

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, September 3, 2024
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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: August 5 Town meeting minutes and August 28 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 August was read. (See attached)
- B. **Finance Report** – No report. The finance reports for August and September will be read during the October meeting.
- C. **Town Manager's Report** – A professional services agreement has been signed with ARRO and they have continued to work on concept designs for 24 additional parking spaces in Riverwatch. Additional materials have been delivered for the East Poplar stormwater design. Trees have been removed from adjoining an adjoining property and ditch line and work is scheduled to begin this month. The Town conducted a virtual site meeting with Maryland Department of the Environment (MDE) as it relates to the wastewater permit application. We have coordinated sampling for dissolved organic carbon, temperature, and pH. We have continued dialogue with MDE regarding the Town's sludge hauling permit. We have completed and submitted the sludge hauling permit packet and sent it to MDE. The Town still needs to investigate sources of I&I (inflow and infiltration). As it relates to the water allocation permit, the Town has confirmed with the operator that well development by AC Shultes will occur late September, early October. We have corresponded with MDE regarding the schedule update. Henderson RFP update, the Town is awaiting a high-level concept plan from the developer to discuss changing the property designation with the Critical Area Commission. Old PNC Bank update, plans have been received at the Town Hall for permits to begin construction. The Old PNC Bank is the future home of the Boys and Girls Club. The Town is developing an RFP for repairs of the Mattawoman dock, and the project will be put out for bid. The contractor performed bamboo eradication maintenance

last month. MS4 inspection, the Town is addressing questions from violators, and will continue to compile the MS4 annual report. Paving repairs will take place behind the black box next week. The lot will be closed September 9th and 10th.

- D. Code Enforcement Report** – The Town issued 37 notices of violation during the month of August 2024. 15 grass and weeds violations, 6 rubbish and garbage violations, 4 rental license violations, 6 property maintenance violations, 1 nuisance/noise violation, and 5 inoperative/untagged vehicle violations. The Town completed 27 rental inspections for the month of August and cleared 24 violations.
- E. Planning Commission Report** – The August Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 08-01-24 was introduced during the August Town meeting, and the draft has been available on the Town’s website. 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. Vice Mayor Sitoula made a motion to adopt Ordinance 08-01-24. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote 3-Ayes, 0-Nays.

Petitions: None

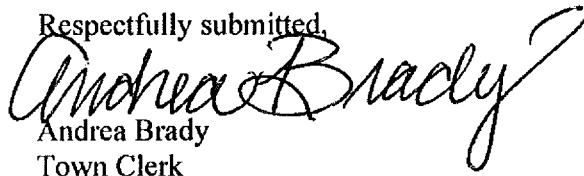
Unfinished Business: None

New Business: None

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

Citizen’s Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:07pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/1/24	Vincent Taylor 108 Thompson Lane			Deck
8/26/24	Kim Tien Lam 119 Woodland Drive			Fence

USE & OCCUPANCY PERMITS;

8/19/24	Papaleo's Ice Cream 4155 Indian Head Hwy		Ice Cream Shop	
8/19/24	Oasis Fresh Foods Market 4145 Indian Head Hwy		Grocery Store	

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

No Right of Way work permits were issued during the month of August.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of August.

GRADING PERMITS;

No Grading Permits were issued during the month of August.

SIGN PERMITS;

No Sign permits were issued during the month of August.

TEMPORARY SIGN PERMITS;

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