

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, November 7, 2022
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: October 3 Town meeting minutes and November 2 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: 3-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 Town has continued dialog with the State Highway Administration (SHA) regarding ADA waivers as it relates to the pinch points along the sidewalk for the Boardwalk. The ADA waiver has been granted from SHA. We have captured additional as built data for the closeout process and we are looking to install benches along the Boardwalk. The Town incorporated the 2022 specifications and addressed all comments on the restrooms on the Village Green project. The next steps are to submit revisions to SHA for review. After SHA review, submit to SCD. After receiving approvals the Town will place the restroom project out to bid in Spring 2023. The Critical Area Commission (CAC) accepted the comprehensive review submittal as complete. The Chairman of the CAC determined the proposed text amendment may be reviewed by the Commission as a refinement. The next step is to publish the ordinance update. The Town is working on getting the required easements for the East Poplar stormwater design project. The Town is in the process of reviewing SE Davis's proposal for the buffer management plan in Mattingly Park. We are awaiting MDE approval or comments on the wastewater permit application. The water allocation permit was submitted to MDE in September. We are working on well abandonment protocols and developing an unaccounted-for water loss program. The Henderson RFP has been extended. The contractor has been given notice to proceed

with the retaining wall project on Leslie Drive. The leaf vacuum started on November 2nd. The Mattingly Park restrooms and the fountain on the Village Green will be winterized this month.

- D. Code Enforcement Report** – The Town issued 27 notices of violation for the month of October, 2 grass and weeds violations, 2 grass and weeds fines, 1 rubbish and garbage violation, 1 zoning/permit violation, 1 zoning/permit fine, 1 rental license violation, 7 rental license fines, 4 rental license citations, 2 property maintenance violations, 2 property maintenance fines, 2 property maintenance citations, 1 nuisance/noise violation, 1 inoperative/untagged vehicle citation. The Town completed 8 rental inspections and cleared 16 violations for the month of October.

- E. Planning Commission Report** – The Planning Commission meeting held a public hearing on Charles Landing Apartments, 202-206 Blair Road, Parcel 134. The public hearing was to review an application for a zoning map amendment on the subject parcel. The request will change the zoning of the parcel from R-2, single family residential, medium density, to R-M, multi-family residential, high density. The Planning Commission voted to recommend approval of the requested zoning amendment. Following the public hearing the Commission held a regular meeting to review the subdivision and improvement plan application for the Oasis Grocery. The Planning Commission voted to approve the application and plan.

- F. Bureau of Fire Prevention** – Town Manager Hicks received a message from the Deputy Fire Chief that he had difficulty logging in and he will provide the stats at the next meeting.

- 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: Ordinance 09-01-22 was introduced at the September Town meeting. The Ordinance was originally on the agenda in October for adoption but was tabled per the request of Vice Mayor Sitoula to allow all Council members to be present for the vote, and it was added to this evening’s agenda for adoption. It is an Ordinance concerning authorizing the lease of real property to the Town for public purposes for the purpose of authorizing the Town of Indian Head to enter into a certain Ground Lease, with the Town as lessee, for two parcels of land in the Town of Indian Head, for certain public purposes. The subject properties are located behind the future Oasis Grocery store. The Town will lease the property for \$1 a year to assist with the allocation of

additional funding for the project. Mayor Paulin made a motion to adopt Ordinance 09-01-22. Councilwoman Grumbine seconds the motion. The results of the voice vote were: 2-Ayes, 1-Nay. Mayor Paulin asked for a roll vote. Councilwoman Grumbine – Aye. Vice Mayor Sitoula – Nay. Mayor Paulin – Aye. Motion carried.

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. Mayor Paulin made a motion to adopt Ordinance 10-01-22. Vice Mayor Sitoula seconds the motion. Motion carried by voice vote: 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

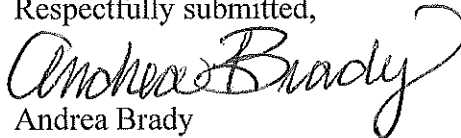
New Business: None

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

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:14pm.

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/12/22 Fence & Deck Connection for: Angel Gordon 3 Lookout Drive			Deck
10/12/22 Shane Umstead: for Stephanie Walker 102 Bertha Circle			Renovations
10/17/22 NVR Inc, Ryan Homes Kenai Place	6 new townhome units in Anchor Point Subdivision		
10/28/22 Indian Head Volunteer Fire Dept 4095 Indian Head Highway			Dumpster Enclosure

USE & OCCUPANCY PERMITS;

Oct. NVR Inc, Ryan Homes	7 new townhome units in Anchor Point Subdivision		
Oct. NVR Inc, Ryan Homes Anchor Point Subdivision			5 Decks in the Anchor Point Subdivision
10/11/22 Kathy Frye 15 Mattingly Avenue			SFD (Fire Restoration)
10/20/22 Christopher Velez Santiago 135 Seldovia Drive			Deck

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

Oct. Washington Gas		Permit issued for work in the area of 28 Rivers Edge Terr
Oct. Comcast		2 permits issued for work in the area of Jennifer Dr. from I H Ave - Blair Road & in the Davis Sub.

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 Temporary 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 10/1/22 to 10/31/22

CASH BALANCE OCTOBER 1, 2022 \$2,188,718.43

REVENUES

General	536,290.31
Trash	31,997.97
Water & Sewer	120,215.72
Parks/Pavillion	11,850.00
Land	
Prior Year	

SUB-TOTAL 700,354.00

Bond Draw(s)	-
Money Market Interest	<u>2.12</u>

SUB-TOTAL 2.12

TOTAL REVENUES 700,356.12

EXPENDITURES

General	(68,574.26)
Trash	(60,351.52)
Sewer/Water	(234,587.84)
Parks/Pavillion	<u>(140,414.63)</u>

SUB-TOTAL (503,928.25)

OldLine & Blue/Paymentus Merchant Fee(s)	(142.00)
LGIP Transfer(s)	
Check Order	
Payroll	(40,235.65)
Wire Trans FICA, W/H Tax, Sales Tax	<u>(23,935.74)</u>

SUB-TOTAL (64,313.39)

TOTAL EXPENDITURES (568,241.64)

CASH BALANCE AS OF OCTOBER 31, 2022 \$2,320,832.91

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,391.80
BOARDWALK	26,302.21
SEWER/WATER FUND	43,342.93
REFUSE FUND	110,842.32
HIGHWAY USER	<u>67,830.13</u>

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 262,709.39

SEWER BOND (AMERICAN FUNDS)	<u>95,214.15</u>
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TOTAL INVESTMENTS \$ 357,923.54