

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, April 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

Ryan Hicks, Town Manager
Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 3

Minutes: March 10th Town meeting minutes and March 26th 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 March was read. (See attached)
- B. Finance Report** –The finance report for March was read. (See attached)
- C. Town Manager's Report** – Riverwatch Drive Parking, Boardwalk update, The final design for the 27 additional parking spaces is complete and the project is out for bid. Construction of the East Poplar stormwater design will resume this month. The Town is investigating I&I sources as part of the wastewater permit application. The permit has been received. Water allocation permit update, the Town is waiting for a confirmed schedule from Schultes as it relates to drilling the new well. We are 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. The Town received an office NOI from a developer to purchase the Henderson Property. Still waiting for a feasibility study and concept documentation. The developer is also performing a traffic study. The grand opening of the Boys and Girls Club at the old PNC building will be on May 13th. MS4 inspections update, the Town is addressing questions from violators. We began developing the Town's MS4 educational materials, that work is ongoing. The splash pad project is out for bid. The restrooms at Mattingly Park are open for the season. The fountain at the Village Green is back in service. The fence around the Riverwatch stormwater pond has been replaced. Mosquito spraying will start in June. The Town has applied for several earmarks relating to infrastructure projects.

D. Code Enforcement Report – The Town issued 32 notices of violation during the month of March 2025. 6 rubbish and garbage violations, 7 zoning/permit violations, 4 rental license violations, 4 property maintenance violations, 3 nuisance/noise violations, and 8 inoperative/untagged vehicle violations. The Town completed 16 rental inspections for the month of March and cleared 14 violations.

E. Planning Commission Report – The March 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: None

Petitions: None

Unfinished Business: None

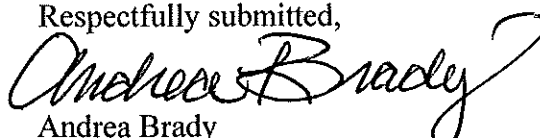
New Business: None

Miscellaneous: Town Clerk Brady read the upcoming events and meetings for April. Mayor Paulin spoke about the Eggciting Adventure from this past weekend, and thanked BRIDGE Church who has taken on this event each year and provide a very cool event to the Town's residents. The Mayor also thanked all the volunteers that helped run the event.

Citizen's Comments: None

Mayor Paulin wished everyone a happy spring season and shared that Papaleo's ice cream will open Memorial Day weekend.

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:10pm

Respectfully submitted,

Andrea Brady
Town Clerk



Town of Indian Head, Maryland

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

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
3/21/25	Timothy & Rebecca Chick 100 Jenkins Drive			Interior Renovations
3/03/25	New Life Christian Ministries International 4375 Indian Head Highway			20' Dual swing wrought iron gate at rear entrance

USE & OCCUPANCY PERMITS;

3/13/25	Angelino Recinos Diaz 4356 Indian Head Highway		Restaurant T/A: El Tucan Grill Mexico	
3/18/25	Paul & Miyong Wenninger 109 Jennifer Drive			Deck & three season room
3/27/25	Richard & Jennifer Legacy 23 Potomac Avenue			Deck

TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary U & O Permits were issued during the month of March.

RIGHT OF WAY PERMITS;

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

DEMOLITION PERMITS;

No Demolition Permits were issued during the month of March.

GRADING PERMITS;

No Grading Permits were issued during the month of March.

SIGN PERMITS;

No Sign Permits were issued during the month of March.

TEMPORARY SIGN PERMITS;

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

FINANCE REPORT 3/1/25 to 3/31/25

CASH BALANCE MARCH 1, 2025

\$1,313,928.28

REVENUES

General	69,844.14
Trash	13,889.42
Water & Sewer	22,799.84
Parks/Pavillion	3,425.00
Prior Year/Period	-

SUB-TOTAL 109,958.40

Grant(s) 58,606.73

Investment Funds

Money Market Interest 8.49

SUB-TOTAL 58,615.22

TOTAL REVENUES

168,573.62

EXPENDITURES

General	(91,269.52)
Trash	(143.91)
Sewer/Water	(99,090.31)
Parks/Pavillion	(10,697.32)

SUB-TOTAL (201,201.06)

OldLine & Blue/Payments Merchant Fee(s) (1,308.63)

Bond Pymts (59,468.89)

Investment Funds

Payroll (46,430.32)

Wire Trans FICA, W/H Tax, Sales Tax, PCOR (26,387.18)

SUB-TOTAL (133,595.02)

TOTAL EXPENDITURES

(334,796.08)

CASH BALANCE AS OF MARCH 31, 2025

\$1,147,705.82

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 16,210.39

BOARDWALK 35,216.00

SEWER/WATER FUND 48,820.54

REFUSE FUND 109,192.80

HIGHWAY USER 934,588.20

TOTAL OLD LINE INVESTMENT ACCOUNTS \$ 1,144,027.93

SEWER BOND (AMERICAN FUNDS) 109,721.90

TOTAL INVESTMENTS \$ 1,253,749.83