

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, September 5, 2023
GoToMeeting**

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

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

The Mayor and Council observed a moment of silence in honor and memory of former Mayor and longtime resident, Warren Bowie.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3

Minutes: August 7 Town meeting minutes and August 23 work session 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: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** – The permits report for August was read. (See attached)
- B. **Finance Report** – The finance report for August was read. (See attached)
- C. **Town Manager's Report** – Boardwalk Project update; the Town received an email regarding the change order for the wage rates from SHA, and we have reviewed what SHA proposes for the wage rate reimbursement. A meeting has been scheduled with SHA to discuss. Boardwalk vegetative assessment for the living shoreline per the USACOE permit has been performed and a report has been developed. The Town still needs to finalize the report. The Town has continued correspondence with the TAP program for the restrooms on the Village Green project. The Town has incorporated new specs published by SHA after IFB was submitted, and the IFB has been resubmitted. The Town held a meeting with SHA to discuss the review, and we are waiting for Federal compliance. After receiving approval, the project will be placed out for bid. East Poplar stormwater design update: the Town is working with our attorney, Fred Sussman, to acquire the easements needed. The easement exhibits have been sent to Fred for review and assembly of easement descriptions. The Town has started taking delivery of some materials. The final steps are easement acquisition and construction to begin this fall. The buffer management plan project in Mattingly Park

is complete. The contractor will continue to spray new bamboo sprouts. The Town is awaiting a response or approval of our wastewater permit application from MDE. The Town has corresponded with MDE as it relates to the requested increase on our water allocation permit. MDE conveyed potential need for testing. The Town has reached out to the Charles County Health Department regarding a new well, and they have sent a well tag to AC Schultes. Schultes will provide a new proposal prior to drilling. The Town is in the process of developing an unaccounted-for water loss program. There is nothing new to report as it relates to the Henderson RFP. Construction is ongoing on the retaining wall on Leslie Drive, and the payment application is under review. MS4 update; the Town is reviewing BMP projects in Town and the status is ongoing. The Town received a \$200,000 bond bill for the old PNC Bank building. The plan is to develop an MOU with the Boys and Girls Club. Conversations have been held with both the Boys and Girls Club and their engineers, and the project is moving forward.

D. Code Enforcement Report – The Town issued 32 notices of violation for the month of August, 13 grass and weeds violations, 2 grass and weeds fines, 1 grass and weeds citation, 9 rubbish and garbage violations, 3 rubbish and garbage fines, 1 zoning/permit violation, 2 property maintenance violations, and 1 untagged/inoperative vehicle violation. The Town completed 23 rental inspections for the month of August and cleared 20 violations.

E. Planning Commission Report – The Planning Commission meeting approved the annual report.

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 signed up for daily emails through CityProtect, and he encouraged residents to do the same because it is a valuable resource. Mayor Paulin also informed residents they can register their home cameras on CityProtect as well.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 09-01-23 was introduced. It is an Ordinance concerning FY24 Financial Plan and Budget Ordinance Corrective Amendment. For the purpose of amending Ordinance 04-01-23 to correct a technical error in the effective date of that Ordinance. The Ordinance will be on the October 2nd Town meeting agenda for adoption. Residents can review the agenda on the Town’s website.

Ordinance 09-02-23 was introduced. It is an Ordinance concerning waiver of commercial permit fees for the purpose of continuing economic development incentives for businesses to locate, expand, or remain in the Town of Indian Head by providing the waiver of certain Town fees for certain construction activities filed with the Town after the effective date of this Ordinance and on or before June 30, 2024. The Ordinance will be on the October 2nd Town meeting agenda for adoption. Residents can review the agenda on the Town's website.

Petitions: None

Unfinished Business: None

New Business: None

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

Citizen's Comments: Jodene Fitzpatrick, Villages of Potomac – Ms. Fitzpatrick wanted to follow up with Mayor Paulin on the possibility of a Community Refrigerator outside of the Black Box Theatre to add to the Care Cabana. Mayor Paulin said he will follow up with Sandy from Lifestyles on the possibility.

Donielle, Anchor Point – Donielle submitted her comment via the chat due to audio issues. She asked about a dog park. Mayor Paulin said Council can discuss this during their September work session to discuss the possibility and potential funding opportunities.

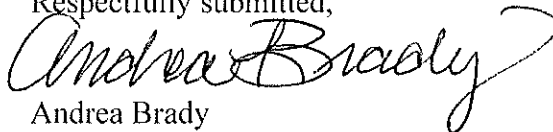
Jodene Fitzpatrick, Villages of Potomac – Ms. Fitzpatrick invited Donielle to log in for the meeting to discuss the dog park. Ms. Fitzpatrick has spoken with the Park Director of Charlie Wright Park on the possibility of it being a dog park, and she was told another possible location is in Bryan's Road. Mayor Paulin asked Ms. Fitzpatrick to reach out via email to potentially set up a meeting with himself, community members, and the Park Director.

Clara Cobey Thomas, Beth Court – Ms. Thomas asked if there are any future plans to have the cul-de-sac repaved. Town Manager Hicks said the Town is planning to pave the cul-de-sacs and along Blair Road as well.

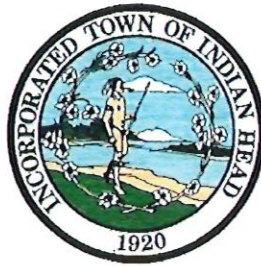
Mayor Paulin took a moment to explain the format of the Town meeting to the new attendees.

With no further questions or comments, the meeting adjourned at 7:20pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: August 2023

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/09/23	NVR Inc., Ryan Homes	4 new townhome units in Piscataway Village Subdivision		
8/18/23	CMI General Contractors for: RXBSA Properties, LLC 4145 Indian Head Hwy			Retaining wall
8/18/23	CMI General Contractors for: 4450 Indian Head Hwy, LLC 4444 Indian Head Hwy			Interior Tenant Fit-out
8/18/23	Milton Romero 48 Mattingly Avenue			Fence
8/18/23	Freedom Forever for: Nicole Thomas 28 Meadowside Court			Solar Panels
8/25/23	Fence & Deck Connection Anchor Point Subdivision			6 Decks
8/31/23	Renewable Energy for: Darnell Barnes 200 Ellerbe Drive			Solar Panels

USE & OCCUPANCY PERMITS;

August	NVR Inc, Ryan Homes	5 new townhome units in Anchor Point Subdivision		
August	Fence & Deck Connection Anchor Point Subdivision			10 Decks
8/10/23	Thomas & Edith Savoy 77 Poplar Lane	Single Family Dwelling		
8/31/23	Bridge Church 4185 Indian Head Highway			Sign

RIGHT OF WAY PERMITS;

August	Comcast Cable			Underground work from Jennifer Dr. to Susan Dr.
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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.

FINANCE REPORT 8/1/23 to 8/31/23

CASH BALANCE AUGUST 1, 2023 \$1,738,357.35

REVENUES	
General	139,727.29
Trash	114,695.22
Water & Sewer	279,557.56
Parks/Pavillion	16,200.00
Land	
Prior Year	
SUB-TOTAL	550,180.07

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

TOTAL REVENUES 550,182.19

EXPENDITURES	
General	(186,463.02)
Trash	(22,461.92)
Sewer/Water	(268,190.42)
Parks/Pavillion	(44,809.80)
SUB-TOTAL	(521,925.16)

OldLine & Blue/Paymentus Merchant Fee(s)	(60.00)	
LGIP Transfer(s)		
Check Order		
Payroll	(43,634.52)	
Wire Trans FICA, W/H Tax, Sales Tax	(21,637.42)	
SUB-TOTAL		(65,331.94)

TOTAL EXPENDITURES (587,257.10)

CASH BALANCE AS OF AUGUST 31, 2023 \$1,701,282.44

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	14,944.98
BOARDWALK	27,313.28
SEWER/WATER FUND	45,009.02
REFUSE FUND	115,103.45
HIGHWAY USER	70,437.69
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 272,808.42

SEWER BOND (AMERICAN FUNDS)	96,233.47
TOTAL INVESTMENTS	\$ 369,041.89