TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Tuesday, September 8, 2026
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: 6

Minutes: July 6th Town meeting minutes and July 22nd 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 August permits report was read. (see attached)

B. **Finance Report** – The June and July reports were read. (see attached)

C. **Town Manager's Report –** Riverwatch Drive parking project update; the project will add 24 spaces to the Boardwalk parking area; the Town received one bid and is waiting on another from a local contractor. Construction continues on the East Poplar stormwater design project. We are working to bring in additional help for the project, and we are looking into working weekends to get the project complete. The wastewater permit has been received, and the Town is investigating sources of I&I. The Town is also addressing additional requirements of the permit. As part of the water allocation permit, testing of the new well is underway. MS4 inspections update; we began developing the Town's MS4 educational materials, and that information has been added to the website. MDE approved the Town's 2025 Annual Report. Splash pad update; we are still finalizing bid specs and advertising the project this month. The Town is working with an electrical engineer to finish the specs. Mattingly Park update: the Town's request for fiscal year 2027 Waterway Improvement Funds totaling $320,000 was approved by the Maryland General Assembly. The monies will be used for Slavin's Dock boating facility improvements. We are developing an RFP to bid the project. The Town also applied for and will be receiving Earmarks for the repair of several lift stations and the development of a well-house and booster station. Meetings are ongoing with the EPA and construction to begin soon. Paving repairs to take place over the next few months. We are working on the Sustainable Communities renewal application.

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D. **Code Enforcement Report –** The Town issued 49 notices of violation during the month of August 2026. 24 grass violations, 8 rubbish and garbage violations, 1 zoning/permit violation, 1 rental license violation, 3 property maintenance violations, 3 nuisance/noise violations and 9 inoperative/untagged vehicle violations. The Town cleared 43 violations for the month.

E. **Planning Commission Report** –The Planning Commission recommended approval of the Velocity Center Phase 1 Major Site Plan conditioned upon ARRO's review letter being satisfied. The Town Council reviewed the site plan and the Planning Commission's recommendation during their August 26, 2026, work session and voted to approve the project with the condition that ARRO's review letter dated 8/12/26 be satisfied by the applicant.

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 September. (All event information is available on the Town's website)

Citizens' Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:08pm.

Respectfully submitted,

Andrea Brady
Town Clerk

Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: August 2026

BUILDING PERMITS;

DATE	***NAME***	***RESIDENTIAL***	***COMMERCIAL***	***OTHER***
8/10/26	Standard Energy Solutions for: Terry Smith 505 Indian Head Avenue			Solar Panels
8/10/26	Standard Energy Solutions for: Melvin Carr II 10 Sandra Court			Solar Panels
8/12/26	Medallion Security Door & Window for: Debora Castro 33 Park Square Drive			Fence
8/21/26	Vincent Taylor 108 Thompson Lane			Carport
8/24/26	Joel Bullen 4665 Strauss Avenue			Deck

TEMPORARY USE & OCCUPANCY PERMITS;
No Temporary Use & Occupancy permit issued during the month of August.

USE & OCCUPANCY PERMITS;

8/20/26	SDR New Homes, LLC 10 East Poplar Lane	Single Family Dwelling	
8/24/26	Indian Head Elementary School 4200 Indian Head Highway		Renovated Educational Facility Elementary School

RIGHT OF WAY PERMITS;
No Right of Way permits were issued during the month of August.

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

G/ADING PERMITS;
No Grading Permits were issued during the month of August.

SIGN PERMITS;
No Sign permits were issued during the month of August.

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

FINANCE REPORT 6/1/26 to 6/30/26

CASH BALANCE JUNE 1, 2026			$596,578.62
REVENUES			
General	223,529.26		
Trash	20,246.16		
Water & Sewer	33,957.51		
Parks/Pavillion	2,525.00		
Prior Year/Period	-		
SUB-TOTAL		280,257.93	
Grant(s)	-		
Investment Funds	-		
Money Market Interest	8.22		
SUB-TOTAL		8.22	
TOTAL REVENUES			280,266.15
EXPENDITURES			
General	(119,097.90)		
Trash	(54,792.34)		
Sewer/Water	(94,745.65)		
Parks/Pavillion	(17,501.75)		
SUB-TOTAL		(286,137.64)	
Bank & Merchant Fee(s)	(1,347.82)		
Bond Pymts	-		
Investment Funds	-		
Payroll	(72,989.85)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(43,694.93)		
SUB-TOTAL		(118,032.60)	
TOTAL EXPENDITURES			(404,170.24)
CASH BALANCE AS OF JUNE 30, 2026			$472,674.53

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	17,043.68
BOARDWALK	37,026.52
SEWER/WATER FUND	52.58
REFUSE FUND	114,807.12
HIGHWAY USER	879,855.79
TOTAL SHORE UNITED INVESTMENT ACCOUNTS	$ 1,048,785.69
SEWER BOND (AMERICAN FUNDS)	0.00
TOTAL INVESTMENTS	$ 1,048,785.69

FINANCE REPORT 7/1/26 to 7/31/26

CASH BALANCE JULY 1, 2026			$472,674.53
REVENUES			
General	113,022.41		
Trash	49,048.28		
Water & Sewer	72,936.27		
Parks/Pavillion	5,050.00		
Prior Year/Period	-		
SUB-TOTAL		240,056.96	
Grant(s)	-		
Investment Funds	-		
Money Market Interest	6.45		
SUB-TOTAL		6.45	
TOTAL REVENUES			240,063.41
EXPENDITURES			
General	(206,571.53)		
Trash	(57,647.82)		
Sewer/Water	(431,001.97)		
Parks/Pavillion	(21,334.75)		
SUB-TOTAL		(716,556.07)	
Bank & Merchant Fee(s)	(437.55)		
Bond Pymts	-		
Investment Funds	-		
Payroll	(70,555.18)		
Wire Trans FICA, W/H Tax, Sales Tax, PCOR	(28,840.89)		
SUB-TOTAL		(99,833.62)	
TOTAL EXPENDITURES			(816,389.69)
CASH BALANCE AS OF JULY 31, 2026			($103,651.75)

OLD LINE INVESTMENT ACCOUNTS	
PARK FUND	17,097.53
BOARDWALK	37,143.51
SEWER/WATER FUND	52.72
REFUSE FUND	115,169.94
HIGHWAY USER	799,036.97
TOTAL SHORE UNITED INVESTMENT ACCOUNTS	$ 968,500.67
SEWER BOND (AMERICAN FUNDS)	0.00
TOTAL INVESTMENTS	$ 968,500.67