

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, August 4, 2025
GoToMeeting**

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: 4

Minutes: July 7th Town meeting minutes and July 23rd 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** – No report. The July report will be presented at the September meeting.
- B. Finance Report** – The finance reports for June and July were read. (see attached)
- C. Town Manager's Report** – Bids were received for the Riverwatch Drive parking project. We are working on potential to rebid with adjusted scope. Construction will resume on the East Poplar stormwater design project this month. Wastewater permit application updated; the permit as received, the Town is investigating sources of I&I. Water allocation permit update; awaiting confirmed schedule from Schultes as it relates to drilling the new well, also looking to develop an unaccounted-for water loss program, and applied for an earmark to help with the cost of the new well. MS4 inspections, the Town is addressing questions from violators, and we began developing the Town's MS4 educational materials. That work is ongoing. Splash pad update; communicated with Raindeck for final specs for the splash pad. Began working on bidding specifications, and the project is currently out for bid. The Town has applied for several earmarks relating to infrastructure projects. Jenkins Drive storm drain repair will take place this week. New pumps were installed last week at the lift stations along Dogwood and Mattawoman Woods. We are working with ChargePoint to repair the charging station at the Town Hall. Paving repairs will take place around Town over the next few months.

D. Code Enforcement Report – The Town issued 121 notices of violation during the month of July 2025. 58 grass and weeds violations, 44 rubbish and garbage violations, 7 zoning/permit violations, 1 rental license violation, 5 property maintenance violations, 1 nuisance/noise violations, and 5 inoperative/untagged vehicle violations. The Town completed 6 rental inspections for the month of July and cleared 63 violations.

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

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 08-01-25 was introduced for adoption. It is a Resolution appointing Ashley Gudnitz to the Indian Head Planning Commission for a five-year term. Mayor Paulin made a motion to adopt Resolution 08-01-25. Councilwoman Stillwell seconds the motion. The Resolution was adopted by voice vote: 2-Ayes, 0-Nays.

Mayor Paulin encouraged all residents who are interested in joining committees and commissions to submit the paperwork and get involved.

Ordinances: Ordinance 07-01-25 was introduced during the July Town meeting. It is an Ordinance concerning waiver of commercial permit fees for the purpose of continuing economic development incentive or businesses to locate, expand or remain in the Town of Indian Head. The draft Ordinance has been available on the Town's website. The Ordinance is on this evening's agenda for adoption. Mayor Paulin spoke about the success of this Ordinance assisting businesses in the past. Mayor Paulin made a motion to adopt Ordinance 07-01-25. Councilwoman Stillwell seconds the motion. The Resolution was adopted by voice vote: 2-Ayes, 0-Nays.

Ordinance 08-01-25 was read for introduction. It is an Ordinance concerning refuse and recycling receptacles for the purpose of regulating the placement and relocation of refuse and recycling receptacles; providing enforcement and penalties for violations; and generally relating to the placement and relocation of refuse and recycling containers in the Town of Indian Head. The draft Ordinance has been available on the Town's website for review. The Ordinance will be on the September Town meeting agenda for adoption.

Mayor Paulin received concern from residents about the language pertaining to the receptacles having to be placed in the rear of the property. Mayor Paulin made a motion for a language amendment to change the portion stating the rear of the property and change the wording to make it not visible from the road. Town Clerk Brady to speak with legal counsel on specific wording.

Councilwoman Stillwell seconds the motion. The amendment was approved by voice vote: 2-Ayes, 0-Nays. The amended Ordinance will be on the September agenda for adoption.

Petitions: None

Unfinished Business: The Town Council of the Town of Indian Head will conduct a public hearing on Wednesday, August 13, 2025, at 6:00pm at the Village Green Pavilion located at 100 Walter Thomas Road, Indian Head, MD 20640 to receive comments from residents regarding Ordinance 07-02-25 concerning sale of the Henderson property. The purpose of the Ordinance is to approve a certain Agreement of Sale and Purchase with Elm Street Communities, Inc., for certain Town-owned real property commonly known as the Henderson Property, consisting of approximately 8.05 acres of land, more or less, more particularly identified by the State Department of Assessments and Taxation as Parcel ID(s) 07-003242 & 07-065833 (County Tax Map 11, Parcels 117 & 649); determining that such property is not needed for public use and has the potential of being far more economically and socially valuable to the citizens of Indian Head if developed as provided in the Agreement of Sale and Purchase; authorizing the conveyance of such property pursuant to such Agreement; and all matters generally related to the disposition of certain Town-owned real property. Ordinance 07-02-25 is available for review on the town's website, www.townofindianhead.org or a copy can be requested at the Indian Head Town Hall. Any resident who is unable to attend the hearing who would like to submit comments can email them to annie@townofindianhead.org or drop them off at the Town Hall, located at 4195 Indian Head Highway, Indian Head, MD 20640 by no later than Monday, August 11, 2025. All comments will be read under the public comment portion of the public hearing agenda. Further action on Ordinance 07-02-25 has been postponed to the September Town meeting.

Mayor Paulin encouraged residents to come out or to submit their comments if they are unable to attend.

New Business: None

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

Citizen's Comments: Mayor Paulin spoke about the comments received at last month's meeting, resulting in the legislation presented tonight on the receptacles issue, and Town Manager Hicks is available to give updates to the Poseys on the stormwater project on Poplar Lane. Town Manager Hick's said we hope to begin again this month and spoke about the need for laborers in Public Works.

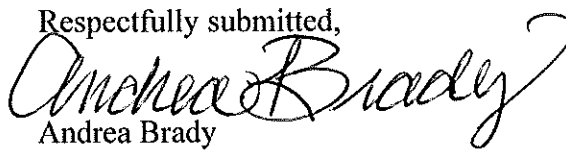
Rick Posey, East Poplar – Thanked Town Manager Hicks for coming by to speak with the them in person to give them an update. They stated that Mr. Hicks did this on his personal time. Mayor Paulin also thanked Town Manager Hicks, and stated he is a true gem to the Town.

Taylor – It was their first time attending and they plan to attend future meetings. They thanked the Council and staff for how organized and clear the meeting was.

The Hamptons, Mattingly Avenue – Ms. Hampton asked how to obtain meeting information and information on committees and commissions. Town Clerk Brady directed Ms. Hampton to the Town's website or said the information can be obtained at the Town Hall.

Mayor Paulin spoke about the great work taking place behind Oasis on the community garden and outdoor amphitheater.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:25pm.

Respectfully submitted,

Andrea Brady
Town Clerk

FINANCE REPORT 6/1/25 to 6/30/25

CASH BALANCE JUNE 1, 2025

\$958,792.05

REVENUES

General	137,565.85
Trash	21,954.21
Water & Sewer	41,324.26
Parks/Pavilion	1,650.00
Prior Year/Period	-

SUB-TOTAL

202,494.32

Grant(s)

Investment Funds

Money Market Interest

8.22

SUB-TOTAL

8.22

TOTAL REVENUES

202,502.54

EXPENDITURES

General	(155,751.10)
Trash	(1,239.97)
Sewer/Water	(138,438.70)
Parks/Pavilion	<u>(34,624.09)</u>

SUB-TOTAL

(330,053.86)

OldLine & Blue/Payments Merchant Fee(s)

(1,373.42)

Bond Pymts

-

Investment Funds

Payroll

(50,042.77)

Wire Trans FICA, W/H Tax, Sales Tax, PCOR

(28,110.87)

SUB-TOTAL

(79,527.06)

TOTAL EXPENDITURES

(409,580.92)

CASH BALANCE AS OF JUNE 30, 2025

\$751,713.67

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,385.84
BOARDWALK	35,597.20
SEWER/WATER FUND	49,349.04
REFUSE FUND	110,374.87
HIGHWAY USER	<u>944,705.98</u>

TOTAL OLD LINE INVESTMENT ACCOUNTS

\$ 1,156,412.93

SEWER BOND (AMERICAN FUNDS)

108,321.07

TOTAL INVESTMENTS

\$ 1,264,734.00

FINANCE REPORT 7/1/25 to 7/31/25

CASH BALANCE JULY 1, 2025

\$751,713.67

REVENUES

General	69,162.92
Trash	29,931.07
Water & Sewer	44,665.66
Parks/Pavillion	2,800.00
Prior Year/Period	-

SUB-TOTAL 146,559.65

Grant(s)

Investment Funds	
Money Market Interest	8.50

SUB-TOTAL 8.50

TOTAL REVENUES

146,568.15

EXPENDITURES

General	(180,583.85)
Trash	(109,767.09)
Sewer/Water	(165,024.13)
Parks/Pavillion	(31,412.31)

SUB-TOTAL (486,787.38)

Old Line & Blue/Payments Merchant Fee(s)	(457.63)
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Bond Pymts	-
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Investment Funds	-
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Payroll	(56,201.82)
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Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(27,783.57)
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SUB-TOTAL (84,443.02)

TOTAL EXPENDITURES

(571,230.40)

CASH BALANCE AS OF JULY 31, 2025

\$327,051.42

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,446.13
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BOARDWALK	35,728.19
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SEWER/WATER FUND	49,530.62
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REFUSE FUND	110,781.04
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HIGHWAY USER	948,182.65
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,160,668.63

SEWER BOND (AMERICAN FUNDS)	108,321.07
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TOTAL INVESTMENTS \$ 1,268,989.70