

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, September 6, 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: 4

Minutes: August 1st Town meeting minutes and August 24th work session. 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** – The finance report for August was read. (See attached)
- C. Town Manager's Report** – The Town continues to address minor miscellaneous issues with the contractor on the Boardwalk project, such as, boards lifting and getting the call boxes fully operational. Additional signage was installed last month, and the Town is continuing with the SHA closeout process. The Town has incorporated the 2022 specifications and addressed all comments on the Village Green restrooms project. Once SHA approves the submitted revisions, the Town will place the project out to bid. The Critical Area Commission accepted the comprehensive review submittal as complete. The public hearing was held on July 20th with no objections. The Town is developing an application for rezoning of 202, 204, and 206 Blair Road. The Council ratified the Ordinance update. The Town received SCD approval for the East Poplar stormwater design. The project is out for bid and the Town is working on getting the required easements. No bids were received for the buffer management plan project in Mattingly Park, so the advertisement was extended for another month. ARRO contacted 20 firms within a 60-mile radius of Indian head to engage in conversations and interest regarding the project. They received confirmation from multiple firms that they are interested and requested the bidding documents. The wastewater permit application has been submitted to MDE and the Town is awaiting comments and/or approval. The water allocation permit was submitted to MDE last

month. The Henderson RFP has been extended for another thirty days. The retaining wall on Leslie Drive is out for bid and will close this week.

- D. Code Enforcement Report** – The Town issued 46 notices of violation for the month of August, 17 grass and weeds violations, 7 grass and weeds fines, 2 grass and weeds citations, 3 rubbish and garbage violations, 1 rubbish and garbage fine, 2 rental license fines, 5 property maintenance violations, 4 inoperative/untagged vehicle violations, 4 inoperative/untagged vehicle fines, 1 inoperative/untagged vehicle citation. The Town completed 7 rental inspections and cleared 26 violations for the month of August.
- E. Planning Commission Report** – The August Planning Commission meeting was canceled.
- F. Bureau of Fire Prevention** – Deputy Chief Wayne Higdon reported that for the month of August the IHVFD had 22 fire calls and 24 EMS calls. Thursday nights are training for fire and EMS. Last month the IHVFD participated in National Night Out and set up fire and safety displays. Deputy Chief Higdon discussed smoke alarm best practices and safety. Fall will be here before you know it if you have a wood or pellet stove clean up your unit before cold weather. The IHVFD does an alarm test 3rd Monday of each month.
- 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.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 09-01-22 was introduced. It is an Ordinance concerning authorizing the lease of real property to the Town for public purposes for the purpose of authorizing the Town of Indian Head to enter into a certain Ground Lease, with the Town as Lessee, for two parcels of land in the Town of Indian Head, for certain public purposes. The draft Ordinance is available for review on the Town’s website. The Ordinance will be on the October Town meeting agenda for adoption. The lease would be \$1 per year.

Petitions: None

Unfinished Business: None

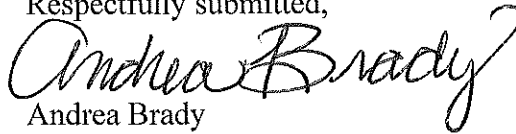
New Business: None

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

Citizen's Comments: Wayne Higdon – Mr. Higdon expressed a safety concern about a dead tree located at 6 Blair Road. Town Manager Hicks stated that they have reached out to the owner and requested that he take it down.

With no further questions or comments, the meeting adjourned at 7:16pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive, flowing style.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/11/22	NVR Inc, Ryan Homes Kenai Place	6 new townhome units in Anchor Point Subdivision		
8/11/22	Network Build Consultants for: Verizon Wireless 15 Moose Lodge Way			Replacing existing Cellular Antennas
8/11/22	Signarama for: Ben Nielsen's Charles County Auto Body 4570 Indian Head Hwy			Sign
8/11/22	Signarama for: Ben Nielsen's Charles County Automotive 4615 Indian Head Hwy			Sign
8/19/22	Renewable Energy for: William & Claire Parker 4211 Parker Harley Place			Solar Panels
8/29/22	Odesia Stuart 35 Park Square Court			Deck
August	Fence & Deck Connection Anchor Point Sub			7 Decks in the Anchor Point Subdivision

USE & OCCUPANCY PERMITS;

August	NVR Inc, Ryan Homes Seldovia Drive	12 new townhome units in Anchor Point Subdivision		
8/09/22	Fence & Deck Connection Anchor Point Sub			5 Decks in the Anchor Point Subdivision

RIGHT OF WAY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy 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;

8/11/22 Signarama for: Ben Nielsen's Charles County Auto Body
4570 Indian Head Hwy

8/11/22 Signarama for: Ben Nielsen's Charles County Automotive
4615 Indian Head Hwy

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 8/1/22 to 8/31/22

CASH BALANCE AUGUST 1, 2022 \$646,106.66

REVENUES

General	1,560,665.42	
Trash	92,900.32	
Water & Sewer	221,789.26	
Parks/Pavillion	84,850.81	
Land		
Prior Year		
SUB-TOTAL		1,960,205.81

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

TOTAL REVENUES 1,960,207.93

EXPENDITURES

General	(124,290.35)	
Trash	(94,036.04)	
Sewer/Water	(79,694.99)	
Parks/Pavillion	(60,729.10)	
SUB-TOTAL		(358,750.48)

OldLine & Blue/Paymentus Merchant Fee(s)	(782.41)	
LGIP Transfer(s)		
Check Order		
Payroll	(40,240.42)	
Wire Trans FICA, W/H Tax, Sales Tax	(24,769.97)	
SUB-TOTAL		(65,792.80)

TOTAL EXPENDITURES (424,543.28)

CASH BALANCE AS OF AUGUST 31, 2022 \$2,181,771.31

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,330.56
BOARDWALK	26,190.27
SEWER/WATER FUND	43,158.47
REFUSE FUND	110,370.56
HIGHWAY USER	67,541.43

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 261,591.29

SEWER BOND (AMERICAN FUNDS)	101,696.73
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TOTAL INVESTMENTS \$ 363,288.02