

**TOWN OF INDIAN HEAD  
TOWN MEETING MINUTES  
Monday, July 7, 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 and Finance Officer Foster were excused from this evening's meeting.

**NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3**

**Minutes:** June 2<sup>nd</sup> Town meeting minutes, June 2<sup>nd</sup> public hearing minutes and June 18<sup>th</sup> work session 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 June was read. (See attached)
- B. **Finance Report** – Finance Officer Foster will provide the June and July reports next month.
- C. **Town Manager's Report** – No report.
- D. **Code Enforcement Report** – The Town issued 59 notices of violation during the month of June 2025. 29 grass and weeds violations, 13 rubbish and garbage violations, 4 zoning/permit violations, 1 rental license violation, 3 property maintenance violations, 5 nuisance/noise violations, and 4 inoperative/untagged vehicle violations. The Town completed 16 rental inspections for the month of June and cleared 39 violations.
- E. **Planning Commission Report** – The June 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 06-01-25 was introduced at the June Town meeting. It is an Ordinance concerning amendment of Zoning Ordinance Critical Area Regulations for the purposed of amending certain provisions of the Town of Indian Head Zoning Ordinance Critical Area Regulations as provided by COMAR 27.01.02.06-3.D. by repealing and reenacting with amendments Article IX, Zoning Districts and Zoning Map Part III. Special Overlay District – Chesapeake Bay Critical Area Section 955(d) Growth Allocation. The draft Ordinance has been available for review on the Town’s website, it was also discussed during the May 21<sup>st</sup> Planning Commission hearing where the unanimously voted to recommend approval/adoption, and it was reviewed during the Council’s June 2<sup>nd</sup> public hearing. The Ordinance is on this evening’s agenda for adoption. Vice Mayor Sitoula made a motion to adopt Ordinance 06-01-25, Councilwoman Stillwell seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 06-02-25 was introduced at the June Town meeting. It is an Ordinance concerning approval of amendment to the lease of 4185 Indian Head Highway for the purpose of approving amendment no. 1 to Commercial Lease Agreement with Indian Head Center for the Arts, Inc., for the property owned by the Town of Indian Head and located at 4185 Indian Head Highway. The draft Ordinance and the draft lease amendment have been available for review on the Town’s website. The Ordinance is on this evening’s agenda for adoption. Vice Mayor Sitoula made a motion to adopt Ordinance 06-02-25, Councilwoman Stillwell seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 07-01-25 was read for introduction. It is an Ordinance concerning wavier of commercial permit fees for the purpose of continuing economic development incentive or businesses to locate, expand or remain in the Town of Indian Head. The draft Ordinance has been available on the Town’s website. The Ordinance will be on the August Town meeting agenda for adoption.

Ordinance 07-02-25 was read for introduction. It is an Ordinance concerning sale of the Henderson Property for the purpose of approving an Agreement of Sale and Purchase with Elm Street Communities, Inc. The draft Ordinance has been available on the Town’s website. The Ordinance will be on the August Town meeting agenda for adoption. Mayor Paulin gave background information on the Town’s purchase of the property, and the request for proposal that has been out for years. A proposal was received from Elm Street Development. He discussed the civic use parcel, along with the easements that could allow the boardwalk to potentially be expanded. The purchase is double what the Town purchased the property for and would have benefits through the civic use parcel and the expansion of the boardwalk. He invited residents to reach out by email, or by phone with any of their thoughts on the potential sale.

**Petitions:** None

**Unfinished Business:** None

**New Business:** None

**Miscellaneous:** Town Clerk Brady read the upcoming events and meetings for July. (All event information is available on the Town’s website)

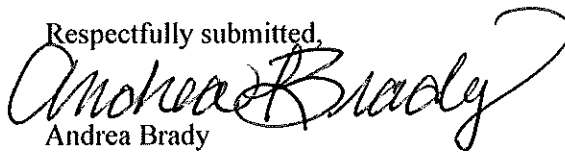
Mayor Paulin thanked Town staff for the amount of events that have taken place at the Village Green so far this summer. He gave a huge thank you to Town Clerk Brady, Town Manager Hicks, and all of Public Works for the work they continue to do to provide these events. While overall 4<sup>th</sup> of July was a success, Mayor Paulin wanted to remind people that we have professionals who shoot off fireworks for a reason, and it is highly discouraged, and illegal to shoot off certain fireworks in the state of Maryland. If you have fireworks still going off in your neighborhoods, call the Charles County Sheriff’s Office non-emergency line. Mayor Paulin spoke about an incident that took place at the Green and reminded everyone to leave the fireworks to the professionals.

**Citizen's Comments:** The Hamptons, Mattingly Avenue – Ms. Hampton, spoke about her concern about trash cans left out on the street all week long. She does not feel it is a good look for the community. The Hamptons have resided in Town for 6 years now and spoke positively about the growth that has taken place. Ms. Hampton shared that some residents leave their cans out for weeks at a time. She requested that if something is in place to address this it should be distributed to make people aware. Mayor Paulin will speak with the Town's Code Enforcement Officer to work on correcting that issue. If there is not already something on the books to address it, the Council will look into an Ordinance to work on correcting it. Mayor Paulin will follow up with the Hamptons and encouraged them to attend future meetings. Ms. Hampton spoke about speeding issues on Mattingly Avenue and suggested more speed bumps or lowering the speed limit. Mayor Paulin said the minimum speed limit by state law is 25mph, but he will look into it further and do research to see if a lower speed limit is possible. Ms. Hampton also suggested considering a speed camera. Mayor Paulin will mention this during his future discussion with the Charles County Sheriff's Office.

Rick Posey, East Poplar – Mr. Posey inquired when the Town would begin working on the stormwater project on Poplar again. Mayor Paulin spoke about a recent sewer issue that put us behind on getting back to the project. He will follow up with the Town Manager and will make sure the Poseys receive an update.

Vice Mayor Sitoula echoed thanks to the staff for the successful July 4<sup>th</sup> as well as the other events. On behalf of the Council and staff he sent thoughts and prayers to the victims and families in Texas.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:28pm.

Respectfully submitted,  
  
Andrea Brady  
Town Clerk



## Town of Indian Head, Maryland

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

#### ***BUILDING PERMITS;***

| <b><i>DATE</i></b> | <b><i>NAME</i></b>                                               | <b><i>RESIDENTIAL</i></b> | <b><i>COMMERCIAL</i></b> | <b><i>OTHER</i></b>                                           |
|--------------------|------------------------------------------------------------------|---------------------------|--------------------------|---------------------------------------------------------------|
| 6/4/25             | Steve & Sherry Rison<br>57 Mattingly Avenue                      |                           |                          | Shed                                                          |
| 6/5/25             | JES Construction for: Brian Stefaniak<br>410 Bland Drive         |                           |                          | Basement gutter system<br>& sump pump                         |
| 6/11/25            | Tesla Energy for: Jennifer Weeks<br>31 Shelton Court             |                           |                          | Temporary removal and<br>replacement of Solar Panels          |
| 6/13/25            | Charles County Board of Education<br>4200 Indian Head Highway    |                           | Community Health Center  |                                                               |
| 6/25/25            | Donielle Marshall<br>199 Chickaloon Place                        |                           |                          | Fence                                                         |
| 6/26/25            | Ramesh Bhai Patel<br>4539 Indian Head Highway                    |                           |                          | Change of Ownership<br>Clean Puppy Car Wash                   |
| 6/26/25            | Ramesh Bhai Patel<br>4541 Indian Head Highway                    |                           |                          | Change of Ownership<br>Mutt's Liquors                         |
| 6/26/25            | Ramesh Bhai Patel<br>4545 Indian Head Highway                    |                           |                          | Change of Ownership<br>Goodies Café (tenant remains the same) |
| 6/26/25            | Dade Star Group, LLC for: Ardene Moses<br>91 Riverside Run Drive |                           |                          | Remove existing window and<br>replace with exterior door      |
| 6/26/25            | Dade Star Group, LLC for: Ardene Moses<br>91 Riverside Run Drive |                           |                          | Deck                                                          |
| 6/27/25            | Trina Redmond<br>10 Tyonek Place                                 |                           |                          | Fence                                                         |

#### ***TEMPORARY USE & OCCUPANCY PERMITS;***

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

#### ***USE & OCCUPANCY PERMITS;***

|         |                                      |      |
|---------|--------------------------------------|------|
| 6/25/25 | Beverly Proctor<br>113 Jenkins Drive | Deck |
|---------|--------------------------------------|------|

***RIGHT OF WAY PERMITS;***

No Right of Way Permits were issued during the month of June.

***DEMOLITION PERMITS;***

No Demolition Permits were issued during the month of June.

***GRADING PERMITS;***

No Grading Permits were issued during the month of June.

***SIGN PERMITS;***

No Sign Permits were issued during the month of June.

***TEMPORARY SIGN PERMITS;***

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