

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, October 7, 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
Ginger Foster, Finance Officer

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: September 3rd Town meeting minutes and September 25th 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 reports for August and September were read. (See attached)
- C. **Town Manager's Report** – Boardwalk update; a professional services agreement was signed with ARRO for engineering services as it relates to the development of 27 additional parking spaces in Riverwatch. The concept plan calls for additional spaces and another access point. Benches along the boardwalk were installed today. We are waiting on one corrected plaque before all plaques will be installed. East Poplar stormwater design update: the stakeout was reviewed with the Public Works Director, and construction is set to begin this week. As it relates to the wastewater permit application, the Town is working with the contractor to develop a scope of repairs at the Wastewater Treatment Plant. We received the sludge hauling permit renewal last month, and we continue to address requirements from the draft permit received by the Maryland Department of the Environment (MDE). Water allocation permit update: we have confirmed with the operator that well development by Schultes will occur in early October, and we corresponded with MDE regarding the schedule update. The Town is awaiting a high-level concept plan from a developer as it relates to the Henderson property, and we will be discussing changing the property designation with the Critical Area Commission. The Town is looking to apply for additional Boardwalk

funding for its expansion. Plans for the Boys and Girls Club renovations to the Old PNC building have been received at the Town Hall, and it has been added to this month's Planning Commission agenda. The Town has developed an RFP for repairs to the Mattawoman dock, and we will bid the project. The contractor performed bamboo eradication maintenance last month. The Town is addressed questions from MS4 violators. We continue to compile the MS4 annual report, and we will submit the report this month. The Town is working with several vendors as it relates to construction of a splash pad on the Village Green. We have received concepts and quotes from them for different splash pad designs. The Town has reviewed the plans for 4035 and 4045 Indian Head, and we are waiting on the owner's resubmission.

- D. Code Enforcement Report** – The Town issued 23 notices of violation during the month of September 2024. 6 grass and weeds violations, 3 rubbish and garbage violations, 1 zoning/permit violation, 3 rental license violations, 3 property maintenance violations, and 7 inoperative/untagged vehicle violations. The Town completed 19 rental inspections for the month of September and cleared 9 violations.

Vice Mayor Sitoula asked what the source of funding is for the additional spaces. Town Manager Hicks explained it comes from the Boardwalk fee that is collected for all new construction on that side of the highway.

- 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 10-01-24 was introduced for adoption. It is a Resolution concerning Energetics Technology Center, Inc. (ETC) for the purpose of recognizing ETC as a community development organization within the Town of Indian Head. Vice Mayor Sitoula made a motion to adopt Resolution 10-01-24, Councilwoman Grumbine seconds the motion. Mayor Paulin asked for a roll vote. Councilwoman Grumbine – Aye. Vice Mayor Sitoula – Aye. Mayor Paulin – Abstain. The Resolution was adopted by roll vote, 2 ayes, 1 abstain.

Ordinances: None

Petitions: None

Unfinished Business: None

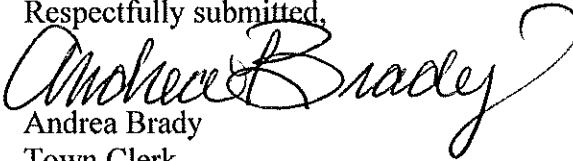
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for October. Mayor Paulin announced the soft opening of Oasis Fresh Foods Market on October 9th at 9am with their grand opening on October 25th.

Citizen's Comments: Vice Mayor Sitoula asked for an update on how the recent visit with the Governor went. Mayor Paulin stated it was a good visit. They visited the base, Oasis, and then visited Mallows Bay. The Governor was able to tour the grocery store and was really excited to see the Fresh Foods Market. Congressman Hoyer joined him for both the base visit and the tour of the market. The Governor made it very clear he plans to be back to Indian Head very soon and mentioned projects like the community health center at Indian Head Elementary, and his interest in the Boys and Girls Club locating in Town. Vice Mayor Sitoula suggested scheduling a visit to the Boardwalk and a discussion on getting a library in Town. Vice Mayor Sitoula will be out of town for the work session but will be back prior to the next Town meeting.

Mayor Paulin shared that 3 local students who helped with the mural at Oasis Fresh Foods Market got to meet the Governor, and they have a planned future visit with him.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:18pm.

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/06/24	Amanda Warlin 1205 E Raymond Avenue			Fence
9/24/24	Loyal Order of Moose, Indian Head Lodge #1712 11 Moose Lodge Way			Addition

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.

RIGHT OF WAY PERMITS;

No Right of Way work 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 8/1/24 to 8/31/24

CASH BALANCE AUGUST 1, 2024 \$646,385.64

REVENUES

General	155,420.62	
Trash	126,919.59	
Water & Sewer	230,521.52	
Parks/Pavillion	200.00	
Prior Year/Period	-	
SUB-TOTAL		513,061.73

Grant(s)	31,682.00	
LGIP	15,232.00	
Money Market Interest	8.50	
SUB-TOTAL		46,922.50

TOTAL REVENUES **559,984.23**

EXPENDITURES

General	(98,248.54)	
Trash	(69,778.88)	
Sewer/Water	(276,582.32)	
Parks/Pavillion	(17,738.67)	
SUB-TOTAL		(462,348.41)

Old Line & Blue/Payments Merchant Fee(s)	(381.66)	
Bond Pymts	-	
Investment Funds	-	
Payroll	(52,435.57)	
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(20,410.46)	
SUB-TOTAL		(73,227.69)

TOTAL EXPENDITURES **(535,576.10)**

CASH BALANCE AS OF AUGUST 31, 2024 **\$670,793.77**

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,773.72
BOARDWALK	192,553.58
SEWER/WATER FUND	47,505.16
REFUSE FUND	106,250.63
HIGHWAY USER	826,481.53
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 1,188,564.62

SEWER BOND (AMERICAN FUNDS)	106,789.11
TOTAL INVESTMENTS	\$ 1,295,353.73

FINANCE REPORT 9/1/24 to 9/30/24

CASH BALANCE SEPTEMBER 1, 2024 \$670,793.77

REVENUES

General	123,873.69	
Trash	10,376.05	
Water & Sewer	21,262.34	
Parks/Pavillion	200.00	
Prior Year/Period	-	
SUB-TOTAL		155,712.08

Grant(s)	37,075.00	
Bond Draw	146,747.50	
Money Market Interest	8.22	
SUB-TOTAL		183,830.72

TOTAL REVENUES 339,542.80

EXPENDITURES

General	(183,940.75)	
Trash	(106,340.97)	
Sewer/Water	(84,697.22)	
Parks/Pavillion	(11,461.77)	
SUB-TOTAL		(386,440.71)

Old Line & Blue/Payments Merchant Fee(s)	(1,879.71)	
Bond Pymts	(9,062.24)	
Investment Funds	-	
Payroll	(42,736.42)	
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(27,530.34)	
SUB-TOTAL		(81,208.71)

TOTAL EXPENDITURES (467,649.42)

CASH BALANCE AS OF SEPTEMBER 30, 2024 \$542,687.15

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,842.02
BOARDWALK	193,387.41
SEWER/WATER FUND	47,710.87
REFUSE FUND	106,710.73
HIGHWAY USER	830,060.50
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 1,193,711.53

SEWER BOND (AMERICAN FUNDS)	106,789.11
TOTAL INVESTMENTS	\$ 1,300,500.64