TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, July 6, 2026
GoToMeeting

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

Roll Call
Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Cassandra Stillwell, Councilwoman *Joined at 7:12pm*

Attended By
Andrea Brady, Town Clerk

Town Manager Hicks was excused from this evening's meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 4

Minutes: June 1st Town meeting minutes and June 24th 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: 2-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

A. **Permits** – The June permits report was read. (see attached)

B. **Finance Report** – Finance Officer Foster will provide the July and August finance reports at next month's meeting.

C. **Town Manager's Report** – Riverwatch Drive parking project will add an additional 24 spaces to the Boardwalk parking area. We received one bid and we are waiting for another from a local contractor. East Poplar stormwater design, construction will resume soon. Trees removed and poles relocated by Verizon. We are waiting for the trenching materials to be delivered. Wastewater permit application permits received. The Town is investigating sources of I&I and addressing requirements of the permit. Water allocation permit, Schultes is in Town and drilling of the new well is underway. MS4 inspections, the Town began developing MS4 educational materials. That information has been added to the website. We are reinspecting basins in need of maintenance and awaiting word from MDE as it relates to the Town's 2025 Annual Report. Splash pad, finalizing bid specs and advertising the project this month. New EV station installed and operational at Town Hall. Mattingly Park, the Town's request for fiscal year 2027 Waterway Improvement Funds of $320,000 was approved by the Maryland General Assembly. The monies will be used for Slavin's dock boating facility improvements. The Town has also applied for and will be receiving Earmarks for the repair of several lift stations and the development of a well house and booster station. Meetings are ongoing with the EPA and construction will begin soon. Paving repairs to take place over the next few months. Court date is set for August 5th as it relates to the properties outside of the base gate.

D. **Code Enforcement Report** – The Town issued 8 notices of violation during the month of June 2026. 3 grass violations, 1 rubbish and garbage violation, 1 rental license violation, 3 property maintenance violations. The Town completed 51 rental inspections for the month of June and cleared 12 violations.

E. **Planning Commission Report** – The June Planning Commission meeting was canceled. The July meeting was moved up to July 1st to accommodate an applicant request. The Commission approved a sign application for 4336 Indian Head Highway, Michelle's Cakes and reviewed a development plan for 4445 Indian Head Highway, the Velocity Center and reviewed a multifamily concept plan for Dogwood Street.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 06-01-26 was read for introduction during the June 1st Town meeting. It is an Ordinance concerning accessory dwelling units for the purpose of regulating accessory dwelling units in the Town of Indian Head. The Ordinance has been available on the Town's website for anyone who wanted to view it in its entirety. The Ordinance is on this evening's agenda for adoption. Mayor Paulin made a motion to adopt Ordinance 06-01-26. Vice Mayor Sitoula seconds the motion. The Ordinance was adopted by voice vote: 2 – Ayes, 0 – Nays.

Ordinance 06-02-26 was read for introduction during the June 1st Town meeting. It is an Ordinance concerning waiver of commercial building permit fees. The Ordinance has been done each year to provide incentives for local businesses. has been available on the Town's website for anyone who wanted to view it in its entirety. The Ordinance is on this evening's agenda for adoption. Mayor Paulin made a motion to adopt Ordinance 06-02-26. Vice Mayor Sitoula seconds the motion. The Ordinance was adopted by voice vote: 2 – Ayes, 0 – Nays.

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for July. (All event information is available on the Town's website) Mayor Paulin gave additional information on the upcoming FOX 5 Zip Trip on July 31st and encouraged everyone to come out for the event.

Citizen's Comments: Ashley, Village of the Potomac – She has resided in Town for several years and loves the community and the open communication. Her children love the activities, and she appreciates the home feel Indian Head provides. Ashley spoke about issues her community has been facing since the construction of Anchor Point. There have been issues with foot traffic and littering from the teenagers cutting through and loitering in the neighborhood. It is an especially high traffic area during the school year. She asked what could be done about addressing these issues. There is no bus stop directly back at Anchor Point to help deter them from creating paths through yards and other communities. The trash issue is bad enough that she often has to go out and pick up trash herself.

Ashley previously emailed Mayor Paulin about the problem. At that time Mayor Paulin had forwarded the concerns to Charles County Public Schools and requested an additional bus stop for Anchor Point. They couldn't change the bus route during the school year, but he will follow up to see what can be done before the new school year begins. Ashley offered whatever support she can provide to help solve the issue. Mayor Paulin & Ashley will discuss further via email.

Vice Mayor Sitoula thanked Town staff for the work they did for the wonderful 4th of July event and thanked all participants and vendors. On behalf of all the residents, Vice Mayor Sitoula congratulated Mayor Paulin on wining the democrat seat in the primary election. Mayor Paulin looks forward to continuing to serve residents of the Town of Indian head until the general election results. He also echoed Vice Mayor Sitoula's kudos to the staff and gave a shoutout to the fireworks vendor for still being able to shoot the fireworks in between the big storms. While it was earlier than anticipated we were glad we were able to do it and not cancel.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:19pm.

Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

Town of Indian Head, Maryland

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

BUILDING PERMITS;

DATE	*NAME*	*RESIDENTIAL*	*COMMERCIAL*	*OTHER*
7/6/26	RXBSA Properties, LLC 4336 Indian Head Highway			Sign – Michelle's Cakes
7/15/26	Terrence Jones 132 River Watch Drive			Replace existing deck
7/20/26	RXBSA Properties – Oasis Fresh Foods Market 4145 Indian Head Highway			Roof mounted Solar Panels
7/23/26	Theron & Teresa Posey 24 East Poplar Lane			Roof mounted Solar Panels
7/23/26	Long Fence for: Charles Lateulere 89 Mattingly Avenue			Fence

TEMPORARY USE & OCCUPANCY PERMITS;

7/1/26	CMH Homes, Inc. 9 Sixth Street	SFD – Replaced existing Manufactured home		

USE & OCCUPANCY PERMITS;

7/8/26	Energetics Technology Center 4225 B Indian Head Highway			Office Space
7/15/26	Edward Rice 403 Indian Head Avenue			Roof mounted Solar Panels
7/1/26	CMH Homes, Inc. 9 Sixth Street	SFD – Replaced existing Manufactured home		

RIGHT OF WAY PERMITS;

7/30/26	Southern Maryland Electric Coop. Mattawoman Wood Subdivision			Phase 1 – Mattawoman Woods
7/31/26	Southern Maryland Electric Coop. Mattawoman Wood Subdivision			Phase 2 – Mattawoman Woods

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

G/ADING PERMITS;
No Grading Permits were issued during the month of July.

SIGN PERMITS;

7/6/26	RXBSA Properties, LLC 4336 Indian Head Highway	Sign – Michelle's Cakes

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