURES (673,623.47)

CASH BALANCE AS OF JUNE 30, 2024 \$968,627.50

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,631.31
BOARDWALK	190,814.97
SEWER/WATER FUND	47,076.23
REFUSE FUND	120,390.14
HIGHWAY USER	819,019.05
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 1,192,931.70</u>

SEWER BOND (AMERICAN FUNDS)	106,142.64
-----------------------------	------------

TOTAL INVESTMENTS \$ 1,299,074.34

FINANCE REPORT 7/1/24 to 7/31/24

CASH BALANCE JULY 1, 2024		\$968,627.50
REVENUES		
General	72,503.89	
Trash	36,439.65	
Water & Sewer	54,313.53	
Parks/Pavillion	200.00	
Prior Year/Period	-	
SUB-TOTAL		163,457.07
Boardwalk	-	
Bonds	-	
Money Market Interest	8.49	
SUB-TOTAL		8.49
TOTAL REVENUES		<u>163,465.56</u>
EXPENDITURES		
General	(145,705.25)	
Trash	(10,567.69)	
Sewer/Water	(224,323.32)	
Parks/Pavillion	<u>(26,738.33)</u>	
SUB-TOTAL		(407,334.59)
OldLine & Blue/Paymentus Merchant Fee(s)	(298.65)	
Bond Pymts	-	
Investment Funds	-	
Payroll	(48,220.44)	
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	<u>(29,853.74)</u>	
SUB-TOTAL		(78,372.83)
TOTAL EXPENDITURES		<u>(485,707.42)</u>
CASH BALANCE AS OF JULY 31, 2024		<u>\$646,385.64</u>

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	15,702.52
BOARDWALK	191,684.32
SEWER/WATER FUND	47,290.71
REFUSE FUND	120,938.64
HIGHWAY USER	<u>822,750.51</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 1,198,366.70
SEWER BOND (AMERICAN FUNDS)	<u>106,142.64</u>
TOTAL INVESTMENTS	<u>\$ 1,304,509.34</u>