

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, December 1, 2025
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Cassandra Stillwell, Councilwoman

Attended By

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 4

Minutes: November 3rd Town meeting minutes and November 19th 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: 3-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. Permits** – The November permits report was read. (see attached)
- B. Finance Report** – The finance reports for October and November were read. (see attached)
- C. Town Manager's Report** – The Riverwatch Drive parking project will add an additional 24 spaces to the boardwalk parking area. The project will be placed back out for bid, and the original builder of the boardwalk will provide a price. Construction on the East Poplar Lane stormwater design will resume in the spring. Paving repairs to take place this month. We need Verizon to relocate several poles. The wastewater permit has been received. The Town is investigating sources of I&I and addressing requirements of the permit. Lighting repairs at the WWTP are complete. As part of the water allocation permit we are awaiting a confirmed schedule from Schultes as it relates to drilling the new well. We are also looking to develop an unaccounted-for water loss program, and we have applied for an earmark to help with the cost of the new well and booster station. The Town began developing the MS4 educational materials and that work is ongoing. We are also reinspecting basins in need of maintenance. The Town received three pages of questions from Raindeck as it relates to the splash pad project. We addressed the questions, and the project is moving forward. Jenkins Drive storm drain repair is complete. Paving repairs took place last month. Mattingly Park restrooms are closed for the season. We are working with ChargePoint to repair the charging station at the Town Hall. We have received a quote to replace the outdated station. The Town is applying for a grant with DNR to make repairs to the dock at Mattingly Park. Award letters go out Summer 2026. The leaf vacuum is underway. It will continue until January 1st or the first significant snowfall.
- D. Code Enforcement Report** – The Town issued 43 notices of violation during the month of November 2025. 4 grass and weeds violations, 9 rubbish and garbage violations, 2

zoning/permit violations, 2 rental license violations, 6 property maintenance violations, 1 nuisance/noise violations, 18 inoperative/untagged vehicle violations and 1 opening burning violation. The Town completed 7 rental inspections for the month of November and cleared 25 violations.

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

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Town Clerk Brady read the upcoming events and meetings for December. (All event information is available on the Town's website)

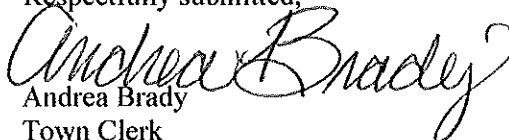
Mayor Paulin shared that the Lackey Chargers football team is in the state finals this Friday. Mayor Paulin encouraged everyone to go to Annapolis to support them if you can. This is the first time they have been in the state championships since 2004. He gave kudos to the kids on the team as well as the coaches. They worked extremely hard to reach this achievement and many of the kids on the team live in Town.

Mayor Paulin encouraged everyone to attend the Holiday Festival on December 6th and gave an update that the Care Cabana is back in front of the Black Box Theatre. He thanked everyone for coordinating it being put back in place and thanked residents for reaching out and their desire to donate. It runs off of folk's generosity. Be a good neighbor and be generous when you have the means, and if you have a need utilize it.

Citizen's Comments: None

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

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
11/05/25	JG Construction Co. for: Thomas Moore 5 Sixth Street			Roof Mounted Solar Panels

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary U & O Permits were issued during the month of November.

USE & OCCUPANCY PERMITS;

11/21/25	Blended Bakery 4840 Strauss Avenue		T/A: Blended Bakery	Change of Occupant
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RIGHT OF WAY PERMITS;

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

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 10/1/25 to 10/31/25

CASH BALANCE OCTOBER 1, 2025 \$100,001.53

REVENUES

General	853,979.32	
Trash	43,868.02	
Water & Sewer	62,759.79	
Parks/Pavillion	2,500.00	
Prior Year/Period	-	
SUB-TOTAL		963,107.13

Grant(s)	37,112.00	
Investment Funds	161,596.56	
Money Market Interest	6.85	
SUB-TOTAL		198,715.41

TOTAL REVENUES 1,161,822.54

EXPENDITURES

General	(143,065.47)	
Trash	(104,868.11)	
Sewer/Water	(181,808.58)	
Parks/Pavillion	(40,180.96)	
SUB-TOTAL		(469,923.12)

OldLine & Blue/Paymentus Merchant Fee(s)	(458.14)	
Bond Pymts	-	
Investment Funds	-	
Payroll	(67,002.10)	
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(26,518.12)	
SUB-TOTAL		(93,978.36)

TOTAL EXPENDITURES (563,901.48)

CASH BALANCE AS OF OCTOBER 31, 2025 \$697,922.59

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,622.71
BOARDWALK	36,111.90
SEWER/WATER FUND	51.38
REFUSE FUND	111,970.93
HIGHWAY USER	858,119.34

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,022,876.26

SEWER BOND (AMERICAN FUNDS) 0.00

TOTAL INVESTMENTS \$ 1,022,876.26

FINANCE REPORT 11/1/25 to 11/30/25

CASH BALANCE NOVEMBER 1, 2025 \$697,922.59

REVENUES

General 212,159.89
 Trash 89,673.85
 Water & Sewer 166,031.18
 Parks/Pavilion 1,100.00
 Prior Year/Period -

SUB-TOTAL 468,964.92

Grant(s) -

Investment Funds -

Money Market Interest 8.22

SUB-TOTAL 8.22

TOTAL REVENUES

468,973.14

EXPENDITURES

General (156,869.28)
 Trash (52,664.54)
 Sewer/Water (79,887.02)
 Parks/Pavilion (4,894.40)

SUB-TOTAL (294,315.24)

OldLine & Blue/Payments Merchant Fee(s) (498.57)

Bond Pymts -

Investment Funds -

Payroll (70,921.22)

Wire Trans FICA, W/H Tax, Sales Tax, PCOR (35,184.91)

SUB-TOTAL (106,604.70)

TOTAL EXPENDITURES

(400,919.94)

CASH BALANCE AS OF NOVEMBER 30, 2025

\$765,975.79

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 16,677.76

BOARDWALK 36,231.50

SEWER/WATER FUND 51.52

REFUSE FUND 112,341.80

HIGHWAY USER 860,961.88

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,026,264.46

SEWER BOND (AMERICAN FUNDS) 0.00

TOTAL INVESTMENTS \$ 1,026,264.46