

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, October 2, 2023
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

Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Town Manager Hicks was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: September 5 Town meeting minutes and September 27 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 September was read. (See attached)
- B. Finance Report** – The finance report for September was read. (See attached)
- C. Town Manager's Report** – The Town received an email regarding the change order for the wage rates from SHA as it pertains to the Boardwalk project. The Town has held a meeting with SHA to discuss the final decision, and a meeting with the contractor. The Town is continuing the SHA closeout process which consists of finalizing the remaining change order. The Town has continued correspondence with TAP program about the restrooms on the Village Green project. We have incorporated new specs published by SHA after IFB was submitted. The Town has held a meeting with SHA to discuss the status of the federal review. We have received minor comments from the federal review, and we are waiting for federal compliance. After receiving approval, the Town will place the project out for bid. We are targeting December for project bidding. The Town is working with legal counsel to acquire the easements needed for the East Poplar Stormwater design. Easement exhibits have been sent to the Town's attorney for review and assembly of easement descriptions. We have started taking delivery of some materials. Final steps are easement acquisition and construction to begin this fall/winter. The buffer management plan in Mattingly Park is complete. The contractor will continue to spray new sprouts. The Town is

waiting for a response or approval from MDE for the wastewater permit application. We are currently waiting for a revised proposal from AC Shultes prior to drilling. The Town is also in the process of developing an unaccounted-for water loss program as part of our water allocation permit. There is currently nothing new to report on the Henderson RFP. Construction of the retaining wall on Leslie Drive is ongoing. The payment application for the project is under review and there are discussions with the Town's attorney regarding assessing liquidated damages. MS4 status is ongoing, and we are reviewing BMP projects in the Town. The Town is reviewing the lease agreement with the Boys and Girls Club for the Old PNC bank building. There have been several conversations with the Bosity and Girls Club with their engineer's and the project is moving forward.

D. Code Enforcement Report – The Town issued 16 notices of violation for the month of September, 1 grass and weeds fine, 1 grass and weeds citation, 1 rubbish and garbage violation, 2 rubbish and garbage fines, 3 rubbish and garbage citations, 2 zoning/permit violations, 3 zoning/permit fines, 1 property maintenance violation, 1 property maintenance fine and 1 untagged/inoperative vehicle violation. The Town completed 22 rental inspections for the month of September and cleared 12 violations.

E. Planning Commission Report – The September Planning Commission meeting was canceled.

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 10-01-23 was introduced for adoption. It is a Resolution to reappoint members to the Indian Head Planning Commission for 5-year terms. The reappointment members are Mary Armstrong and Thomas Gordon. Vice Mayor Sitoula made a motion to adopt Ordinance 09-01-23. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: Ordinance 09-01-23 was introduced at the September meeting. 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. Vice Mayor Sitoula made a motion to adopt Ordinance 09-01-23. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 09-02-23 was introduced at the September meeting. 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. Vice Mayor Sitoula made a motion to adopt

Ordinance 09-01-23. Councilwoman Grumbine seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays. Council requested a calendar reminder to consider extending the waiver each fiscal year.

Petitions: None

Unfinished Business: None

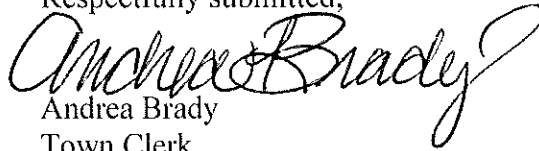
New Business: None

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

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:14pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive style with a large, looping "A" and "B".

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/05/23	Free State Flippers 10 Prospect Avenue			Interior renovations to SFD
8/25/23	Fence & Deck Connection Piscataway Village Subdivision			2 Decks

USE & OCCUPANCY PERMITS;

Sept	NVR Inc, Ryan Homes	6 new townhome units in Anchor Point Subdivision		
9/12/23	Stephanie Walker 102 Bertha Circle			SFD – renovated
9/18/23	Dynia Beaty 204 Chickaloon Place			Deck
9/18/23	Dionne Cooley 160 Seldovia Drive			Deck
<i>RIGHT OF WAY PERMITS;</i>				
9/20/23	Washington Gas 7 Rivers Edge Terrace			Install Gas service Rivers Edge Terr – Parran Ln
9/20/23	Washington Gas 20 Rivers Edge Terrace			Install Gas service Rivers Edge Terr – Parran Ln

DEMOLITION PERMITS;

No Demolition permits were issued during the month of September.

GRADING PERMITS;

No Grading Permits were issued during the month of September.

SIGN PERMITS;

No Sign permits were issued during the month of September.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 9/1/23 to 9/30/23

CASH BALANCE SEPTEMBER 1, 2023 \$1,701,282.44

REVENUES		
General	124,283.35	
Trash	5,556.74	
Water & Sewer	12,609.66	
Parks/Pavilion	200.00	
Land		
Prior Year		
SUB-TOTAL		142,649.75
Bond Draw(s)	-	
Money Market Interest	6.17	
SUB-TOTAL		6.17
TOTAL REVENUES		<u>142,655.92</u>

EXPENDITURES		
General	(121,028.56)	
Trash	(86,570.33)	
Sewer/Water	(63,375.71)	
Parks/Pavilion	<u>(54,808.66)</u>	
SUB-TOTAL		(325,783.26)
OldLine & Blue/Payments Merchant Fee(s)	(30.00)	
LGIP Transfer(s)		
Check Order		
Payroll	(53,174.60)	
Wire Trans FICA, W/H Tax, Sales Tax	<u>(20,255.93)</u>	
SUB-TOTAL		(73,460.53)
TOTAL EXPENDITURES		<u>(399,243.79)</u>
CASH BALANCE AS OF SEPTEMBER 30, 2023		<u>\$1,444,694.57</u>

OLD LINE INVESTMENT ACCOUNTS		
PARK FUND		14,966.85
BOARDWALK		27,353.27
SEWER/WATER FUND		45,074.91
REFUSE FUND		115,272.01
HIGHWAY USER		<u>70,540.83</u>
TOTAL OLD LINE INVESTMENT ACCOUNTS		\$ 273,207.87
SEWER BOND (AMERICAN FUNDS)		<u>96,233.47</u>
TOTAL INVESTMENTS		<u>\$ 369,441.34</u>