

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
MONDAY, NOVEMBER 1, 2021  
GoToMeeting**

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

**Roll Call**

Brandon Paulin, Mayor  
Ron Sitoula, Vice Mayor

**Attended By**

Andrea Brady, Town Clerk  
Ginger Foster, Finance Officer

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE VIA GOTOMETTING SITE: 4**

**Minutes:** October 4<sup>th</sup> Town meeting minutes and October 27<sup>th</sup> 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 October was read. (See attached)
- B. **Finance Report** – The finance report for October was read. (See attached)
- C. **Town Manager's Report** – The Boardwalk project is 94% complete. SE Davis completed the installation of the decking on the Riverwalk. SE Davis's crew have begun installation of the hand railing and they have all the hand railing supports constructed and are completing the wire mesh assembly. The electrical conduit is completely installed under the Riverwalk with installation of the lighting commencing. Once the Riverwalk is completed, SE Davis will begin construction of the parking and the access ramp to the boardwalk. ARRO and SE Davis held a meeting to discuss the access ramp and the parking area. It was determined minor adjustments to the access ramp, two additional parking stalls could be constructed. The two additional parking stalls would consist of one additional handicap parking stall and one general use parking stall. The restrooms on the Village Green project to begin once the Boardwalk is complete. The Town is seeking members for the Sustainable Community Committee. 101 memorabilia is for sale at the Town hall. Leaf vacuum to begin on Wednesday, November 3<sup>rd</sup>. Please do not rake leaves into the drainage ditches and storm drains. The old vacuum is damaged beyond repair and the new until will not be delivered until the end of this month. Please have your trash and recycling curbside by 7:30am the day of your scheduled pickup. Town Hall is currently open to the public. Masks are required for entry. The Town will be adding an electric car charging station to the Village Green Pavilion parking lot in the near future.
- D. **Code Enforcement Report** – The Town issued 30 notices of violation for the month of October 5 grass & weeds violations, 5 grass & weeds fines, 1 rubbish & garbage violation 1 rubbish & garbage fine, 1 zoning/permit citation, 13 rental license violations, 2 property

maintenance violations, 1 property maintenance fine and 1 vehicle citation. The Town completed 33 rental inspections and cleared 20 violations for the month of October.

**E. Planning Commission Report** – The Planning Commission approved a canopy at the USBTA building 4450 Indian Head Highway.

**F. Bureau of Fire Prevention** – No report

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

**H. Policing Report** – Cpl. Alpert spoke about the success of the Trunk or Treat at the Village Green and shared a report on recent calls. The report included calls for quality-of-life issues, drug investigations, trespassing, destruction of property, disorderly conduct, and calls for noise/loud music. Cpl. Alpert reminded everyone the Sheriff's Office puts out information on social media each evening, and he reminded everyone to lock their cars and make sure they have no valuables in view. Vice Mayor Sitoula asked about a stabbing reported in the area of Indian Head Highway and Glymont Road. Cpl. Alpert did not have information on that readily available, but he said he would make sure to provide additional information as soon as he has it. Vice Mayor Sitoula spoke about his and Mayor Paulin's opportunity to meet with Sheriff Berry, during that meeting they expressed a desire to have additional signage in Town, and to work on having more community events. Cpl. Alpert shared information on the Sheriff's Department's Community Coordinator that may be able to help coordinate events within the Town. Cpl. Alpert spoke about manpower shortages in the Sheriff's Department. This has caused wait times to increase for non-emergency calls. The Community Policing Unit is functioning with only 3 people for the entire county plus one supervisor. Cpl. Alpert hopes that by the beginning of the year they will be able to fill some of the manpower issue. Town resident, Ms. Robinson, suggested signs be installed saying "Neighborhood Watch" with a picture of a camera on it to make people aware that the residents are watching their own community. Mayor Paulin spoke about the possibility of more modern solutions such as camera grant programs that the Council plans to look into further. Town resident, Ms. Douglas expressed her thanks to Cpl. Alpert for his work. Cpl. Alpert spoke about his work with the local patrol shifts.

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** Ordinance 10-02-21, was read for introduction at the October 4th Town meeting. 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 is on tonight's agenda for adoption. Vice Mayor Sitoula made a motion to adopt Ordinance 10-02-21, Mayor Paulin seconds the motion. Ordinance 10-02-21 was adopted by voice vote: 2-Ayes, 0-Nays.

Mayor Paulin explained the election process and the process to garner volunteers for the Board of Supervisors of Elections.

**Petitions:** None

**Unfinished Business:** None

**New Business:** The Town Council of the Town of Indian Head is seeking applicants for the position of Councilperson. Applicants shall have resided in the Town for at least six (6) months immediately preceding their appointment and shall be qualified voters of the Town. If appointed, the applicant will be required to maintain permanent residence in the Town during their term of office. The appointed member of Town Council's term will begin in November 2021 and end in May 2023. Applications can be obtained at the Town Hall, 4195 Indian Head Highway, Indian Head, MD, during normal business hours, 8:30am to 4:30pm, Monday thru Friday or you can download an application from our website, [www.townofindianhead.org](http://www.townofindianhead.org). The deadline to submit an application is November 16, 2021.

Mayor Paulin and Vice Mayor Sitoula wished Councilman Albright all the best and they look forward to filling his position moving forward.

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

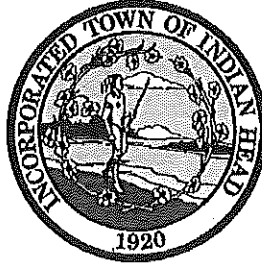
**Citizen's Comments:** Fariece Douglas, 1 River Watch Lane – Ms. Douglas is interested in filling the vacant Council seat. Mayor Paulin directed Ms. Douglas to the Town's website for the necessary application and reminded her to submit the application by the deadline of November 16<sup>th</sup>.

Deborah Akinbowale, 5 Leslie Drive - Ms. Akinbowale asked for details on what the Council position would involve. Mayor Paulin explained that the Town Council serves as the Legislative Branch of the Town's government. It is a 3-seat legislator that sets policy. It is a Council/Manager form of government. The Town Manager is the Executive Officer of the Town of Indian Head. The Mayor explained the two main meetings, the work session, and the Town meeting. The Council also proposes the annual budget each year which is adopted in the spring/summer. Mayor Paulin also directed anyone interested in additional information to the Town's website or to email him directly with any questions.

With no further questions or comments, the meeting adjourned at 7:45pm.

Respectfully submitted,

  
Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

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

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

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/14/21	Franceris Williams 4685 Strauss Avenue			Storage Shed
10/18/21	NVR Inc, Ryan Homes 187-195 Seldovia Drive	5 new townhome units in Anchor Point Subdivision		
10/18/21	Renewable Energy for: Brian Fox 10 Davis Drive			Solar Panels
10/20/21	Clinton Fence for: Ronald Govan 1 Joann Court			Fence

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

Oct 2021	NVR Inc, Ryan Homes Seldovia Drive	6 new townhome units in Anchor Point Subdivision		
10/14/21	NVR Inc. Ryan Homes 172 Seldovia Drive			Deck

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

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

### ***DEMOLITION PERMITS;***

No Demolition permits were issued during the month of October.

### ***GRADING PERMITS;***

No Grading permits were issued during the month of October.

### ***SIGN PERMITS;***

No Sign permits were issued during the month of October.

### ***TEMPORARY SIGN PERMITS;***

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

FINANCE REPORT 10/1/21 to 10/31/21

CASH BALANCE OCTOBER 1, 2021 \$2,378,683.31

REVENUES

General	491,163.61
Trash	40,038.93
Water & Sewer	118,256.13
Parks/Pavillion	9,250.00

Land  
Prior Year

SUB-TOTAL 658,708.67

Bond Draw(s)

Money Market Interest	87.13
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SUB-TOTAL 87.13

TOTAL REVENUES 658,795.80

EXPENDITURES

General	(103,614.67)
Trash	(25,472.17)
Sewer/Water	(74,901.49)
Parks/Pavillion	(574,809.47)

SUB-TOTAL (778,797.80)

Old Line & Blue/Paymentus Merchant Fee(s) (263.99)

LGIP Transfer(s)

Check Order

Payroll	(61,373.71)
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Wire Trans FICA, W/H Tax, Sales Tax	(32,206.88)
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SUB-TOTAL (93,844.58)

TOTAL EXPENDITURES (872,642.38)

CASH BALANCE AS OF OCTOBER 31, 2021 \$2,164,836.73

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,269.32
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BOARDWALK	26,078.28
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SEWER/WATER FUND	42,974.12
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REFUSE FUND	127,169.43
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HIGHWAY USER	67,252.49
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100 YEAR CELEBRATION	27,902.60
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 305,646.24

SEWER BOND (AMERICAN FUNDS)	102,036.14
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TOTAL INVESTMENTS \$ 407,682.38