TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, May 4, 2026
GoToMeeting

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

Roll Call
Brandon Paulin, Mayor
Cassandra Stillwell, Councilwoman

Attended By
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 4

Minutes: April 6th Town meeting minutes, April 22nd work session minutes and April 30th FY27 budget hearing minutes. Mayor Paulin made a motion to approve the minutes as presented Councilwoman Stillwell 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 April permits report was read. (see attached)

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

C. **Town Manager's Report** – Riverwatch Drive parking; project will add an additional 24 spaces to the Boardwalk parking area. The project will be rebid with an adjusted scope and there are several contractors interested. East Poplar stormwater design: construction will resume soon. Need Verizon to relocate several poles. Met with Verizon construction on the 26th of March and we are waiting on a construction date. There will be a fee to relocate the poles. Per Verizon the poles will be relocated this month. Work to resume after poles are relocated. Wastewater permit application, permit received. Town investigating sources of I&I and 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 inspection, the Town began developing the Town's MS4 educational materials. That work is ongoing. We are also reinspecting basins in need of maintenance. Still 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. Working with ChargePoint to repair the charging station at the Town Hall. After receiving a quote to replace the outdated station, the new station is installed an operational. Mattingly Park, applying for a grant with DNR to make repairs to the dock. Award letters are going out this summer, and 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 other in Mattawoman Woods. Construction to begin this month. Paving repairs to take place over the next few months. Tree planting to take place this month at Mattingly Park and Simmons Park with the help of the Charles County Resilience Authority.

D. **Code Enforcement Report** – The Town issued 43 notices of violation during the month of April 2026. 8 grass violations, 10 rubbish and garbage violations, 2 zoning/permit violations, 3 rental license violations, 12 property maintenance violations, 3 nuisance/noise violations, 5 inoperative/untagged vehicle violations. The Town completed 11 rental inspections for the month of April and cleared 18 violations.

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

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 05-01-26 was introduced for adoption. It is a Resolution accepting the findings of fact and decision of the Planning Commission approving growth allocation of 3.82 acres of IDA. On May 21, 2025, the Planning Commission reviewed and approved a Growth Allocation application for the Robinson Terminal property for 6.76 acres of Limited Development Area (LDA) to Intensely Developed Area (IDA). On June 2, 2025, the Town Council reviewed and approved the Growth Allocation application for 6.76 acres of IDA. Following the approval, the application revised the Growth Allocation Request to expand Critical Area buffers, reduce the limit of disturbance, reduce wetland impacts, and reduce the overall residential unit count and to reconfigure the IDA on the Robinson Terminal Property which resulted in a request for a reduction in IDA from 6.76 acres to 3.82 acres. On March 18th, the Planning Commission adopted and approved the Decision and Order which will be attached to this Resolution, approving the 3.82 acres of IDA and reconfigured the IDA and LDA on the Robinson Terminal property. The Planning Commissions decision further resolved any discrepancies between the 1993 Growth Allocation Mapping and the 2021 Critical Area Map and further confirmed that following final approval of this Growth Allocation the Town will have used 22.66 acres of Growth Allocation from the 39.55 of Growth Allocation allocated by Charles County, leaving a remining balance of 16.89 acres of unused Growth Allocation. This Resolution will adopt and affirm the Decision and Order of the Planning Commission dated March 18, 2026, and adopt and affirm the Maps identified as Exhibit A, Robinson Terminal Critical Area Exhibit, LDA & IDA Conversion Areas, and Exhibit B, Robinson Terminal Critical Area Exhibit, LDA & IDA Final Areas. Following the adoption of this Resolution a copy of the Resolution along with the Decision and Order of the Planning Commission along with the corresponding Maps will be forwarded to the Critical Area Commission for their review and approval.

Mayor Paulin explained that there was a cartographic error that happened decades ago as Critical Area maps were updated. There were around 9 acres that were utilized and originally approved in 1993. Over the years that area has shrunk. This will correct/reconfigure some of these maps as

there was a cartographic error that was transposed over maps as they were being copied over the years and put into GIS systems. This Resolution will correct those previous errors, and the Town will be getting back around 3.16 acres of Growth Allocation.

Mayor Paulin made a motion to adopt Resolution 05-01-26. Councilwoman Stillwell seconds the motion. The Resolution was adopted by voice vote, 2-Ayes, 0-Nays.

Ordinances: Ordinance 04-01-26 was introduced during the April 30th FY27 Budget Public Hearing. It is on this evening's agenda for adoption. Town Clerk Brady read the Ordinance for adoption. It is an Ordinance adopting the Town Financial Plan and Budget and setting the tax rate, schedule of fees for various permits, the major facilities fees, water, sewer and trash removal and disposal rate for the fiscal year 2027. The property tax rate and water, sewer, trash rates will remain the same. MP reinforced there have been no increases across the board, and we will be getting a larger chunk of tax differential back from the County this year, which will be a rebate for the residents off of their county tax bill. Kudos to town staff for putting together a budget with no increases for the residents. That is a difficult feat with inflation and rising costs. Thanked Staff for not finding a way to not pass on those increases to the residents. Thanked Town Manager Hicks for meeting with the Commissioners to discuss the tax differential rate. Mayor Paulin made a motion to adopt Ordinance 04-01-26. Councilwoman Stillwell seconds the motion. The Ordinance was adopted by voice vote, 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for May. (All event information is available on the Town's website) Fox 5 recently released the news that they will be holding a Zip Trip in Town at the end of July. The Town Council is proud to host this event and encourages everyone to attend.

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:18pm.

Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

Town of Indian Head, Maryland

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

BUILDING PERMITS;

DATE	*NAME*	*RESIDENTIAL*	*COMMERCIAL*	*OTHER*
4/2/26	Femia Construction for: Wyatt Corbin 11 Mattawoman Court			Replace existing Deck with new Deck
4/8/26	SOL Signs & Graphics for: USBTA 4440-4450 Indian Head Highway			Channel letter sign

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

USE & OCCUPANCY PERMITS;

04/15/26	David Warfield 6 River Watch Lane	Deck

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

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

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

SIGN PERMITS;

4/8/26	SOL Signs & Graphics for: USBTA 4440-4450 Indian Head Highway	Channel letter sign

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

FINANCE REPORT 4/1/26 to 4/30/26

CASH BALANCE APRIL 1, 2026			$839,492.48
REVENUES			
General	35,329.55		
Trash	47,022.68		
Water & Sewer	64,982.22		
Parks/Pavillion	2,800.00		
Prior Year/Period	-		
SUB-TOTAL		150,134.45	
Grant(s)	-		
Investment Funds	-		
Money Market Interest	8.22		
SUB-TOTAL		8.22	
TOTAL REVENUES			150,142.67
EXPENDITURES			
General	(83,185.43)		
Trash	(52,459.62)		
Sewer/Water	(290,295.00)		
Parks/Pavillion	(19,362.56)		
SUB-TOTAL		(445,302.61)	
Bank & Merchant Fee(s)	(975.60)		
Bond Pymts	-		
Investment Funds	-		
Payroll	(53,014.61)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(24,369.36)		
SUB-TOTAL		(78,359.57)	
TOTAL EXPENDITURES			(523,662.18)
CASH BALANCE AS OF APRIL 30, 2026			$465,972.97

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	16,938.92
BOARDWALK	36,798.90
SEWER/WATER FUND	52.27
REFUSE FUND	114,101.30
HIGHWAY USER	874,446.41
TOTAL SHORE UNITED INVESTMENT ACCOUNTS	$ 1,042,337.80
SEWER BOND (AMERICAN FUNDS)	0.00
TOTAL INVESTMENTS	$ 1,042,337.80