

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, June 2, 2025
GoToMeeting**

Vice Mayor Sitoula called the meeting to order at 7:01pm.

Roll Call

Ron Sitoula, Vice Mayor
Cassandra Stillwell, Councilwoman

Attended By

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Mayor Paulin was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3

Minutes: May 5th Town meeting minutes and May 28th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Councilwoman Stillwell 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 May was read. (See attached)

B. Finance Report –The finance reports for April and May were read. (See attached)

C. Town Manager's Report – The Riverwatch Drive parking/Boardwalk parking project is out for bid. Construction will resume this month on the Ease Poplar stormwater design. A large excavator and trench boxes will be delivered to the area tomorrow. The wastewater permit was received. The Town is investigating sources of I&I (inflow and infiltration), and we are still addressing requirements from the draft permit. Water allocation permit: the Town is awaiting a confirmed schedule from Schultes as it relates to drilling the new well. The Town is also looking into developing an unaccounted-for water loss program. The Town has applied for an earmark to help with the cost of the new well. The Town received an official notice of interest from a developer to purchase the Henderson property. The Town is awaiting a feasibility study and concept documentation. The developer is also performing a traffic study. The Boys and Girls Club has opened their location in the old PNC building. The Town is addressing questions from MS4 (Municipal Separate Storm Sewer System) violators. We began developing the Town's MS4 education materials, and that work is ongoing some training took place today. The Town has communicated with Raindeck for final specs for the splash pad. We completed work on bidding specifications, and

the project is out for bid. Mosquito spraying to start this month. The Town has applied for several earmarks relating to infrastructure projects.

D. Code Enforcement Report – The Town issued 89 notices of violation during the month of May 2025. 46 grass and weeds violations, 16 rubbish and garbage violations, 2 zoning/permit violations, 4 rental license violations, 7 property maintenance violations, 6 nuisance/noise violations, and 8 inoperative/untagged vehicle violations. The Town completed 12 rental inspections for the month of May and cleared 54 violations.

E. Planning Commission Report – The Planning Commission held a public hearing on the proposed amendment to the Zoning Ordinance Critical Area Regulations and unanimously voted to recommend the Council approve the changes and adopt the required Ordinance. During the regular meeting of the Planning Commission, held immediately following the hearing, they approved a fence at 4310 Indian Head Highway, and they reviewed the Robinson Terminal growth allocation application and unanimously voted to recommend Council approval.

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None.

Ordinances: Ordinance 06-01-25 was read for introduction. It is an Ordinance concerning amendment of Zoning Ordinance Critical Area Regulations for the purposed of amending certain provisions of the Town of Indian Head Zoning Ordinance Critical Area Regulations as provided by COMAR 27.01.02.06-3.D. by repealing and reenacting with amendments Article IX, Zoning Districts and Zoning Map Part III. Special Overlay District – Chesapeake Bay Critical Area Section 955(d) Growth Allocation. The draft Ordinance has been available for review on the Town's website, it was also discussed during the May 21st Planning Commission hearing where the unanimously voted to recommend approval/adoption, and it was reviewed during the Council's June 2nd public hearing held prior to this evening's meeting. The Ordinance will be on the July Town meeting agenda for adoption.

Ordinance 06-02-25 was read for introduction. It is an Ordinance concerning approval of amendment to the lease of 4185 Indian Head Highway for the purpose of approving amendment no. 1 to Commercial Lease Agreement with Indian Head Center for the Arts, Inc., for the property owned by the Town of Indian Head and located at 4185 Indian Head Highway. The draft Ordinance and the draft lease amendment have been available for review on the Town's website. The Ordinance will be on the July Town meeting agenda for adoption.

Petitions: None

Unfinished Business: None

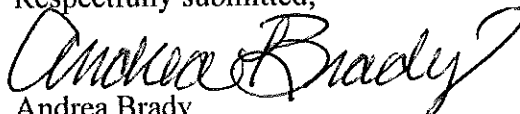
New Business: Town Clerk Brady read the memo from Zoning Administrator Mark Harman on the Planning Commission's recommendation as it relates to the Robinson Terminal Growth Allocation application (see attached). The Council was provided with this memo and the application during their May 28th work session to allow ample time for review. It is on this evening's agenda for the Council's decision. Vice Mayor Sitoula made a motion to approve the growth allocation application. Councilwoman Stillwell seconds the motion. The growth allocation application was approved by voice vote: 2-Ayes, 0-Nays

Miscellaneous: Vice Mayor Sitoula read the upcoming events and meetings for June. (All event information is available on the Town's website)

Citizen's Comments: None

With no further questions or comments, Vice Mayor Sitoula adjourned the meeting at 7:16pm

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS ISSUED DURING THE MONTH OF: May 2025

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
5/9/25	Linda Laciny 102 Raymond Avenue			Interior renovations & replace exterior siding
5/16/25	Rodney Bailey for: Beverly Proctor 113 Jenkins Drive			Deck
5/19/25	Deconex LLC for: Kenneth Griffith 2 Woodsome Drive			Handicap ramp
5/27/25	Rodney Bailey for: Ayman Hakki 26 Rivers Edge Terrace			Deck
5/27/25	Egas & Nichole Ngove 22 Helen Court			Fence

TEMPORARY USE & OCCUPANCY PERMITS;

5/9/25	Boys & Girls Club of Indian Head 1 N Prospect Avenue	Community Center (extended Temp U & 0) T/A: Boys & Girls Club of Indian Head
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USE & OCCUPANCY PERMITS;

5/12/25	Boys & Girls Club of Indian Head 1 N Prospect Avenue	Community Center T/A: Boys & Girls Club of Indian Head
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RIGHT OF WAY PERMITS;

No Right of Way Permits were issued during the month of May.

DEMOLITION PERMITS;

No Demolition Permits were issued during the month of May.

GRADING PERMITS;

No Grading Permits were issued during the month of May.

SIGN PERMITS;

No Sign Permits were issued during the month of May.

TEMPORARY SIGN PERMITS;

No Temporary Sign Permits were issued during the month of May.

FINANCE REPORT 4/1/25 to 4/30/25

CASH BALANCE APRIL 1, 2025

\$1,147,705.82

REVENUES

General	49,740.77
Trash	38,661.35
Water & Sewer	49,966.02
Parks/Pavillion	1,500.00
Prior Year/Period	-

SUB-TOTAL 139,868.14

Grant(s)

Investment Funds

Money Market Interest	8.22
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SUB-TOTAL 8.22

TOTAL REVENUES

139,876.36

EXPENDITURES

General	(109,518.33)
Trash	(53,656.39)
Sewer/Water	(132,681.03)
Parks/Pavillion	<u>(7,247.35)</u>

SUB-TOTAL (303,103.10)

OldLine & Blue/Payments Merchant Fee(s)	(2,282.68)
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Bond Pymts	-
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Investment Funds	-
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Payroll	(48,183.72)
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Wire Trans FICA, W/H Tax, Sales Tax, PCOR	<u>(22,877.28)</u>
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SUB-TOTAL (73,343.68)

TOTAL EXPENDITURES

(376,446.78)

CASH BALANCE AS OF APRIL 30, 2025

\$911,135.40

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,267.89
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BOARDWALK	35,340.92
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SEWER/WATER FUND	48,993.72
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REFUSE FUND	109,580.14
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HIGHWAY USER	<u>937,903.56</u>
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TOTAL OLD LINE INVESTMENT ACCOUNTS

\$ 1,148,086.23

SEWER BOND (AMERICAN FUNDS)

109,721.90

TOTAL INVESTMENTS

\$ 1,257,808.13

FINANCE REPORT 5/1/25 to 5/31/25

CASH BALANCE MAY 1, 2025

\$911,135.40

REVENUES

General	203,536.22
Trash	109,493.97
Water & Sewer	198,446.16
Parks/Pavillion	3,300.00
Prior Year/Period	-

SUB-TOTAL 514,776.35

Grant(s)

Investment Funds

Money Market Interest	8.49
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SUB-TOTAL 8.49

TOTAL REVENUES

514,784.84

EXPENDITURES

General	(124,341.42)
Trash	(105,217.45)
Sewer/Water	(102,030.18)
Parks/Pavillion	(17,000.69)

SUB-TOTAL (348,589.74)

OldLine & Blue/Payments Merchant Fee(s)	(925.92)
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Bond Pymts	-
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Investment Funds	-
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Payroll	(79,805.68)
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Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(36,806.85)
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SUB-TOTAL (117,538.45)

TOTAL EXPENDITURES

(466,128.19)

CASH BALANCE AS OF MAY 31, 2025

\$959,792.05

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,327.82
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BOARDWALK	35,471.12
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SEWER/WATER FUND	49,174.23
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REFUSE FUND	109,983.87
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HIGHWAY USER	941,359.11
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,152,316.15

SEWER BOND (AMERICAN FUNDS)	108,321.07
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TOTAL INVESTMENTS \$ 1,260,637.22

MEMORANDUM

TO: Town Council

FROM: Mark Harman

RE: May 21, 2025 Planning Commission Meeting Recommendation

PROJECT NO.: 6508.25

DATE: May 23, 2025

The applicant proposes to construct a residential community with associated access roads, parking lots, utilities, and stormwater management facilities located on the north side of Indian Head Highway, in Indian Head, Charles County, Maryland. Development of the site will involve forest clearing and impacts to regulated environmental features such as nontidal wetlands and 25-foot wetland buffers.

The property is identified as Parcel 142 on Tax Map 11 and is zoned as Town Center Mixed Use (TCMX). As part of this project, the applicant submitted a Growth Allocation Application and associated report.

At the May 21, 2025 public meeting, the Planning Commission unanimously recommended approval of the Growth Allocation Application to Town Council.