

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, September 2, 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: 4

Minutes: August 4th Town meeting minutes, August 13th public hearing minutes and August 27th 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 July and August reports were read. (see attached)

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

C. Town Manager's Report – Riverwatch Drive parking update; bids were received, we are working on potential to rebid with adjusted scope. The project will add an additional 24 spaces to the Boardwalk parking area. Construction is currently ongoing for the East Poplar stormwater design. Wastewater permit application update: the permit has been received, the Town is investigating sources of I&I, and we are addressing requirements of the permit. Water allocation permit update; we are awaiting a confirmed schedule from Schultes as it relates to drilling the new well, we are 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. The Town began developing the MS4 educational materials and that work is ongoing. The splash pad project is out for bid, and we are awaiting word from Raindeck and ARRO. Jenkins Drive storm drain repair took place last month. Paving repairs are to take place this month. New pumps installed at the lift stations along Dogwood and Mattawoman Woods. We are working with ChargePoint to repair the charging station at the Town Hall; we are awaiting a quote for the new station. Paving repairs will take place around

Town over the next few months. The Town is applying for a grant with DNR to make repairs to the dock and the bathroom facilities at Mattingly Park.

D. Code Enforcement Report – The Town issued 65 notices of violation during the month of August 2025. 47 grass and weeds violations, 9 rubbish and garbage violations, 1 zoning/permit violation, 2 rental license violations, 1 property maintenance violations, and 5 inoperative/untagged vehicle violations. The Town completed 15 rental inspections for the month of August and cleared 49 violations.

E. Planning Commission Report – The Planning Commission elected Thomas Gordon as the new Chair and approved the sign for 4310 Indian Head Highway.

F. Bureau of Fire Prevention – No report.

G. Charles County Recreation – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 08-01-25 was read for reintroduction due to amendments, it was previously introduced at the August 4th town meeting. It is an Ordinance concerning refuse and recycling receptacles for the purpose of regulating the placement of refuse and recycling receptacles; providing enforcement and penalties for violations; and generally relating to the placement of refuse and recycling containers in the Town of Indian Head. The revised draft Ordinance has been available on the Town's website for review. The Ordinance will be on the October Town meeting agenda for adoption.

Mayor Paulin shared that Town Manager Hicks has also had conversations with the trash vendor to make sure they work on putting the cans back in the correct places where they picked them up from to get all of us working together towards correcting this issue.

Petitions: None

Unfinished Business: None

New Business: None

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

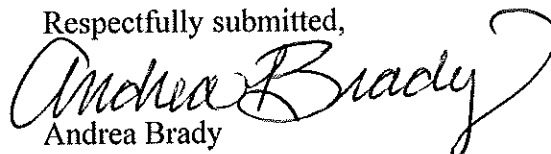
Mayor Paulin gave an update on the ordinance previously introduced, Ordinance 07-02-25. The Council held a hearing on August 13th; they expressed gratitude for the input received at that time. After extensive discussions with Elm Street Development, Elm Street respectfully withdrew their proposed sale and purchase agreement, and the Ordinance has been removed from further

consideration. Mayor Paulin expressed appreciation to the residents for their input and Elm Street Development for listening to the community and moving forward with the withdrawal of the offer. Government works best when we all work together.

Citizen's Comments: Melissa Coombs, Maple Street – The new amendments for the receptacles ordinance are much better. In the vein of having the company not leave the cans in the middle of the road, can we have them actually pick up trash on days they're supposed to. All of Maple Street was missed. Mayor Paulin stated that the company is still out picking up trash in the area, they were running extremely behind. Town Clerk Brady was able to get an update from the supervisor that they plan to finish picking up everything that was missed tomorrow morning.

Kathryn Prather, Mattingly Avenue – Spoke about a situation where her can was left in the roadway, as was her neighbor's across from her. When two cars were coming down the street, one of them hit her bin, and it broke something off of the driver's car. Spoke about the ongoing issues with cans being left in the street. Mayor Paulin gave additional information on the Ordinance, and the recent performance review that Town Manager Hicks recently had with the trash company. This Ordinance is really to give the ability to address ongoing problem areas, and we are not looking to fine anyone, there is a process that will need to be followed that requires warnings beforehand. Ms. Prather gave additional information on the issues with the trash company throwing the cans.

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

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
7/7/25	Fence & Deck Connection for: Amanda Williams 80 Caswell Drive			Deck
7/8/25	Darnell & Camille Barnes 200 Ellerbe Drive			Shed
7/8/25	Super Bee Holdings for: Audrey Vincent 105 Jennifer Drive			Interior drain tile system & Sump pump
7/14/25	Anibal Hernandez for: St Mary's Star of the Sea Church 30 Mattingly Avenue			Deck
7/22/25	Roebbelen Contracting, Inc 4310 Indian Head Highway			Change of Ownership with no construction
7/23/25	Clinton – Femar Fence for: Roebbelen Contracting, Inc. 4310 Indian Head Highway			Fence

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy Permits were issued during the month of July.

USE & OCCUPANCY PERMITS;

7/7/25	Umar & Salamatu Barrie 9 Rivers Edge Terrace			Solar Panels
7/17/25	Sherman Hodges 10 Fairhill Lane			Solar Panels
7/17/25	Ayman Hakki 26 Rivers Edge Terrace			Deck
7/21/25	Haimi's Cleaners 4605 Indian Head Highway			Dry Cleaners & Alterations
7/28/25	Vincent Taylor 108 Thompson Lane			Deck

RIGHT OF WAY PERMITS;

7/28/25 Comcast

Work in the area of
15 Davis Drive

7/29/25 Washington Gas

Work in the area of
2 River Watch Drive

DEMOLITION PERMITS;

No Demolition Permits were issued during the month of July.

GRADING PERMITS;

No Grading Permits were issued during the month of July.

SIGN PERMITS;

No Sign Permits were issued during the month of July.

TEMPORARY SIGN PERMITS;

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



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
8/7/25	Ruiz Contracting for: Energetics Technology Center 4225 Indian Head Highway			Interior fit out
8/8/25	Donielle Marshall 199 Chickaloon Place			Above grade pressure treated wood patio, below upper deck

TEMPORARY USE & OCCUPANCY PERMITS;

8/22/25	Charles County Board of Education – Indian Head Elem. School 4200 Indian Head Highway			Enclosed learning spaces with permanent partitions (Phase 1)
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USE & OCCUPANCY PERMITS;

8/6/25	Steve & Sherry Rison 57 Mattingly Avenue			Shed
8/20/25	Donielle Marshall 199 Chickaloon Place			Above grade pressure treated wood patio, below upper deck
8/25/25	St Mary's Star of the Sea Catholic Church Rectory 30 Mattingly Avenue			Deck

RIGHT OF WAY PERMITS;

8/4/25	Washington Gas			Work in the area of I H Hwy & Potomac Ave to install new gas service at 4225 Indian Head Hwy
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DEMOLITION PERMITS;

No Demolition Permits were issued during the month of August.

GRADING PERMITS;

No Grading Permits were issued during the month of August.

SIGN PERMITS;

No Sign Permits were issued during the month of August.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 8/1/25 to 8/31/25

CASH BALANCE AUGUST 1, 2025

\$327,051.42

REVENUES

General	158,267.65
Trash	108,195.52
Water & Sewer	194,222.65
Parks/Pavillion	1,650.00
Prior Year/Period	-

SUB-TOTAL 462,335.82

Grant(s)

Investment Funds

Money Market Interest	8.49
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SUB-TOTAL 8.49

TOTAL REVENUES

462,344.31

EXPENDITURES

General	(149,780.66)
Trash	(55,069.20)
Sewer/Water	(222,861.24)
Parks/Pavillion	(28,797.15)

SUB-TOTAL (456,508.25)

OldLine & Blue/Payments Merchant Fee(s)	(635.87)
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Bond Pymts	-
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Investment Funds

Payroll	(61,209.73)
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Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(24,375.64)
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SUB-TOTAL (86,221.24)

TOTAL EXPENDITURES

(542,729.49)

CASH BALANCE AS OF AUGUST 31, 2025

\$246,666.24

OLD LINE INVESTMENT ACCOUNTS

PARK FUND	16,506.56
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BOARDWALK	35,859.50
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SEWER/WATER FUND	49,712.66
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REFUSE FUND	111,188.22
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HIGHWAY USER	951,667.72
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TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,164,934.66

SEWER BOND (AMERICAN FUNDS)

108,321.07

TOTAL INVESTMENTS

\$ 1,273,255.73