

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, December 5, 2022
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 evenings meeting due to unexpected travel.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: November 7 Town meeting minutes, November 7 public hearing minutes, and November 16 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 November was read. (See attached)
- B. Finance Report** – The finance report for November was read. (See attached)
- C. Town Manager's Report** – The Town captured additional as build data for the closeout process for the Boardwalk. The Town is looking to install benches on the Boardwalk and the final inspection has been scheduled. The restrooms on the Village Green project has addressed SHA questions during review and the Town is awaiting a formal response. After SHA review is complete the project will be submitted to SCD. Once approvals are received the project will be placed out to bid with a start date of Spring 2023. The next step with the Comprehensive Plan is to publish the Ordinance update. The Town is working on getting the required easements for the East Poplar stormwater design and the project will be rebid in the spring. The Town is reviewing SE Davis's proposal for the buffer management plan in Matting Park. A meeting was held with SE Davis last month and they have been sent the permit package from Critical Area. The Town received a response from MDE requesting additional information for the wastewater permit application. The Town gathered and compiled all of the requested information for submission and review to MDE. The Town's water allocation permit application was submitted to MDE in September. The Town is working on well abandonment protocols and developing an unaccounted for water loss program. The Henderson RFP has been extended. The contractor for the retaining wall on Leslie Drive has been given the notice

to proceed. The leaf vacuum started November 2nd. Paving repairs took place throughout Town last month.

- D. Code Enforcement Report** – The Town issued 15 notices of violation for the month of November, 1 grass and weeds fine, 3 grass and weeds citations, 1 rubbish and garbage violation, 1 zoning/permit citation, 1 rental license fine, 3 rental license citations, 1 property maintenance violation, 2 property maintenance fines, and 2 inoperative/untagged vehicle citations. The Town completed 23 rental inspections and cleared 6 violations for the month of November.
- E. Planning Commission Report** – The November 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: None

Petitions: None

Unfinished Business: None

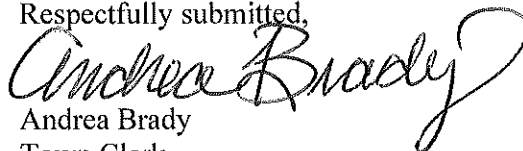
New Business: Items previously listed under new business have been tabled until a future meeting when all the Council can be present.

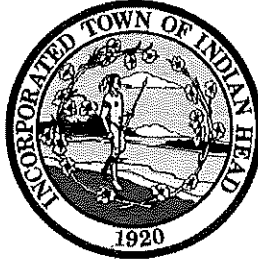
Miscellaneous: Councilwoman Grumbine read the upcoming events and meetings for December.

Citizen's Comments: None

With no further questions or comments, the meeting adjourned at 7:11pm.

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
Nov.	Fence & Deck Connection 4 decks in Anchor Point Subdivision 162 Seldovia Drive 164 Seldovia Drive 166 Seldovia Drive 199 Chickaloon Place			Decks
11/2/22	Phil's Home Improvement for: Raymond Brandt 824 Indian Head Avenue			Deck
11/2/22	Greg Parker & Kim Crumity 106 Woodland Road			Shed
11/2/22	Freedom Forever Maryland, for: Dewayne Jones 101 Ellerbe Drive			Solar Panels
11/2/22	Freedom Forever Maryland, for: Dewayne Jones 12 Woodland Drive			Solar Panels
11/4/22	Long Fence for: Joe & Karen Welch 107 Bertha Circle			Fence
11/17/22	Clinton Fence for: John Schubert 17 Meadowside Court			Fence
11/17/22	Rolyn Companies for: NRG Associates 28 Oakside Lane			Fire restoration to TH

USE & OCCUPANCY PERMITS;

Nov.	NVR Inc, Ryan Homes	6 new townhome units in Anchor Point Subdivision		
Nov.	NVR Inc, Ryan Homes Anchor Point Subdivision			2 Decks in the Anchor Point Subdivision

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

Nov. Washington Gas

Permit issued for work in the
area Dr Andrews Way & Lackey Dr

DEMOLITION PERMITS;

No Demolition permits were issued during the month of November.

GRADING PERMITS;

No Grading permits were issued during the month of November.

SIGN PERMITS;

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

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 11/1/22 to 11/30/22

CASH BALANCE NOVEMBER 1, 2022 \$2,320,832.91

REVENUES

General	164,272.77
Trash	102,614.71
Water & Sewer	182,501.20
Parks/Pavillion	1,300.00
Land	
Prior Year	

SUB-TOTAL 450,688.68

Bond Draw(s)	-
Money Market Interest	2.05

SUB-TOTAL 2.05

TOTAL REVENUES 450,690.73

EXPENDITURES

General	(63,200.94)
Trash	(1,091.01)
Sewer/Water	(62,164.99)
Parks/Pavillion	(20,381.18)

SUB-TOTAL (146,838.12)

OldLine & Blue/Paymentus Merchant Fee(s)	(145.00)
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LGIP Transfer(s)	
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Check Order	
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Payroll	(61,751.13)
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Wire Trans FICA, W/H Tax, Sales Tax	(33,152.07)
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SUB-TOTAL (95,048.20)

TOTAL EXPENDITURES (241,886.32)

CASH BALANCE AS OF NOVEMBER 30, 2022 \$2,529,637.32

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	14,430.56
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BOARDWALK	26,373.05
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SEWER/WATER FUND	43,459.66
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REFUSE FUND	111,140.85
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HIGHWAY USER	68,012.82
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 263,416.94

SEWER BOND (AMERICAN FUNDS)	96,233.47
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TOTAL INVESTMENTS \$ 359,650.41