

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, November 6, 2023
GoToMeeting**

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

Roll Call

Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

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

Mayor Paulin was excused from this evening's meeting due to illness.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 0

Minutes: October 2 Town meeting minutes and October 25 work session minutes. Councilwoman Grumbine made a motion to approve the minutes as presented, Vice Mayor Sitoula 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** – Boardwalk update, the Town issued the change order for the wage rates from SHA to the contractor. The Town held a meeting with SHA to discuss the change order. Multiple discussions regarding MS4 credits for the living shoreline. The Town reached out to MDE to discuss planting survival. We are working to schedule a meeting with MDE to view the living shoreline and the naturally occurring driftwood. The Town will continue the SHA closeout process which consists of finalizing the remaining change order. Restrooms on the Village Green update, the Town has continued correspondence with TAP program, and incorporated new specs published by SHA. The Town has addressed minor comments from the federal review. 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. East Poplar Stormwater Design update, the Town is working with our attorney to acquire the easements needed. The Town sent easement exhibits to Fred for review and assembly of easement descriptions, and we have started taking delivery of some materials. Final steps for the project are easement acquisition and construction to begin this fall/winter.

The buffer management plan project in Mattingly Park is complete. The contractor will continue to spray new sprouts. The Town is awaiting response or approval from MDE for the wastewater permit application. The Town is awaiting a revised AC Shultes proposal as it relates to the water allocation permit. Henderson property update, the Town held a meeting for potential funding with Resilient Charles County. The construction of the retaining wall on Leslie Drive is ongoing. There is a meeting scheduled with the bonding company for Thursday, November 9th. Old PNC update, the lease agreement with the Boys and Girls Club was signed last month.

- D. Code Enforcement Report** – The Town issued 29 notices of violation for the month of October, 5 grass and weeds violations, 3 grass and weeds fines, 3 grass and weeds citations, 3 rubbish and garbage violations, 4 rubbish and garbage fines, 2 rubbish and garbage citations, 2 zoning/permit violations, 1 zoning/permit fine, 3 zoning/permit citations, 2 property maintenance fines, and 1 property maintenance citation. The Town completed 8 rental inspections for the month of October and cleared 15 violations.
- E. Planning Commission Report** – The Planning Commission held a public hearing to receive public comment on proposed Zoning Ordinance changes. The Commission voted to recommend Town Council approval and adoption of the revised ordinance. The next step will be for the Town Council to hold a public hearing on the matter.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 11-01-23 was introduced. It is an Ordinance concerning stormwater management for the purpose of repealing the Town’s existing Stormwater Management Ordinance and adopting a new Stormwater Management Ordinance for the Town of Indian Head. The draft ordinance and complete stormwater management ordinance are available on the Town’s website for review. Ordinance 11-01-23 will be on the December Town meeting agenda for adoption.

Petitions: None

Unfinished Business: None

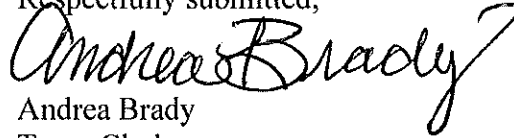
New Business: None

Miscellaneous: Town Clerk Brady read the upcoming events and meetings for November.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:10pm.

Respectfully submitted,

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

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/11/23	Solar Energy World for: Nichelle Banks-Pitt 838 Indian Head Avenue			Solar Panels
10/19/23	Quality Renovation Builder for: Nancy Cave 200 Jennifer Drive			Roof / Shingles
10/25/23	Clinton Fence for: Samuel McGruder 408 Bland Drive			Deck
10/26/23	McGee Fence for: Katrina Fleet 102 Beecher Avenue			Fence
10/30/23	Quality Renovation Builder for: Laquan Holton 701 Indian Head Avenue			Roof / Shingles

USE & OCCUPANCY PERMITS;

October NVR Inc, Ryan Homes	4 new townhome units in Anchor Point Subdivision			
October Fence & Deck Connection Anchor Point Subdivision				6 Decks

RIGHT OF WAY PERMITS;

No Right of Way work 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 10/1/23 to 10/31/23

CASH BALANCE OCTOBER 1, 2023 \$1,444,694.57

REVENUES		
General	936,910.77	
Trash	46,060.54	
Water & Sewer	63,841.29	
Parks/Pavillion	200.00	
Land		
Prior Year		
SUB-TOTAL		1,047,012.60
Bond Draw(s)		-
Money Market Interest	8.42	
SUB-TOTAL		8.42
TOTAL REVENUES		1,047,021.02

EXPENDITURES		
General	(118,748.90)	
Trash	(48,240.55)	
Sewer/Water	(116,922.04)	
Parks/Pavillion	(39,325.77)	
SUB-TOTAL		(323,237.26)
OldLine & Blue/Paymentus Merchant Fee(s)		(366.65)
LGIP Transfer(s)		
Check Order		
Payroll		(44,317.30)
Wire Trans FICA, W/H Tax, Sales Tax		(26,322.05)
SUB-TOTAL		(71,006.00)
TOTAL EXPENDITURES		(394,243.26)
CASH BALANCE AS OF OCTOBER 31, 2023		\$2,097,472.33

OLD LINE INVESTMENT ACCOUNTS		
PARK FUND		15,080.07
BOARDWALK		27,560.21
SEWER/WATER FUND		45,416.01
REFUSE FUND		116,144.31
HIGHWAY USER		71,074.62
TOTAL OLD LINE INVESTMENT ACCOUNTS		\$ 275,275.22
SEWER BOND (AMERICAN FUNDS)		96,233.47
TOTAL INVESTMENTS		\$ 371,508.69