

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, November 3, 2025
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: October 6th Town meeting minutes and October 22nd 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 October permits report was read. (see attached)
- B. Finance Report** – Due to audio issues Finance Officer Foster was unable to read the report. It is attached to these minutes and will be read during the December Town meeting.
- C. Town Manager's Report** – Bids were received for the Riverwatch Drive parking project. The Town is working on a potential rebid with an adjusted scope. The project will add an additional 24 spaces to the Boardwalk parking area. The project will be placed back out for bids, and the original builder of the Boardwalk will provide a price. Construction is currently ongoing for the East Poplar stormwater project ut it will stop soon. We need Verizon to relocate several poles. The wastewater permit has been received. The Town is investigating sources of I&I and addressing requirements of the permit. As it relates to the water allocation permit, the Town is waiting for a confirmed schedule from Schultes as it relates to drilling the new well. The Town is also looking to develop an unaccounted-for water loss program, and we have applied for an Earmark to help with the cost of the new well and booster station. MS4 inspections, the Town has started developing MS4 educational materials, that work is ongoing and we are reinspecting basins in need of maintenance. The Town received 3 pages of questions from Raindeck as it relates to the splash pad project. We are in the process of addressing those questions so the project can move forward. Jenkins Drive storm drain repair took place last month and paving repairs are to take place this

month. Mattingly Park restrooms are closed for the season. The Town is working with ChargePoint to repair the charging station at the Town Hall, and we have received a quote to replace the outdated station. Paving repairs around Town are still ongoing. The Town is applying for a grant with DNR to make repairs to the dock at Mattingly Park. Award letters to go out in the summer of 2026. The leaf vacuum will begin on November 5th, weather permitting.

D. Code Enforcement Report – The Town issued 84 notices of violation during the month of October 2025. 20 grass and weeds violations, 22 rubbish and garbage violations, 6 zoning/permit violations, 5 rental license violations, 9 property maintenance violations, and 22 inoperative/untagged vehicle violations. The Town completed 10 rental inspections for the month of October and cleared 39 violations.

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

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: *Notice to Town Residents: Federal Government Shutdown and Utility Bill Relief*
Due to the ongoing federal government shutdown (furlough), the Town is offering temporary utility bill relief for eligible residents, as provided in § 425-29 [Furloughed Employee Utility Bill Relief].

Who is Eligible?

- Employees of the federal government or contractors providing services to the federal government.
- Must be receiving Town utility bills.
- Must not be receiving pay due to the federal government furlough.

What Relief Is Available?

- Eligible employees may defer payment of any Town utility bill that is due at the beginning of, or during, the furlough. The deferred payment is due on the due date of the next quarterly utility bill.

- No late charges will apply to the deferred payment if it is paid in full by the next utility bill due date.
- If the deferred amount is not paid in full by the next due date, late charges will be assessed retroactively to the original due date.
- Only one utility bill may be deferred per furlough. Any subsequent bills that come due during the furlough must be paid as usual.

How to Apply

Please contact Town Hall for assistance or to request relief under this program. We will require a copy of your furlough notice in order to qualify for the program.

We recognize the financial difficulties caused by federal furloughs and are committed to supporting our residents during this challenging time.

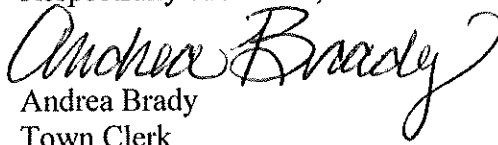
Miscellaneous: Mayor Paulin read the upcoming events and meetings for November. (All event information is available on the Town's website)

Citizen's Comments: Vice Mayor Sitoula is thankful for the relief of the bills available as part of the Town code. He spoke about the difficulties some residents will face without SNAP, and he feels the Council may need to consider what additional assistance can be offered. Mayor Paulin spoke about local food pantries that are available and will make sure they are shared on social media. After his conversation with Town Manager Hicks, we will be holding a food collection at Town Hall in partnership with the Chamber of Commerce.

Wayne Higdon, Bland Drive – Mr. Higdon spoke about the upcoming road closure on Hawthorne Road and spoke about the possibility of pipelining. Town Manager Hicks spoke about the Town using that technology recently, but this State-run project unfortunately is a bit more involved than simply lining the pipe. The State has been receiving feedback from the Town as well as other organizations, but they plan to move forward with the project as planned.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:16pm

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
10/22/25	Ronald & Donna Taylor 14 Maple Street			Deck with stairs
10/23/25	Felder Grant 36 Poplar Lane			40' x 20' Carport
10/24/25	Pandelis Hinaris 134 Seldovia Drive			Deck
10/28/25	Anthem for: AT&T 15 Moose Lodge Way			Antenna swap on the existing water tower

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary U & O Permits were issued during the month of October.

USE & OCCUPANCY PERMITS;

10/9/25 Roebbelen Contracting 4310 Indian Head Highway	Change of Property Ownership
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RIGHT OF WAY PERMITS;

No Right of Way Permits were issued during the month of October.

DEMOLITION PERMITS;

No Demolition Permits were issued during the month of October.

GRADING PERMITS;

No Grading Permits were issued during the month of October.

SIGN PERMITS;

No Sign Permits were issued during the month of October.

TEMPORARY SIGN PERMITS;

No Temporary Sign Permits were issued during the month of October.

FINANCE REPORT 10/1/25 to 10/31/25

CASH BALANCE OCTOBER 1, 2025

\$100,001.53

REVENUES

General	853,979.32
Trash	43,868.02
Water & Sewer	62,759.79
Parks/Pavillion	2,500.00
Prior Year/Period	-

SUB-TOTAL 963,107.13

Grant(s)	37,112.00
Investment Funds	161,596.56
Money Market Interest	6.85

SUB-TOTAL 198,715.41

TOTAL REVENUES

1,161,822.54

EXPENDITURES

General	(143,065.47)
Trash	(104,868.11)
Sewer/Water	(181,808.58)
Parks/Pavillion	(40,180.96)

SUB-TOTAL (469,923.12)

OldLine & Blue/Paymentus Merchant Fee(s)	(458.14)
Bond Pymts	-
Investment Funds	-
Payroll	(67,002.10)
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(26,518.12)

SUB-TOTAL (93,978.36)

TOTAL EXPENDITURES

(563,901.48)

CASH BALANCE AS OF OCTOBER 31, 2025

\$697,922.59

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,622.71
BOARDWALK	36,111.90
SEWER/WATER FUND	51.38
REFUSE FUND	111,970.93
HIGHWAY USER	858,119.34

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,022,876.26

SEWER BOND (AMERICAN FUNDS)	0.00
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TOTAL INVESTMENTS \$ 1,022,876.26