

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, May 5, 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

Andrea Brady, Town Clerk

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

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: April 7th Town meeting minutes, April 23rd work session minutes and April 24th FY26 budget public hearing 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 permits report for April was read. (See attached)
- B. Finance Report** –The finance report for April and May will be read at the June meeting.
- C. Town Manager's Report** – Town Manager Hick's will give his report at next month's meeting.
- D. Code Enforcement Report** – The Town issued 85 notices of violation during the month of April 2025. 21 grass and weeds violations, 38 rubbish and garbage violations, 2 zoning/permit violations, 6 rental license violations, 6 property maintenance violations, 2 nuisance/noise violations, and 10 inoperative/untagged vehicle violations. The Town completed 17 rental inspections for the month of March and cleared 38 violations.
- E. Planning Commission Report** – The April 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: Ordinance 04-01-25 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 fiscal year 2026. The Ordinance was introduced during the April 24th budget public hearing and is on this evening's agenda for adoption. The draft Ordinance has been available for review on the Town's website. The tax rate and all water, sewer, and trash fees remain the same for this fiscal year's budget. Vice Mayor Sitoula made a motion to adopt Ordinance 04-01-25. Councilwoman Stillwell seconds the motion. Mayor Paulin thanked Town staff at a time when so many local governments are having budget shortfalls, we are not having to increase any fees and finding ways to increase our presence and services. Thanked Town Manager Hicks and Finance Officer Foster for their hard work on the budget. Kudos to Town staff. The Ordinance was approved by voice vote: 3-Ayes, 0-Nays. The Ordinance will become effective on July 1, 2025.

Petitions: None

Unfinished Business: None

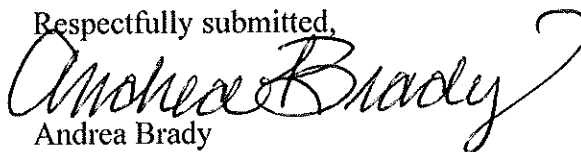
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for May. Mayor Paulin shared that the Boys and Girls Club of Indian Head, grand opening and ribbon cutting is scheduled for Tuesday, May 13th at 4:00pm, and everyone is encouraged to attend.

Citizen's Comments: None.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:09pm

Respectfully submitted,


Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
4/4/25	Kaniya Christian 58 Mattingly Ave			Fence
4/8/25	Sunrun Installation Services for: Umar & Salamatu Barrie 9 Rivers Edge Terrace			Solar Panels
4/11/25	Charles County Public Schools 4200 Indian Head Hwy			Enclose open learning spaces
4/21/25	Melvin Carr 10 Sandra Court			Fence
4/28/25	Haymanot Mege Ja 4605 Indian Head Hwy		Change of Occupant T/A: Liberty Cleaning	Dry Cleaning and Alterations
4/30/25	Tesla Energy Operations for: Scott Pickering 24 Helen Court			Temporary removal and reinstall solar panels

USE & OCCUPANCY PERMITS; No Use & Occupancy Permits were issued during the month of April.

TEMPORARY USE & OCCUPANCY PERMITS;

4/22/25	Boys & Girls Club of Indian Head 1 N Prospect Avenue	Community Center T/A: Boys & Girls Club of Indian Head
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RIGHT OF WAY PERMITS;

4/7/25	Comcast of Maryland	Work in the area of 4310 I H Hwy & McWilliams Rd
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DEMOLITION PERMITS; No Demolition Permits were issued during the month of April.

GRADING PERMITS;

4/4/25	Kaniya Christian 58 Mattingly Ave
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SIGN PERMITS; No Sign Permits were issued during the month of April.

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