TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, March 2, 2026
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: 2

Minutes: February 2nd Town meeting minutes and February 25th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Mayor Paulin 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 February permits report was read. (see attached)

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

C. **Town Manager's Report** – The Riverwatch Drive parking project will add 24 additional spaces to the Boardwalk parking area. This project is back out for bids. Construction will resume on the East Poplar stormwater project in the spring. We met with Verizon on February 19th as it relates to the relocation of several poles for the project. We are currently waiting for word from their engineers. We received the wastewater permit, and we are currently investigating I&I and addressing requirements of the permit. As it relates to the water allocation permit, we are awaiting a confirmed schedule from AC Schultes for drilling the new well. They have started mobilizing equipment for the project. We are also looking to develop an unaccounted-for water loss program. We have applied for an earmark to help with the cost of the new well and booster station. The Town will be receiving a little over one million dollars from fiscal year 2026 congressionally directed spending. Construction to begin soon. We began developing the Town's MS4 education materials and that work is ongoing. We are also reinspecting basins in need of maintenance. We are waiting for word from MDE as it relates to the Town's 2025 annual report. The splash pad project will be out for bid this month. Mattingly Park restrooms are closed for the season, they will reopen on April 1, 2026. We are working with ChargePoint to repair the charging station at the Town Hall. We have received a quote to replace the outdated station. We applied for a grant with DNR to make repairs to the dock at Mattingly Park. Award letters will go out in summer 2026. We are developing an RFP to bid the project. The Town 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 station in Mattawoman Woods. Construction to begin this month. Work on the FY2027 budget is well underway.

D. **Code Enforcement Report** – The Town issued 14 notices of violation during the month of February 2026. 3 rubbish and garbage violations, 2 zoning/permit violations, 1 rental license violation, 2 property maintenance violations, and 6 inoperative/untagged vehicle violations. The Town completed 42 rental inspections for the month of February and cleared 5 violations.

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

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: Town Manager Hicks announced the Town's new legal counsel, Alexander & Cleaver, due to the passing of Fred Sussman. Alexander & Cleaver represents several other municipalities.

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

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:08pm.

Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

Town of Indian Head, Maryland

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

BUILDING PERMITS;

DATE	*NAME*	*RESIDENTIAL*	*COMMERCIAL*	*OTHER*
2/9/26	J & R Chavez Landscaping 109 Bland Drive			Retaining wall

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

USE & OCCUPANCY PERMITS;

2/20/26	Ardene Moses 91 Riverside Run Drive	Deck

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

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

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

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

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

FINANCE REPORT 2/1/26 to 2/28/26

CASH BALANCE FEBRUARY 1, 2026			$790,516.50
REVENUES			
General	245,756.16		
Trash	86,016.69		
Water & Sewer	148,897.02		
Parks/Pavillion	1,000.00		
Prior Year/Period	-		
SUB-TOTAL		481,669.87	
Grant(s)	-		
Investment Funds	-		
Money Market Interest	7.67		
SUB-TOTAL		7.67	
TOTAL REVENUES			481,677.54
EXPENDITURES			
General	(102,489.64)		
Trash	(1,067.14)		
Sewer/Water	(89,545.43)		
Parks/Pavillion	(7,809.31)		
SUB-TOTAL		(200,911.52)	
Bank & Merchant Fee(s)	(918.72)		
Bond Pymts	-		
Investment Funds	-		
Payroll	(58,250.10)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(27,013.90)		
SUB-TOTAL		(86,182.72)	
TOTAL EXPENDITURES			(287,094.24)
CASH BALANCE AS OF FEBRUARY 28, 2026			$985,099.80

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	16,834.76
BOARDWALK	36,572.59
SEWER/WATER FUND	51.97
REFUSE FUND	113,399.57
HIGHWAY USER	869,068.39
TOTAL SHORE UNITED INVESTMENT ACCOUNTS	$ 1,035,927.28
SEWER BOND (AMERICAN FUNDS)	0.00
TOTAL INVESTMENTS	$ 1,035,927.28