TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, January 5, 2026
Village Green Pavilion

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

Roll Call
Brandon Paulin, Mayor
Cassandra Stillwell, Councilwoman

Attended By
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Vice Mayor Sitoula and Town Manager Hicks were excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3

Minutes: December 1st Town meeting minutes and December 17th work session minutes. Councilwoman Stillwell made a motion to approve the minutes as presented, Mayor Paulin 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 December permits report was read. (see attached)

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

C. **Town Manager's Report** – Town Manager Hick's will provide his report during the February meeting.

D. **Code Enforcement Report** – The Town issued 22 notices of violation during the month of December 2025. 1 grass and weeds violation, 4 rubbish and garbage violations, 4 zoning/permit violations, 3 rental license violations, 7 property maintenance violations, 1 nuisance/noise violations and 5 inoperative/untagged vehicle violations. The Town completed 10 rental inspections for the month of December and cleared 12 violations.

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

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

Citizen's Comments: Cynthia Simmons expressed concern about "pet parents" not doing their job to clean up after their pets. Ms. Simmons made recommendations on how to increase community involvement in Town meetings and suggested things like nominating a child to come read the pledge of allegiance or promote a local business. Ms. Simmons also suggested putting together a package to give to new residents.

Ms. Simmons comments sparked an informal conversation between Council and the other residents in attendance, Laura Butrick, and Victor Foulk of Voice of Indian Head on civic engagement.

Mr. Foulk of Voice of Indian Head spoke more on civic engagement and the efforts in place to bolster that within our community.

Ms. Simmons spoke about the need for more face-to-face communication and the importance of one-on-one connections.

Mr. Foulk suggested coming before council at a future meeting and suggesting a civic engagement task force.

Laura Butrick agreed that there should be a packet available for new residents or homeowners who rent their property to provide to their renters. She suggested it have information on the Town code and suggested engaging the churches as part of the push for civic engagement.

Ms. Butrick asked for information on the Boys and Girls Club. Mayor Paulin shared that it is primarily for elementary and middle school children. It will be rare to see more than one vehicle at any time. There are around 80 children in the program with around 30 to 40 children in the building at any given time. Mayor Paulin shared that Atlantic Kayak is working with the Boys and Girls Club in the upcoming season, as well as their involvement with cleanups in Town.

The discussion ended with an update on the community garden and the plan to have events there in the spring to build local interest.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:23pm.

Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

FINANCE REPORT 12/1/25 to 12/31/25

CASH BALANCE DECEMBER 1, 2025			$765,975.79
REVENUES			
General	29,031.79		
Trash	22,680.23		
Water & Sewer	39,723.28		
Parks/Pavillion	4,325.00		
Prior Year/Period	-		
SUB-TOTAL		95,760.30	
Grant(s)	-		
Investment Funds	-		
Money Market Interest	8.49		
SUB-TOTAL		8.49	
TOTAL REVENUES			95,768.79
EXPENDITURES			
General	(112,879.71)		
Trash	(454.82)		
Sewer/Water	(134,520.98)		
Parks/Pavillion	(8,108.52)		
SUB-TOTAL		(255,964.03)	
OldLine & Blue/Paymentus Merchant Fee(s)	(1,098.46)		
Bond Pymts	-		
Investment Funds	-		
Payroll	(51,805.12)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(29,232.55)		
SUB-TOTAL		(82,136.13)	
TOTAL EXPENDITURES			(338,100.16)
CASH BALANCE AS OF DECEMBER 31, 2025			$523,644.42

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	16,732.99
BOARDWALK	36,351.50
SEWER/WATER FUND	51.68
REFUSE FUND	112,713.92
HIGHWAY USER	863,813.68
TOTAL OLD LINE INVESTMENT ACCOUNTS	$ 1,029,663.77
SEWER BOND (AMERICAN FUNDS)	0.00
TOTAL INVESTMENTS	$ 1,029,663.77

Town of Indian Head, Maryland

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

BUILDING PERMITS;

DATE	***NAME***	***RESIDENTIAL***	***COMMERCIAL***	***OTHER***
12/3/25	Roebbelen Contracting, Inc. 4310 Indian Head Hwy			Change in Use, with Overhead door installation
12/3/25	Ronald Hare 4435 Indian Head Hwy			Carport
12/19/25	Christopher Simms 17 East Poplar Lane			Shed
12/29/25	Deck Armor, LLC for: Ronald & Cynthia Jackson 11 Rivers Edge Terrace			New Deck

TEMPORARY USE & OCCUPANCY PERMITS;
No Temporary U & O Permits were issued during the month of December.

USE & OCCUPANCY PERMITS;
12/1/25 Panelis Hinaris — Deck
134 Seldovia Drive

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

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

GRADING PERMITS;
No Grading Permits were issued during the month of December.

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

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