

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, October 3, 2022
Village Green Pavilion**

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 2

Minutes: September 6 Town meeting minutes and September 28 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 September was read. (See attached)
- B. Finance Report** – The finance report for September was read. (See attached)
- C. Town Manager's Report** – The change order for the parking area at the Boardwalk was revised to include participation from SHA for 80% of the funds. Emergency call boxes installed and fully operational. Continued dialog with SHA regarding ADA waivers as it relates to pinch points along the sidewalk. Captured additional as build data for close out process. The Town has incorporated the 2022 specification and addressed all comments on the Village Green restrooms project. The next steps are to submit revisions to SHA for review. After SHA review submit to Soil Conservation District (SCD). After receiving approvals place the restroom out to bid. Anticipate Spring 2023. Critical Area Commission accepted the comprehensive review submittal as complete for the Comprehensive Plan. The chairperson of the CAC determined the proposed text amendment may be reviewed by the Commission as a refinement. 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 in Mattingly Park. The advertisement has been extended for another month. SE Davis plans to submit a price to remove the bamboo. 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. Bids

were received for the retaining wall on Leslie Drive, and the contractor has been given the notice to proceed.

Vice Mayor Sitoula thanked the Public Works crew for doing an impeccable job of keeping the Boardwalk clean. Vice Mayor Sitoula stated that recently there was an elderly gentleman who requested benches be placed on the Boardwalk and he recently noticed that there are some issues with boards coming up and would like to know the timeframe to address that with SE Davis. Town Manager Hicks stated there are currently no plans for placement of benches, but if the Council would like to have some installed that can be done. The boards lifting is a result of weather. Mayor Paulin asked to add boardwalk benches to the October work session agenda.

- D. Code Enforcement Report** – The Town issued 35 notices of violation for the month of September, 5 grass and weeds violations, 1 grass and weeds fine, 2 rubbish and garbage violations, 1 rubbish and garbage citation, 19 rental license violations, 1 rental license citation, 2 property maintenance fines and 4 property maintenance citations. The Town completed 4 rental inspections and cleared 13 violations for the month of September.
- E. Planning Commission Report** – The September Planning Commission meeting was canceled.
- 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.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Vice Mayor Sitoula made a motion to table the vote on Ordinance 09-01-22 until all Council is present. Mayor Paulin seconds the motion. Motion carried. Ordinance 09-01-22 will be on the November agenda for adoption.

Ordinance 10-01-22 was introduced. It is an Ordinance concerning ethics ordinance revisions for the purpose of amending the ethics ordinance for the Town of Indian Head, to make certain modifications to comply with requirements of Maryland law; and matters relating to the Town of Indian Head Ethics Ordinance. The Ordinance will be on the November agenda for adoption.

Petitions: None

Unfinished Business: None

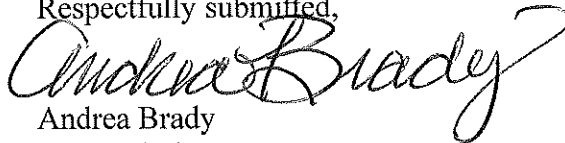
New Business: None

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

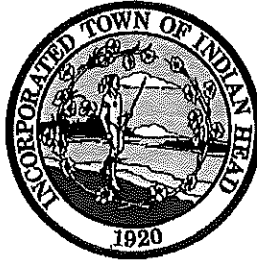
Citizen's Comments: Vivian Elder, Mattingly Avenue – Ms. Elder asked questions as it relates to the postponed ordinance. Ms. Elder asked if the Town leasing the property will require them to pay to put in the parking lot. Mayor Paulin explained that there was a very large grant for development of the parking lot through a Federal Appropriations bill that required the parking lot to be under the Town to allow the funding to be filtered through the Town directly. Ms. Elder asked what the \$375,000 from the Town was designated for. Mayor Paulin explained it was for the development of the grocery store, meaning it has to be grocery store related development which requires the property owners to only show that the money is used for all grocery store related items. Ms. Elder asked if the ordinance waiving commercial permit fees was still in effect. Mayor Paulin stated it is in effect until May.

With no further questions or comments, the meeting adjourned at 7:24pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrea Brady". The signature is written in a cursive, flowing style with a large, decorative flourish at the end.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
9/8/22	NVR Inc, Ryan Homes Caswell Drive	7 new townhome units in Anchor Point Subdivision		
9/8/22	Charles & Jean McCracken 4660 Strauss Avenue			Fence
Sept.	Fence & Deck Connection Anchor Point Sub			5 Decks in the Anchor Point Subdivision

USE & OCCUPANCY PERMITS;

Sept.	NVR Inc, Ryan Homes	7 new townhome units in Anchor Point Subdivision		
Sept.	NVR Inc, Ryan Homes Anchor Point Subdivision			3 Decks in the Anchor Point Subdivision
9/6/22	RXBSA Properties 4085 Indian Head Highway		T/A: Pentagon Suites 5 Short-term stay Suites	
9/21/22	Monica Greene 193 Seldovia Drive			Deck
9/21/22	Canise Robertson 168 Seldovia Drive			Deck
9/22/22	Michelle Latortue 5 N First Street		T/A: Latortue Smiles Dental Office	

RIGHT OF WAY PERMITS;

9/26/22	Washington Gas			2 permits issued for work in the area of 16 & 19 Rivers Edge Terr
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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 Temporary 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 9/1/22 to 9/30/22

CASH BALANCE SEPTEMBER 1, 2022 \$2,181,771.31

REVENUES

General	90,391.81	
Trash	33,031.03	
Water & Sewer	138,348.80	
Parks/Pavilion	89,635.61	
Land		
Prior Year		
SUB-TOTAL		351,407.25

Bond Draw(s)	-	
Money Market Interest	2.05	
SUB-TOTAL		2.05

TOTAL REVENUES 351,409.30

EXPENDITURES

General	(116,926.05)	
Trash	(48,386.57)	
Sewer/Water	(69,315.93)	
Parks/Pavilion	(38,008.31)	
SUB-TOTAL		(272,636.86)

Old Line & Blue/Paymentus Merchant Fee(s)	(690.10)	
LGIP Transfer(s)		
Check Order		
Payroll	(50,991.99)	
Wire Trans FICA, W/H Tax, Sales Tax	(20,143.23)	
SUB-TOTAL		(71,825.32)

TOTAL EXPENDITURES (344,462.18)

CASH BALANCE AS OF SEPTEMBER 30, 2022 \$2,188,718.43

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,357.31
BOARDWALK	26,239.17
SEWER/WATER FUND	43,239.05
REFUSE FUND	110,576.63
HIGHWAY USER	67,667.54
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 262,079.70</u>

SEWER BOND (AMERICAN FUNDS)	101,696.73
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TOTAL INVESTMENTS \$ 363,776.43