

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, November 4, 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: 0

Minutes: October 7th Town meeting minutes and October 23rd 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 October was read. (See attached)
- B. **Finance Report** –The finance report for October was 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 last month. Plaques to be installed soon. ARRO is working on the final design from the selected concept (the difference between the two were angled on straight parking spaces). East Poplar stormwater design update: the stakeout was reviewed with the Public Works Director, and construction began last month. The end wall and first section of pipe has been installed. 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 (WWTP). We received the sludge hauling permit renewal, and we continue to address requirements from the draft permit received by the Maryland Department of the Environment (MDE). The Town has held multiple discussions with Gordian regarding the proposal for the WWTP and we have decided to start with lighting. Water allocation permit update: we have discussed with the operator and responded to MDE regarding the well stakeout. We met with the operator to discuss the layout and location of the WTP for the well and scheduled a meeting with the surveyor to get

costs associated with the site survey. 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 anticipated time for the concept plan is the first of the year. The Boys and Girls Club plans for the old PNC bank building have been received at the Town Hall and were reviewed by the Planning Commission. MS4 update: we are addressing questions from violators. The annual report was submitted last month. We are working with the developer and attorney to identify the responsible party for BMP maintenance. Splash pad update: the Town is working with several splash pad 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 and we have requested revised concepts. The leaf vacuum will begin this week.

- D. Code Enforcement Report** – The Town issued 26 notices of violation during the month of October 2024. 5 grass and weeds violations, 6 rubbish and garbage violations, 7 rental license violations, 3 property maintenance violations, and 5 inoperative/untagged vehicle violations. The Town completed 25 rental inspections for the month of October and cleared 12 violations.
- E. Planning Commission Report** – The Planning Commission conditionally approved the development plan for the Boys and Girls Club, 1 North Prospect Avenue.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 11-01-24 was read for introduction. It is an Ordinance concerning approval of lease of 4185 Indian Head Highway for the purpose of approving a lease with Indian Head Center for the Arts, Inc., for the property owned by the Town of Indian Head located at 4185 Indian Head Highway. The draft Ordinance and Lease is available on the Town’s website for review. The Ordinance will be on the December agenda for adoption.

Ordinance 11-02-24 was read for introduction. It is an Ordinance concerning adoption of the new Town code for the purpose of adopting a new Town Code for the Town of Indian Head; providing for the revision and continuation of certain ordinances, the repeal of other ordinances, and expressly saving certain ordinances from repeal; providing for certain changes to preexisting ordinances; providing for the severability of this Ordinance and the provisions of the Town Code; and generally relating to the codification and recodification of ordinance of the Town of Indian Head. The draft Ordinance and schedule A which outlines specific revisions at the time of adoption of the Code is available on the Town’s website for review. The Ordinance will be on the December agenda for adoption.

Petitions: None

Unfinished Business: None

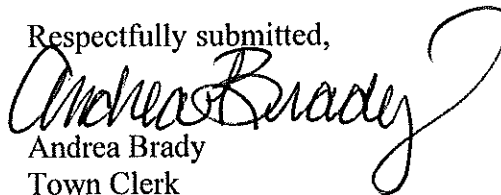
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for November and reminded everyone that election day is tomorrow and to please make sure you vote.

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting 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 flourish at the end.

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/11/24	A Pair of Hands Contracting for: Katrina Fleet 102 Beecher Avenue			Deck with stairs
10/16/24	Sustainable Energy Systems for: Edgar & Teresita Fernandez 5 Jenkins Drive			Solar panels
10/22/24	Hyper Home Exteriors for: David Kroc 8 Mattingly Avenue			Deck and stairs

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

10/30/24	United States Bomb Tech Association 4440 Indian Head Highway		Office space	
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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 10/1/24 to 10/31/24

CASH BALANCE OCTOBER 1, 2024 \$542,684.15

REVENUES

General	823,191.06	
Trash	41,944.89	
Water & Sewer	57,553.16	
Parks/Pavillion	1,600.00	
Prior Year/Period	-	
SUB-TOTAL		924,289.11

Grant(s)	877.00	
Bond Draw		
Money Market Interest	8.49	
SUB-TOTAL		885.49

TOTAL REVENUES **925,174.60**

EXPENDITURES

General	(113,819.19)	
Trash	(54,175.29)	
Sewer/Water	(139,170.73)	
Parks/Pavillion	(17,705.72)	
SUB-TOTAL		(324,870.93)

OldLine & Blue/Paymentus Merchant Fee(s)	(444.05)	
Bond Pymts		
Investment Funds	(83,475.50)	
Payroll	(43,813.83)	
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(27,627.80)	
SUB-TOTAL		(155,361.18)

TOTAL EXPENDITURES **(480,232.11)**

CASH BALANCE AS OF OCTOBER 31, 2024 **\$987,626.64**

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,908.64
BOARDWALK	194,200.78
SEWER/WATER FUND	47,911.52
REFUSE FUND	107,159.55
HIGHWAY USER	917,184.10

TOTAL OLD LINE INVESTMENT ACCOUNTS **\$ 1,282,364.59**

SEWER BOND (AMERICAN FUNDS)	106,789.11
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TOTAL INVESTMENTS **\$ 1,389,153.70**