TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, March 10, 2025
GoToMeeting

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

Roll Call
Brandon Paulin, 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: 1

Minutes: February 3rd Town meeting minutes and February 26th work session 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 permits report for February was read. (See attached)

B. **Finance Report** –The finance report for February was read. (See attached)

C. **Town Manager's Report** – Riverwatch Drive/Boardwalk parking update, the professional services agreement has been signed with ARRO for engineering services as it relates to the development of 27 additional parking spaces in Riverwatch. The final design is complete and a PSA for oversight will be signed this week. East Poplar stormwater design update, construction is underway, the end wall and first section of pipe have been installed. Construction will resume in the Spring; work should resume soon. The wastewater permit has been received, and the Town is investigating sources of I&I (inflow and infiltration). Water allocation permit update, 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. Henderson RFP update, the Town received and reviewed a draft Ordinance language change for the property. It was placed on the January Planning Commission meeting for a recommendation for approval pending review of the solicitor. The Town received a letter of interest from a developer to purchase the Henderson property. The Town is still waiting for a feasibility study and concept documentation. The developer is also performing a traffic study. The old PNC bank is the future home of the Boys and Girl Club. Construction is well underway, and they hope to be operational in the Spring.

The construction is almost complete. The Town is in the process of addressing questions from violators as it relates to MS4 inspections. Began developing the Town's MS4 educational materials, and that work is ongoing. Splash pad update, the Town has communicated with Raindeck for final specs for the splash pad. Began working on bid documents, and plan to advertise the project this month or next. The property right outside of the base gate across from the post office will not be on this month's Planning Commission agenda, there are still outstanding comments to be addressed from the Zoning Administrator.

D. **Code Enforcement Report** – The Town issued 30 notices of violation during the month of February 2025. 7 rubbish and garbage violations, 2 zoning/permit violations, 8 rental license violations, 7 property maintenance violations, 1 nuisance/noise violation, and 5 inoperative/untagged vehicle violations. The Town completed 11 rental inspections for the month of February and cleared 11 violations.

E. **Planning Commission Report** – The Planning Commission approved a rear entry gate at 4375 Indian Head Highway.

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: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for March. Special thank you to BRIDGE Church for continuing to partner with the Town each year for the Eggciting Adventure.

Mayor Paulin took a moment to recognize and congratulate outstanding student athletes from Lackey High School. The 2024-2025 Boys' basketball team, SMAC Champions. Wrestling team 1a South Regional Champions. William Chism, 6th place at states (150lbs), Jariah Washington 5th place at states (155lbs), Fiona Ritchie, 3rd place at states (135lbs), Ethan Vayro, 1st place at states (175lbs) and first wrestling stat champ from Lackey since 2007.

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:12pm

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Respectfully submitted,

Andrea Brady

Andrea Brady
Town Clerk

Town of Indian Head, Maryland

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

BUILDING PERMITS;

DATE	*NAME*	*RESIDENTIAL*	*COMMERCIAL*	*OTHER*
2/5/25	JES Construction, LLC for: Jasmin Witcher 8 Kearney Way			Intellijacks with Supplemental beam

USE & OCCUPANCY PERMITS;
No U & O Permits were issued during the month of February.

TEMPORARY USE & OCCUPANCY PERMITS;
No Temporary U & O Permits were issued during the month of February.

RIGHT OF WAY PERMITS;

2/14/25	Comcast Cable Area of rear of 2 Park Square Ct	Repair Damaged mainline cable along Mattingly Avenue

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

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

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

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

FINANCE REPORT 2/1/25 to 2/28/25

CASH BALANCE FEBRUARY 1, 2025			$1,223,403.41
REVENUES			
General	237,864.39		
Trash	111,748.64		
Water & Sewer	199,430.34		
Parks/Pavillion	650.00		
Prior Year/Period	-		
SUB-TOTAL		549,693.37	
Grant(s)	-		
Investment Funds			
Money Market Interest	7.67		
SUB-TOTAL		7.67	
TOTAL REVENUES			549,701.04
EXPENDITURES			
General	(162,895.32)		
Trash	(104,862.28)		
Sewer/Water	(88,723.47)		
Parks/Pavillion	(27,967.34)		
SUB-TOTAL		(384,448.41)	
OldLine & Blue/Paymentus Merchant Fee(s)	(409.21)		
Bond Pymts			
Investment Funds	-		
Payroll	(50,170.97)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(24,147.58)		
SUB-TOTAL		(74,727.76)	
TOTAL EXPENDITURES			(459,176.17)
CASH BALANCE AS OF FEBRUARY 28, 2025			$1,313,928.28

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	16,149.79
BOARDWALK	35,084.32
SEWER/WATER FUND	48,637.98
REFUSE FUND	108,784.46
HIGHWAY USER	931,092.99
TOTAL OLD LINE INVESTMENT ACCOUNTS	$ 1,139,749.54
SEWER BOND (AMERICAN FUNDS)	109,721.90
TOTAL INVESTMENTS	$ 1,249,471.44