

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
Monday, December 4, 2023  
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:** November 6 Town meeting minutes and November 15 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 November was read. (See attached)
- B. Finance Report** – The finance report for November was read. (See attached)
- C. Town Manager's Report** – The Town has scheduled a meeting with MDE to view the living shoreline and the naturally occurring driftwood at the Boardwalk on December 18<sup>th</sup>. The Town is continuing the SHA closeout process which consists of finalizing the remaining change order. We are awaiting executed change order from the office of construction to perform the final closeout. The Town has received approval from FHWA and SHA to advertise IFB for the Village Green restrooms project. We are finalizing dates to place the project out to bid. The Town is working with our attorney to acquire the easements needed for the East Poplar stormwater design project. Easement exhibits were sent to the attorney for review and assembly of easement descriptions. We have started taking delivery of some materials. The final steps are easement acquisition and construction to begin this winter. The contractor is continuing to spray new sprouts that come up from the buffer management project in Mattingly Park. We are waiting for a response or approval from MDE for the wastewater permit application. The Town has received a revised proposal from AC Shultes as it relates to the water allocation permit. The Town held a meeting for potential funding of the Henderson project with Resilient Charles County. We have reviewed a proposal from Mid Atlantic Development Partners LLC, and we are

working on scheduling a meeting between Mid Atlantic and the Town Council sometime this month. Construction of the retaining wall on Leslie Drive is still ongoing, and the stucco is being applied and the brick wall face mockup is complete. The lease agreement with the Boys and Girls Club for the Old PNC building was signed last month. Work is scheduled to begin this month.

**D. Code Enforcement Report** – The Town issued 6 notices of violation for the month of November 2023. 1 grass and weeds violation, 1 rubbish and garbage violation, 2 rubbish and garbage fines, and 2 vehicle violations. The Town completed 5 rental inspections for the month of November and cleared 8 violations.

**E. Planning Commission Report** – The November Planning Commission meeting was canceled.

**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 during the November Town meeting. 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 have been available on the Town’s website for review. Vice Mayor Sitoula made a motion to adopt Ordinance 11-01-23. Mayor Paulin seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 12-01-23 was introduced. It is an Ordinance for the purpose of repealing the Town’s existing Zoning Ordinance and adopting a new Zoning Ordinance for the Town of Indian Head. The revised Zoning Ordinance and a summary of changes have been available on the Town’s website for review. The Planning Commission held a public hearing on the matter in October with a unanimous vote to recommend Council approval/adoption. The Town Council held their hearing prior to this evening’s meeting. Ordinance 12-01-23 will be on the January Town meeting agenda for adoption.

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

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



## Town of Indian Head, Maryland

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

***BUILDING PERMITS;***

<b><i>DATE</i></b>	<b><i>NAME</i></b>	<b><i>RESIDENTIAL</i></b>	<b><i>COMMERCIAL</i></b>	<b><i>OTHER</i></b>
11/2/23	Suntuity Solar for: Edgar & Teresita Fernandez 5 Jenkins Drive			Solar Panels
11/9/23	J & J Aluminum Co. Inc. for: Harry Singleton 17 River Watch Lane			Deck
11/9/23	NVR Inc / Ryan Homes 110 Seldovia Drive			Garage (converted from sales office)

***USE & OCCUPANCY PERMITS;***

November	NVR Inc, Ryan Homes	3 new townhome units in Piscataway Village Subdivision	
November	NVR Inc, Ryan Homes	2 Decks Piscataway Village Subdivision	
11/9/23	Samuel McGruder 408 Bland Drive		Deck
11/15/23	David & Paula Schenkel TRS 110 Seldovia Drive		Garage (converted from sales office)
11/29/23	Charles Landing Partners, LP 51,62 & 70 Jameson Court		3 Bedroom additions to TH style apartment units

***RIGHT OF WAY PERMITS;***

11/13/23	Washington Gas Piscataway Village Subdivision		Install Gas service Indian Head Hwy & r Dr Andrews Way
11/15/23	Comcast Cable Strauss Avenue		Aerial installation - (permit not required; Informational purpose only)

***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 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 11/1/23 to 11/30/23

CASH BALANCE NOVEMBER 1, 2023 \$2,097,472.33

REVENUES		
General	188,179.69	
Trash	93,203.68	
Water & Sewer	164,600.17	
Parks/Pavillion	-	
Land		
Prior Year		
SUB-TOTAL		445,983.54

Bond Draw(s)	-	
Money Market Interest	8.22	
SUB-TOTAL		8.22

TOTAL REVENUES		445,991.76
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EXPENDITURES		
General	(352,183.28)	
Trash	(47,345.66)	
Sewer/Water	(74,656.65)	
Parks/Pavillion	(10,423.92)	
SUB-TOTAL		(484,609.51)

OldLine & Blue/Paymentus Merchant Fee(s)	(545.25)	
LGIP Transfer(s)		
Investment Funds	(678,757.00)	
Payroll	(61,587.81)	
Wire Trans FICA, W/H Tax, Sales Tax	(32,997.72)	
SUB-TOTAL		(773,887.78)

TOTAL EXPENDITURES		(1,258,497.29)
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CASH BALANCE AS OF NOVEMBER 30, 2023		\$1,284,966.80
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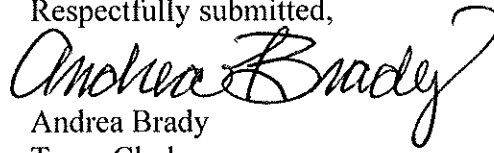
OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	15,147.74
BOARDWALK	27,683.86
SEWER/WATER FUND	45,619.85
REFUSE FUND	116,665.62
HIGHWAY USER	752,384.86
TOTAL OLD LINE INVESTMENT ACCOUNTS	\$ 957,501.93

SEWER BOND (AMERICAN FUNDS)	96,233.47
TOTAL INVESTMENTS	\$ 1,053,735.40

**Citizen's Comments:** Vice Mayor Sitoula thanked town staff for putting together the Christmas event. Mayor Paulin also thanked town staff for their work on the event.

With no further questions or comments, the meeting adjourned at 7:12pm.

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 of the name.

Andrea Brady  
Town Clerk