**TOWN OF INDIAN HEAD**
**TOWN MEETING MINUTES**
**Monday, June 1, 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: 3**

**Minutes:** May 4th Town meeting minutes and May 27th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented Councilwoman Stillwell 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 May permits report was read. (see attached)

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

C. **Town Manager's Report** – Riverwatch Drive parking project will add 24 spaces to the Boardwalk parking area. The project will be rebid with an adjusted scope. Several contractors are interested. Construction will resume soon on the East Poplar Stormwater design project. Trees will be removed this week, and Verizon will relocate poles after that. Work will resume once the poles are relocated. Wastewater permit application, the permit has been received, and the Town is investigating sources of I&I. The Town is also addressing requirements of the permit. Water allocation permit, Schultes is in Town and the drilling of the new well is underway. MS4 inspections, the Town began developing the necessary MS4 educational materials. That information has been added to the website. We are reinspecting basins in need of maintenance, and we are still waiting for word from MDE as it relates to the Town's 2025 Annual Report. The Town is finalizing bid specs and advertising the Splash Pad project this month. A new EV 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 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. The ATM at the Boys and Girls Club (Old PNC) has been removed due to repeated acts of vandalism.

D. **Code Enforcement Report** – The Town issued 73 notices of violation during the month of May 2026. 35 grass violations, 15 rubbish and garbage violations, 3 zoning/permit violations, 6 rental license violations, 5 property maintenance violations, 2 nuisance/noise violations, 7 inoperative/untagged vehicle violations. The Town completed 17 rental inspections for the month of May and cleared 42 violations.

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

**Briefings:** None

**Presentations/Recognitions:** None

**Resolutions:** None

**Ordinances:** Ordinance 06-01-26 was read for introduction. It is an Ordinance concerning accessory dwelling units for the purpose of regulating accessory dwelling units in the Town of Indian Head. The Ordinance is available on the Town's website for anyone who would like to view it in its entirety. The Ordinance will be on the July Town meeting agenda for adoption. Mayor Paulin discussed the new law from the Maryland General Assembly about ADUs.

Ordinance 06-02-26 was read for introduction. It is an Ordinance concerning waiver of commercial building permit fees. This Ordinance has been done each year to provide incentives for local businesses. The Ordinance is available on the Town's website for anyone who would like to view it in its entirety. The Ordinance will be on the July Town meeting agenda for adoption.

**Petitions:** None

**Unfinished Business:** None

**New Business:** The MS4 update was read. The information is as follows:

***Stormwater Permit***
The Town's previous Municipal Separate Storm Sewer System (MS4) permit expired on October 31, 2023. The Town's permit has been administratively extended by MDE until a new permit can be released. MDE has expressed the Town can expect reducing 10% of impervious surfaces in the next permit term.

***Annual Report and Comments***
The Town submitted its annual MS4 report for the 2024-2025 reporting year to MDE on October 31, 2025. All annual stormwater reports are available through the Town office upon request. All questions and comments from the public regarding stormwater should be directed to the Town office or in the form of a public meeting comment.

***Public Education and Involvement***
The Town provides a variety of stormwater educational flyers for all different audiences at the Town office and on the Town website. If you have a stormwater question, please contact the Town for assistance.

***Illicit Discharge Reporting and Pollution Prevention***

Illicit discharges are defined as "...any discharge to an MS4 that is not composed entirely of stormwater". This can include illicit connections, household cleaners, lawn products, trash, and organic debris. We ask the public to report any instances where these materials are observed entering the stormwater system. If you witness an illicit discharge, please submit a form through the Town's Stormwater/MS4 webpage or call the Town office phone number (301.743.5511). If the discharge is discovered after business hours or over the weekend, please contact the MDE emergency line (410.537.3543) or 911.

***Stormwater Ordinance and Facility Maintenance***
The Town conducts routine inspection of stormwater facilities within the Town. If an SWM facility is your responsibility and has any noted deficiencies, you may receive further notice from the Town.

**Miscellaneous:** Mayor Paulin read the upcoming events and meetings for June. (All event information is available on the Town's website) The primary election is June 23rd at the Village Green Pavilion for town residents. MP encouraged everyone to get out and vote.

**Citizen's Comments:** DauVeen Walker Branch Manager of the Public Library Potomac Branch – Ms. Walker shared that they won a grant through Maryland State Library to procure a telehealth booth. You can go to the library website to view the booth. The primary service is for anyone without internet access or access to visit health care personnel in person, you can reserve the booth for 2 hours at a time to do health care appointments. When the booth is not being used for telehealth, it can be used once a day for a 2-hour block for individuals in the community who need to do a job interview, or a test through a university or a study session. The booth has a desk and a laptop. You can do tutoring sessions, but only 2 to 3 people fit in the booth comfortably. Ms. Walker encouraged anyone with questions to come by or call the library.

On behalf of Miss Joy Hill of the Boys and Girls Club, Mayor Paulin reminded everyone that the Boys and Girls Club is accepting new members and encouraged children who are interested to stop by.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:17pm.

Respectfully submitted,
Andrea Brady
Andrea Brady
Town Clerk

# Town of Indian Head, Maryland

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

***BUILDING PERMITS;***

| *DATE* | *NAME* | *RESIDENTIAL* | *COMMERCIAL* | *OTHER* |
|---|---|---|---|---|
| 5/13/26 | Energy Select, LLC for: Oasis Fresh Foods Market<br>4145 Indian Head Highway | | | Solar panels |
| 5/13/26 | JW Lee Contracting, LLC<br>4410 Strauss Avenue | | | Renovations of SFD |
| 5/14/26 | Next Door Properties, LLC<br>105 Jenkins Drive | | | Renovations of SFD |
| 5/15/26 | Gregory & Roberta Rosser<br>501 Indian Head Avenue | | | Fence |
| 5/15/26 | Brenda Lee<br>101 Bertha Circle | | | Repairs to existing deck and steps |
| 5/26/26 | Jeremisha Woodfork<br>4602 Strauss Avenue | | | Shed |
| 5/26/26 | Renewable Energy Corporation for: Edward Rice<br>403 Indian Head Avenue | | | Solar Panels |

***TEMPORARY USE & OCCUPANCY PERMITS;***
No Temporary Use & Occupancy permits were issued during the month of May.

***USE & OCCUPANCY PERMITS;***

| | | |
|---|---|---|
| 05/21/26 | Wyatt Corbin<br>11 Mattawoman Court | Deck |

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

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

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

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

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

FINANCE REPORT 5/1/26 to 5/31/26

| | | | |
|---|---|---|---|
| CASH BALANCE MAY 1, 2026 | | | $465,972.97 |
| REVENUES | | | |
| General | 179,904.90 | | |
| Trash | 108,615.56 | | |
| Water & Sewer | 197,803.79 | | |
| Parks/Pavillion | 1,500.00 | | |
| Prior Year/Period | - | | |
| SUB-TOTAL | | 487,824.25 | |
| Grant(s) | 14,000.00 | | |
| Investment Funds | - | | |
| Money Market Interest | 8.49 | | |
| SUB-TOTAL | | 14,008.49 | |
| TOTAL REVENUES | | | 501,832.74 |
| EXPENDITURES | | | |
| General | (83,258.09) | | |
| Trash | (53,400.32) | | |
| Sewer/Water | (126,374.66) | | |
| Parks/Pavillion | (13,711.62) | | |
| SUB-TOTAL | | (276,744.69) | |
| Bank & Merchant Fee(s) | (510.16) | | |
| Bond Pymts | - | | |
| Investment Funds | - | | |
| Payroll | (68,231.44) | | |
| Wire Trans FICA, W/H Tax, Sales Tax, PCOR | (25,740.80) | | |
| SUB-TOTAL | | (94,482.40) | |
| TOTAL EXPENDITURES | | | (371,227.09) |
| CASH BALANCE AS OF MAY 31, 2026 | | | $596,578.62 |

| | |
|---|---|
| OLD LINE INVESTMENT ACCOUNTS | |
| PARK FUND | 16,992.07 |
| BOARDWALK | 36,914.38 |
| SEWER/WATER FUND | 52.43 |
| REFUSE FUND | 114,459.39 |
| HIGHWAY USER | 877,190.78 |
| TOTAL SHORE UNITED INVESTMENT ACCOUNTS | $ 1,045,609.05 |
| SEWER BOND (AMERICAN FUNDS) | 0.00 |
| TOTAL INVESTMENTS | $ 1,045,609.05 |