

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, March 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: 2

Minutes: February 5 Town meeting minutes, February 12 public information meeting, and February 28 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 February was read. (See attached)
- B. **Finance Report** – The finance report for February was read. (See attached)
- C. **Town Manager's Report** – The Town has received the contractor's final payment application for the Boardwalk project. We still need to complete the reimbursement packet and officially close the project once the reimbursement is received. A professional services agreement has been signed with ARRO for engineering services as it relates to the development of 24 additional parking spaces in Riverwatch. The Town held the bid opening for the restrooms on the Village Green project on February 22, 2024. We are in the process of reviewing contractor bids, and there is an ongoing discussion with SHA regarding additional funding. The Town is working on easement acquisition for the East Poplar stormwater design. We are waiting for additional materials to be delivered and hope to begin construction this month or next. The Mattingly Park buffer management plan project is complete. The contractor will continue to spray new sprouts. The Town has answered the MDE questionnaire and submitted the packet to MDE for the wastewater permit application. We still need to coordinate sampling and investigate sources of I&I. The Town has signed off on an AC Shultes proposal as it relates to the water allocation permit. We are still looking to develop an unaccounted-for water loss program. The Town has spoken with Amazon about their plans for the property located near the Henderson project. Construction is complete on the retaining wall on Leslie Drive. The Town has held the substantial and final walkthrough. Project closeout is all that is remaining. The Town signed a lease agreement with the Boys and Girls club in November. They

anticipate construction to begin soon. The Town is working on developing and RFP for repairs of the Mattawoman Dock, and we will then bid the project.

- D. Code Enforcement Report** – The Town issued 10 notices of violation for the month of February 2024. 2 rubbish and garbage violations, 1 zoning/permit fine, 3 property maintenance violations, 1 property maintenance fine, 2 inoperative/untagged vehicle violations, and 1 inoperative/untagged vehicle fine. The Town completed 45 rental inspections for the month of February and cleared 7 violations.
- E. Planning Commission Report** – The Planning Commission approved the sign for 4450 Indian Head Highway.
- F. Bureau of Fire Prevention** – No report.
- G. Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

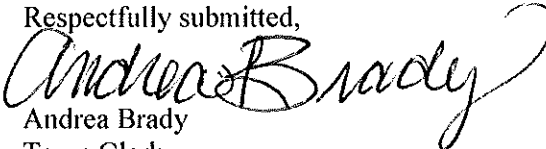
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for March. Mayor Paulin thanked BRIDGE Church for their work on the EGGciting Adventure event as well as all of their partners who work to put the event together for the community.

Citizen's Comments: Mayor Paulin congratulated all the Lackey Athletes on a successful winter season. He encouraged residents to send an email if they have thoughts on things they would like to see included in the budget this year.

Rickie Posey thanked Town Manager Hicks for all of his efforts with the East Poplar Stormwater project.

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

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
2/7/24	Thore & Sylena Bjork 6 Lee Court			Fence
2/20/24	Amal & Savber Helal 66 Poplar Lane			Fence
2/23/24	Germaine Brady 4840 Strauss Avenue			Change of Occupant w/ no construction

USE & OCCUPANCY PERMITS;

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

TEMPORARY USE & OCCUPANCY PERMITS;

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

RIGHT OF WAY PERMITS;

No Right of Way work permits were issued during the month of February.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of February.

GRADING PERMITS;

No Grading Permits were issued during the month of February.

SIGN PERMITS;

No Sign permits were issued during the month of February.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 2/1/24 to 2/29/24

CASH BALANCE FEBRUARY 1, 2024 \$1,210,413.12

REVENUES

General	280,244.74	
Trash	101,504.45	
Water & Sewer	173,820.51	
Parks/Pavillion	-	
Land		
Prior Year		
SUB-TOTAL		555,569.70

Bond Draw(s)	-	
Money Market Interest	7.95	
SUB-TOTAL		7.95

TOTAL REVENUES 555,577.65

EXPENDITURES

General	(333,631.64)	
Trash	(88,582.48)	
Sewer/Water	(111,965.93)	
Parks/Pavillion	(201,308.37)	
SUB-TOTAL		(735,488.42)

OldLine & Blue/Payments Merchant Fee(s)	(379.62)	
LGIP Transfer(s)		
Investment Funds		
Payroll	(43,669.60)	
Wire Trans FICA, W/H Tax, Sales Tax	(22,524.28)	
SUB-TOTAL		(66,573.50)

TOTAL EXPENDITURES (802,061.92)

CASH BALANCE AS OF FEBRUARY 29, 2024 \$963,928.85

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	15,353.74
BOARDWALK	28,060.31
SEWER/WATER FUND	46,240.29
REFUSE FUND	118,252.32
HIGHWAY USER	804,475.45
TOTAL OLD LINE INVESTMENT ACCOUNTS	<u>\$ 1,012,382.11</u>

SEWER BOND (AMERICAN FUNDS)	106,142.64
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TOTAL INVESTMENTS \$ 1,118,524.75