

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, OCTOBER 4, 2021  
GoToMeeting**

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

**Roll Call**

Brandon Paulin, Mayor  
Ron Sitoula, Vice Mayor  
Randy Albright, Councilman

**Attended By**

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

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING  
SITE: 8**

**Minutes:** August September 7<sup>th</sup> Town meeting minutes and September 22<sup>nd</sup> work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilman Albright 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 Boardwalk project is 88% complete. Upland decking and Riverwalk have been completed. All stringers on the riverbed have been installed. 500LF of railing has been completed. Underground electrical conduit continuing to be completed to upland section of the Boardwalk. Plantings have been planted and sand has been installed. The restrooms on the Village Green project is scheduled to begin once the Boardwalk is complete. Sustainable Community Committee is still seeking members. 101<sup>st</sup> Anniversary memorabilia is for sale at the Town Hall. The leaf vacuum is scheduled to begin on Wednesday, November 3<sup>rd</sup>. Please do not rake leaves into the drainage ditches and storm drains. Please have your trash and recycling curbside by 7:30am the day of your scheduled pickup. The Town Hall is currently open to the public. Masks are required for entry.
- D. Code Enforcement Report** – The Town issued 24 notices of violation for the month of September 8 grass & weeds violations, 6 grass & weeds fines, 1 grass & weeds citations, 1 rubbish & garbage violations, 2 property maintenance violations, 1 property maintenance fine, 2 property maintenance citations, 2 inoperative/untagged

vehicle citations, and 1 rental license citation. The Town completed 20 rental inspections and cleared 23 violations for the month of September.

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

**F. Bureau of Fire Prevention** – Chief Williams was unable to attend but provided a report which was read by Mayor Paulin. For the month of August, the fire department responded to a total of 21 fire calls, of which 9 were in town and 12 were mutual aid responses. The rescue squad responded to a total of 29 calls for emergency service. For the month of September, the fire department responded to a total of 28 fire calls, of which 13 were in town and 15 were mutual aid responses. The rescue squad responded to a total of 35 calls for emergency service. Department personnel completed a total of 225 man-hours of training for both months via the Maryland Fire & Rescue Institute, other formal training, and departmental drills. The IHVFD participated in the Town's 101 Anniversary parade and received first place for the ambulance, tower and utility with fire prevention trailer. October is National Fire Prevention month and unfortunately due to the current pandemic situation, we will not have any Fire Prevention activities at the Elementary School, or the station. With that being said, please take a look at the Town's quarterly newsletter for the vital Fire Prevention tips provided.

**G. Community Affairs** – No report

**H. Charles County Recreation** – No report

**I. Policing Report** – No report

**Briefings:** Marilyn Steel shared a power point presentation on the grocery initiative. Comprised of 9 various persons/stakeholders. Ms. Steel shared the scope of the project including renovation and build out of the proposed location, expansion of the parking area, engaging local farmers and fresh food sources, recruiting employees, and developing marketing and communication channels. The lower level will be commercial with the grocery store and the upper level will be apartments. The MOU recently signed with the Town will have the Town taking on the development of the parking area and providing the funding to obtain the land for it. The power point presentation also discussed the goals of the grocery initiative, the impact, and their ask of the Town. RXBSA will work on the buildout of the building. They have been able to obtain funds to acquire the building and begin renovations, but there is substantial additional work that needs to be completed. They need to find additional funding and resources. RXBSA is asking the Town to provide information on how they will give assistance with the build out of the parking lot. Ms. Steele stated that they need to know how the Town will be handing the stormwater management plan, the lighting, trash enclosures, appropriate number of spaces and work with an engineer. RXBSA cannot move the project forward without this information. Ms. Steels is asking that the Town Council use the same engineer that they are already using for the project. Ms. Steele said the initial step is for the Town to take a step forward with them on this project and provide \$10,000 to \$15,000 for an engineer. Ms. Steele stated that RXBSA is under a time constraint, or they could potentially lose funding.

Councilman Albright asked if he could call for a closed session tomorrow for further discussion on this topic. Mayor Paulin felt it would be appropriate to call for the closed session since the discussion entails investment of public funds.

Mayor Paulin expressed his thanks to RXBSA for pursuing this project.

**Presentations/Recognitions:** A proclamation for 100% renewable energy was presented to Mayor and Council. Mayor Paulin made a motion to approve the proclamation, Councilman Albright seconds the motion. The proclamation was approved as presented by voice vote: 3-Ayes, 0-Nays.

**Resolutions:** Resolution 10-01-21 was introduced. It is a resolution concerning Charter Amendment – Board of Supervisors of Elections for the purpose of amending the Charter of the Town of Indian Head to provide, under certain circumstances, for the Town Council not to appoint a Board of Supervisors of Elections and, in lieu, to provide by agreement for the Charles County Board of Elections to administer and manage Town of Indian Head municipal Elections; and matters generally related to the administration and management of Town elections. Vice Mayor Sitoula made a motion to adopt Charter Amendment Resolution 10-01-21, Councilman Albright seconds the motion. The Charter Amendment Resolution was adopted as presented by voice vote: 3-Ayes, 0-Nays. The Charter Amendment Resolution will become effective 50 days from the date of adoption on November 23. A copy is available at the Town Hall for review or on the Town’s website.

**Ordinances:** Ordinance 10-02-21, was read for introduction. It is an Ordinance concerning Board of Supervisors of Elections for the purpose of providing, in certain circumstances, for certain provisions of the Indian Head Town Code to apply to the Charles County Board of Elections in lieu of the Town of Indian Head Board of Election Supervisors; to modernize certain outdated terminology relating to Town elections and elections administration and management; and generally related to administration and management of Town of Indian Head municipal elections. The Ordinance will be on the November 1, 2021, Town meeting agenda for adoption.

**Petitions:** None

**Unfinished Business:** None

**New Business:**

- Grocery Initiative: The Council has decided to discuss this topic further during a closed session on October 5, 2021.

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

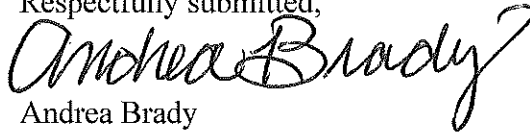
Mayor Paulin stated that Councilman Albright will be resigning from his position at the end of the month due to relocation. Mayor Paulin and Vice Mayor Sitoula spoke about their experience servicing with Councilman Albright and thanked him for his service.

**Citizen's Comments:** Marsha Robinson, 4265 Strauss Avenue: Ms. Robinson asked Mayor Paulin for an update in reference to a discussion they had back in February where they spoke

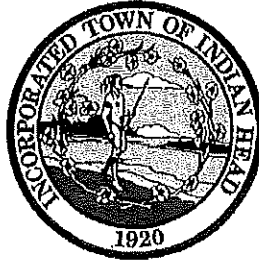
extensively of her concern of employment of Indian Head residents. Ms. Robinson stated that Mayor Paulin had indicated upcoming employment opportunities and asked for an update on that topic. Mayor Paulin stated the building completion goal is January 1<sup>st</sup>. USBTA and four partner businesses with them will be moving into the former CVS/Super Fresh location, including ARA. These businesses are defense contractors, and since the Town is a HUB Zone, many of these businesses are pursuing that status and that requires them to hire 65% of their employees from the Town of Indian Head. This is estimated to create around 150 jobs. Some of the positions will require previous training, but other positions will provide on job training. Ms. Robinson asked for an update on the remodeling of the Old PNC building. Mayor Paulin shared the background information on the Bond Bill received to create an enrichment center at the location. The necessary paperwork to receive the money has been submitted and the Town is waiting to receive those funds to begin work.

With no further questions or comments, the meeting adjourned at 7:48pm.

Respectfully submitted,



Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS  
ISSUED DURING THE MONTH OF: September 2021

### ***BUILDING PERMITS;***

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/8/21	Sunrun Installation Services for: Lewis Ball 49 Poplar Lane			Roof mounted solar panels
9/14/21	Fence & Deck Connection 200,202,206,208,205,209 Chickaloon Place & 172 Seldovia Drive			7 permits - decks on Townhomes under construction
9/14/21	NVR Inc, Ryan Homes Anchor Point Subdivision			Revision to Plans on File - Beethoven "D"
9/27/21	NVR Inc, Ryan Homes 117-129 Seldovia Drive	7 new townhome units in Anchor Point Subdivision		
9/27/21	NVR Inc, Ryan Homes Anchor Point Subdivision			Plans on File – Beethoven "E"
9/30/21	JES Construction 106 Woodland Road			Install Intellijacks & Supplemental beam for foundation stabilization
9/30/21	Candice Shinholster 13 Stuart Place			Fence

### ***USE & OCCUPANCY PERMITS;***

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

### ***TEMPORARY USE & OCCUPANCY PERMITS;***

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

### ***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 9/1/21 to 9/30/21

CASH BALANCE SEPTEMBER 1, 2021 \$1,785,591.04

REVENUES

General	91,607.09
Trash	5,812.45
Water & Sewer	138,171.22
Parks/Pavillion	685,714.23
Land	
Prior Year	

SUB-TOTAL 921,304.99

Bond Draw(s)	-
Money Market Interest	2.05

SUB-TOTAL 2.05

TOTAL REVENUES 921,307.04

EXPENDITURES

General	(103,199.48)
Trash	(23,390.51)
Sewer/Water	(88,598.40)
Parks/Pavillion	(50,705.03)

SUB-TOTAL (265,893.42)

Old Line & Blue/Paymentus Merchant Fee(s)	(100.00)
LGIP Transfer(s)	
Check Order	
Payroll	(40,742.51)
Wire Trans FICA, W/H Tax, Sales Tax	(21,478.84)

SUB-TOTAL (62,321.35)

TOTAL EXPENDITURES (328,214.77)

CASH BALANCE AS OF SEPTEMBER 30, 2021 \$2,378,683.31

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,268.72
BOARDWALK	26,077.19
SEWER/WATER FUND	42,972.30
REFUSE FUND	127,164.05
HIGHWAY USER	67,249.65
100 YEAR CELEBRATION	27,901.43

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 305,633.34

SEWER BOND (AMERICAN FUNDS)	102,036.14
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TOTAL INVESTMENTS \$ 407,669.48