**TOWN OF INDIAN HEAD**
**TOWN MEETING MINUTES**
**Monday, April 6, 2026**
**Village Green Pavilion**

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

**Roll Call**
Brandon Paulin, Mayor
Cassandra Stillwell, Councilwoman

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

Vice Mayor Sitoula was excused from this evening's meeting due to travel.

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 2**

**Minutes:** March 2nd Town meeting minutes and March 25th work session minutes. Mayor Paulin 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 March permits report was read. (see attached)

B. **Finance Report** – The finance report for March was read. (see attached)

C. **Town Manager's Report** – The Riverwatch Drive parking project will rebid with an adjusted scop. Construction will resume soon on the East Poplar stormwater design. Public Works met with Verizon Construction on March 26th to discuss the poles that need to be relocated for the project, and we are waiting to receive their construction date. There will be a fee to relocate the poles. The Town received the wastewater permit, and we are investigating sources of I&I and addressing requirements of the permit. Water allocation permit: Schultes is in Town and they will begin drilling the new well soon. MS4 inspections; the Town began developing MS4 education materials and that work is ongoing. We are also reinspecting basins in need of maintenance, there are a few still in violation, and we are waiting for word from MDE as it relates to the Town's 2025 Annual Report. We are in the process of finalizing bid specs for the splash pad project and we will be advertising the project this month. Mattingly Park restrooms are open for the season. A new charging station has been installed at the Town Hall and is operational. The Town applied for a grant with DNR to make repairs to the dock at Mattingly Park. The award letters will go out this summer, and we are developing an RFP to bid the project. The Town has also applied for and will be receiving an Earmark for $800,000 towards the repairs of two lift

stations, one on Dogwood Street and the other is located in Mattawoman Woods. Construction scheduled to begin this month. Work on the FY27 budget is well underway and the hearing is scheduled for April 30th, on GoToMeeting at 6pm. Paving repairs will take place over the next few months.

D. **Code Enforcement Report** – The Town issued 23 notices of violation during the month of March 2026. 2 rubbish and garbage violations, 4 zoning/permit violations, 2 rental license violations, 5 property maintenance violations, 1 nuisance/noise violation, 9 inoperative/untagged vehicle violations. The Town completed 26 rental inspections for the month of March and cleared 10 violations.

E. **Planning Commission Report** – The Planning Commission approved the revised Growth Allocation request for the Robinson Terminal property, which reduced the original allocation of 6.76 acres to 3.82 acres and recommended Council approval of the revised allocation. There will be a resolution for the revised allocation on the May Town meeting agenda for Council's consideration.

**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 April. (All event information is available on the Town's website)

Mayor Paulin thanked Town staff and BRIDGE Church for the EGGciting Adventure held on the Green last weekend and thanked all of the community partners involved in the event.

**Citizen's Comments:** Mr. & Mrs. Posey, Poplar Lane – Mrs. Posey asked for further information on what a lift station is and asked about police presence in Town. Town Manager Hicks provided an explanation on what a lift station is and how it works. He will speak with the extra duty officer to ask him to make sure he is covering the full town, going down all streets. Town Manager Hicks also shared how well the security company is working and how they work in tandem with the Sherrif's Department. Mayor Paulin talked about the focus that has been placed on areas where we have seen more issues and how well this has been working in decreasing property crimes and vandalism. There was discussion on dirt bikes and 4-wheelers and loitering near local businesses. Mr. Posey gave kudos to Public Works for snow removal this year. He spoke about the incredible job the Public Works staff did.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:14pm.

Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

# Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: March 2026

***BUILDING PERMITS;***

| *DATE* | *NAME* | *RESIDENTIAL* | *COMMERCIAL* | *OTHER* |
|---|---|---|---|---|
| 3/3/26 | McKenzie Contracting, LLC<br>1 Maple Street | | | Retaining wall |
| 3/4/26 | Luis Torres<br>45 Mattingly Avenue | | | Residential alterations |
| 3/16/26 | Above the Rest Construction for: David Warfield<br>6 River Watch Lane | | | Deck |
| 3/16/26 | Brenda Lee<br>101 Bertha Circle | | | Shed |
| 3/27/26 | Kingdom Design & Build, LLC<br>4 Travers Road Lot 1 | Single Family Dwelling | | |

***TEMPORARY USE & OCCUPANCY PERMITS;***

| | | | |
|---|---|---|---|
| 3/24/26 | Dr Chinnaduria Devadason School Based Health Clinic<br>4202 Indian Head Hwy | | Health Center |

***USE & OCCUPANCY PERMITS;***
No Use & Occupancy Permits were issued during the month of March.

***RIGHT OF WAY PERMITS;***
No Right of Way Permits were issued during the month of March.

***DEMOLITION PERMITS;***
No Demolition Permits were issued during the month of March.

***GRADING PERMITS;***

| | | |
|---|---|---|
| 3/27/26 | Kingdom Design & Build, LLC<br>4 Travers Road Lot 1 | Single Family Dwelling |

***SIGN PERMITS;***
No Sign Permits were issued during the month of March.

***TEMPORARY SIGN PERMITS;***
No Temporary Sign Permits were issued during the month of March.

FINANCE REPORT 3/1/26 to 3/31/26

| | | | |
|---|---|---|---|
| CASH BALANCE MARCH 1, 2026 | | | $985,099.80 |
| REVENUES | | | |
| General | 113,821.79 | | |
| Trash | 25,810.63 | | |
| Water & Sewer | 56,959.57 | | |
| Parks/Pavillion | 6,050.00 | | |
| Prior Year/Period | - | | |
| SUB-TOTAL | | 202,641.99 | |
| Grant(s) | - | | |
| Investment Funds | - | | |
| Money Market Interest | 8.50 | | |
| SUB-TOTAL | | 8.50 | |
| TOTAL REVENUES | | | 202,650.49 |
| EXPENDITURES | | | |
| General | (82,226.06) | | |
| Trash | (52,246.43) | | |
| Sewer/Water | (105,093.82) | | |
| Parks/Pavillion | (26,891.52) | | |
| SUB-TOTAL | | (266,457.83) | |
| Bank & Merchant Fee(s) | (1,198.69) | | |
| Bond Pymts | - | | |
| Investment Funds | - | | |
| Payroll | (51,591.02) | | |
| Wire Trans FICA, W/H Tax, Sales Tax, PCOR | (29,010.27) | | |
| SUB-TOTAL | | (81,799.98) | |
| TOTAL EXPENDITURES | | | (348,257.81) |
| CASH BALANCE AS OF MARCH 31, 2026 | | | $839,492.48 |

| | |
|---|---|
| OLD LINE INVESTMENT ACCOUNTS | |
| PARK FUND | 16,887.66 |
| BOARDWALK | 36,687.52 |
| SEWER/WATER FUND | 52.12 |
| REFUSE FUND | 113,755.95 |
| HIGHWAY USER | 871,799.70 |
| TOTAL SHORE UNITED INVESTMENT ACCOUNTS | $ 1,039,182.95 |
| SEWER BOND (AMERICAN FUNDS) | 0.00 |
| TOTAL INVESTMENTS | $ 1,039,182.95 |