TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, February 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: 2

Minutes: January 8th Town meeting minutes and January 22nd work session minutes. Councilwoman Stillwell made a motion to approve the minutes as presented, Vice Mayor Sitoula 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 January was read. (See attached)

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

C. **Town Manager's Report** – The final design for the Riverwatch Drive parking is complete. The Town has a professional services agreement with ARRO for engineering services as it relates to the plan. It will create 27 additional parking spaces. East Poplar Stormwater design construction is underway. The end wall and first section of pipe have been installed, and construction will resume in the spring. The wastewater permit has been received, and the Town is investigating sources of I&I. As it relates to the water allocation permit, the Town is waiting for a confirmed schedule from AC Schultes as it relates to drilling the new well. The Town is also looking to develop an unaccounted-for water loss program. Henderson Property update, the Town received and reviewed draft Ordinance language change for the property. It was on the January Planning Commission meeting for recommendation of approval and it is pending review by the solicitor. The Town received an official NOI (Notice of Intent) from the developer to purchase the Henderson property. The Town is waiting for the feasibility study and concept documentation. The developer is also performing a traffic study. Construction at the Old PNC bank building is well underway to be the future home of the Boys and Girls club. They hope to be operational in the spring. The Town is addressing questions from violators as it relates

to the MS4 inspections. The Town has begun developing the MS4 educational materials, that work is ongoing. Splash pad update, the Town communicated with Raindeck for final specs for the splash pad. We have begun work on bidding specifications, and we are targeting a February timeframe for bidding. The next step is to finalize the bid specs and advertise the project. The leaf vacuum is finished for the season. Several water line repairs last month, located at Well 1, Well 2 and Riverwatch. The property right outside of the base gate across from the post office will be on a future Planning Commission agenda. They have submitted site plans which are being reviewed by the Zoning Administrator.

Vice Mayor Sitoula asked about the professional services agreement for the parking and inquired if it is strictly for the design or the construction as well. Town Manager Hicks stated the agreement is for design & oversight of the project.

D. **Code Enforcement Report** – The Town issued 35 notices of violation during the month of January 2025. 6 rubbish and garbage violations, 2 zoning/permit violations, 4 rental license violations, 12 property maintenance violations, 11 inoperative/untagged vehicle violations. The Town completed 16 rental inspections for the month of January and cleared 6 violations.

E. **Planning Commission Report** – The Planning Commission reviewed an Ordinance to amend the Zoning Ordinance Critical Area Regulations. The next step will be legal counsel's review. The Planning Commission also reviewed a letter of interest for the Henderson Property, and voted in favor of recommending the Council move forward.

F. **Bureau of Fire Prevention** – No report.

G. **Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: Resolution 02-01-25 was introduced for adoption. It is a Resolution to approve a 2024 Hazard Mitigation Plan for the Town of Indian Head. The Resolution was also made available on the Town's website prior to this evening's meeting. The Town previously adopted the County's Hazard Mitigation Plan in 2018. Vice Mayor Sitoula made a motion to adopt Resolution 02-01-25. Councilwoman Stillwell seconds the motion. The Resolution was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinances: None

Petitions: None

Unfinished Business: None

New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for February.

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:11pm

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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: January 2025

BUILDING PERMITS;

DATE	*NAME*	*RESIDENTIAL*	*COMMERCIAL*	*OTHER*
1/13/25	Super Bee Holdings for: Linda Laciny 102 Raymond Avenue			Interior drain tile w/sump pump and stabilizer post w/footings in the basement
1/16/25	Sunrun Installations Services for: Sherman Hodges 10 Fairhill Lane			Roof mounted solar panels
1/29/25	The Outdoor Living Company for: Richard & Jennifer Legacy 23 Potomac Avenue			Deck
1/29/25	The Outdoor Living Company 19 Raymond Avenue			Fence

USE & OCCUPANCY PERMITS;

1/22/25	Edward Rice 403 Indian Head Avenue			Shed

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

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

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

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

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

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

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

CASH BALANCE JANUARY 1, 2025			$909,203.34
REVENUES			
General	545,674.34		
Trash	46,116.20		
Water & Sewer	60,674.88		
Parks/Pavillion	800.00		
Prior Year/Period	-		
SUB-TOTAL		653,265.42	
Grant(s)	22,323.44		
Investment Funds			
Money Market Interest	8.50		
SUB-TOTAL		22,331.94	
TOTAL REVENUES			675,597.36
EXPENDITURES			
General	(175,620.51)		
Trash	(607.07)		
Sewer/Water	(94,808.47)		
Parks/Pavillion	(6,244.01)		
SUB-TOTAL		(277,280.06)	
OldLine & Blue/Paymentus Merchant Fee(s)	(545.65)		
Bond Pymts			
Investment Funds	-		
Payroll	(59,690.17)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(23,881.41)		
SUB-TOTAL		(84,117.23)	
TOTAL EXPENDITURES			(361,397.29)
CASH BALANCE AS OF JANUARY 31, 2025			$1,223,403.41

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	16,095.44
BOARDWALK	34,966.20
SEWER/WATER FUND	48,474.23
REFUSE FUND	108,418.18
HIGHWAY USER	927,957.80
TOTAL OLD LINE INVESTMENT ACCOUNTS	$ 1,135,911.85
SEWER BOND (AMERICAN FUNDS)	109,721.90
TOTAL INVESTMENTS	$ 1,245,633.75