

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Monday, March 18, 2024, starting at 7:00 p.m.

PRESENT

Chairing the meeting, Mayor Sylvester Atkinson; Deputy Mayor Gail Smith, Councillors Michael Fairn (exited at 8:38 pm), Bernadette Knapp, John Bartlett, and Gary Marshall; Chief Administrative Officer, Ashley Crocker; Director of Public Works, Adam Verran; and Recording Secretary, Krista Gear.

Regrets: Councillor Chad LeBlanc

Also in Attendance: John Smith and Anne Crowell (exited after their presentation), Diane McDonald

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

240318.01 It was moved and seconded that Council approve the agenda as circulated.
Motion carried.

3. **PRESENTATIONS**

3.1 Soldiers Memorial Hospital Foundation (SMHF)

John Smith and Anne Crowell gave a presentation about the current work of the Soldiers Memorial Hospital Foundation and answered questions.

The Foundation also presented its three asks of the Town: a donation of \$20,000, assist with fundraising for SMHF, and to continue to share SMHF online posts.

4. **MINUTES**

4.1 Council Meeting

240318.02 It was moved and seconded to approve the minutes of February 20, 2024, as circulated. **Motion carried.**

4.2 In-Camera Council Meeting

240318.03 It was moved and seconded to approve the in-camera minutes of February 20, 2024, as circulated. **Motion carried.**

5. ANYTHING BY CITIZENS

No comments.

6. NEW BUSINESS

6.1 Committee of the Whole Recommendations

a. RFD 011-2024 Water Utility Reserve Account

CAO Crocker noted that these motions are required formally to move funds to the appropriate accounts, and that the UARB requires a Council motion for the creation of a reserve fund.

240318.04 It was moved and seconded that Town Council approve the creation of a new reserve fund for the Middleton Water Utility for the new reservoir. **Motion carried.**

240318.05 It was moved and seconded that Town Council approve setting aside the Sustainable Services Growth Fund grant amount of \$322,915 for the new reservoir and approve transferring the grant funding to the new Reservoir Reserve in the Middleton Water Utility. **Motion carried.**

b. RFD 012-2024 Council Livestreaming Policy

CAO Crocker noted that this came as a suggestion from staff resulting from technical difficulties experienced.

240318.06 It was moved and seconded that Council approve Policy # A 3.13 Council Livestreaming Policy, dated February 29, 2024. **Motion carried.**

6.2 RFD 010-2024 Noise Bylaw, Amendment to Schedule A

CAO Crocker noted that at the February 20 Council meeting first reading was held. The amendment came as a result of conflicting information about dog barking in this and the animal control bylaw.

240318.07 It was moved and seconded that Council give second reading and approval to the Noise Bylaw effective date December 21, 2023. **Motion carried.**

6.3 RFD 016-2024 Reservoir Mitigation Options

Director of Public Works Verran noted that the engineers had recommended some additional inspections to assist with the determination of options for mitigation of leaks.

240318.08 It was moved and seconded that Council approve engaging CBCL to conduct a Leak Study and coordinate a Dive Team to inspect the reservoir and provide a report on their findings to the Town of Middleton for an amount not

exceeding \$18,000 plus HST, to be funded through the Water Utility Operating budget for 2024-2025. **Motion carried.**

6.4 RFD 017-2024 Reservoir Monitoring

Director of Public Works Verran noted that this request is to hire a survey company to provide precise measurements over a 6-8 week period to determine any areas of concern. \$850/visit with a minimum of 8 visits the first two months and then frequency to be determined for annual monitoring.

240318.09 It was moved and seconded that Council direct staff to execute reservoir monitoring and control. **Motion carried.**

6.5 RFD 015-2024 Interim Budget Approval for 2024-2025

CAO Crocker noted that Council has historically approved interim budgets to ensure continued/uninterrupted service provision. Staffing challenges have impacted the budget development process. The 2024-2025 budget is anticipated to be ready for review and approval early in the new fiscal year.

240318.10 It was moved and seconded that Council approve one-half of the Town General Operating Budget of 2023-2024, in the amount of \$2,108,867, for the purpose of providing spending authority in the new fiscal year 2024-2025. **Motion carried.**

240318.11 It was moved and seconded that Council approve one-half of the Water Operating Budget of 2023-2024, in the amount of \$358,956, for the purpose of providing spending authority in the new fiscal year 2024-2025. **Motion carried.**

6.6 2023-2024 Capital Projects Update

CAO Crocker gave an overview of updates since last reported in January 2024 and answered questions.

6.7 2023-2024 Forecast for Town General and Middleton Water Utility

CAO Crocker gave a verbal overview of the forecasts for 2023/2024 year-end and answered questions.

7. REPORTS

7.1 Management Report

CAO Crocker gave an overview of some of the highlights of the Management report that was circulated. She also noted that two new staff started today, Dayle Crook, Financial Analyst/Payroll and Kate Sanford, Accounting Clerk.

DPW Verran gave an overview of some of the highlights of the Public Works section of the Management report.

7.2 Middleton Fire Department Dispatch Report for February

CAO Crocker noted that the report was attached to the agenda.

7.3 Asset Management Working Group Feb 29/24 Minutes

CAO Crocker noted that the minutes were attached to the agenda and that the Working Group met once since last meeting. She and DPW Verran completed some of the AIM courses but had to put a hold on completing these due to time constraints. The Working Group will review and update costing.

7.4 Planning Advisory Committee Jan 24/24 DRAFT Minutes

Mayor Atkinson noted that the minutes were circulated to Council members.

7.5 Annapolis County Inter-Municipal Working Group Feb 22/24 DRAFT Minutes

Mayor Atkinson noted that the minutes were circulated to Council members.

7.6 IMSA Board Feb 21/24 DRAFT Minutes

Mayor Atkinson noted that the minutes were circulated to Council members.

7.7 Mayor's Report

Mayor Atkinson noted that the report was circulated to Council members.

8. ANTHING BY MEMBERS

Councillor Marshall extended thanks to Public Works for the crosswalk and streetlights repairs.

Mayor Atkinson noted that he has fielded inquiries regarding when pothole repairs will start. DPW Verran noted that some started today and will be ongoing weather permitting.

240318.12 It was moved and seconded to adjourn the meeting and move in camera at 8:10 pm. **Motion carried.**

240318.13 It was moved and seconded to move out of camera at 8:54 pm. **Motion carried.**

240318.14 It was moved and seconded that Town Council approve adding one (1) additional RCMP Officer in the Town General budget for the fiscal 2024-2025 year at a cost of \$214,592. **Motion carried.**

240318.15 It was moved and seconded that Town Council direct the Mayor and CAO to sign and send the attached draft letter to Honourable Brad Johns, Minister of Justice and Attorney General. **Motion carried.**

9. ADJOURNMENT

It was moved to adjourn the meeting at 8:56 pm

Mayor

Recording Secretary

Minutes Approved by Council Motion 240415.02, April 15, 2024.