

A regular monthly meeting of Middleton Town Council was held in-person at the Town Hall, via Facebook Live on Tuesday, April 22, 2025, starting at 7:00pm.

PRESENT

Chairing the meeting, Mayor Gail Smith; Deputy Mayor Gary Marshall, Councillors Sandra Fournier, Bernadette Knapp, John Bartlett, Jonathan Archibald and Dan Smith; Chief Administrative Officer, Ashley Crocker; and Recording Secretary, Sara Marceau.

Also in Attendance: Linda Bent, Annapolis County (left at 7:06pm)

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

250422.01 It was moved and seconded that Council approve the agenda as amended.
Motion carried.

3. **PRESENTATIONS**

3.1 2024-2025 Building and Fire Inspection Update

Linda Bent from Annapolis County provided a brief update on the 2024-2025 Building and Fire Inspection.

A brief discussion took place and Linda answered a few questions from Council.

3.2 2025-2028 Strategic Plan

CAO Crocker provided a brief overview of the 2025-2028 Strategic Plan and the eight Strategic Initiatives

1. Perform an assessment of policing services within the Town of Middleton
2. Explore the construction of a multi-faceted facility for municipal services
3. Create a plan for replacing road and sidewalk infrastructure in priority areas
4. Create a plan for upgrading water infrastructure in priority areas
5. Finish the new reservoir including the decommissioning of the old reservoir
6. Create a growth plan that promotes housing and population growth, as well as economic development.
7. Create a communications strategy that enhances public communication and transparency
8. Increase recreational programming and social events to the public

Councillor Smith suggested monitoring the comments during the first couple of weeks.

4. PROCLAMATIONS

4.1 Lyme Disease Awareness Month

Mayor Smith proclaimed May 2025, as Lyme Disease Awareness Month in Middleton.

4.2 Emergency Preparedness Week – May 4-10, 2025

Mayor Smith proclaimed May 4 - 10, 2025 as Emergency Preparedness Week in Middleton.

5. APPROVAL OF THE MINUTES

5.1 Approval of the Previous Meeting Minutes

2025.03.17 Council Meeting Minutes
2025.04.07 Special Council Meeting Minutes

No errors or omissions were noted, and the minutes were considered approved.

6. ANYTHING BY CITIZENS

No comments given or received.

7. NEW BUSINESS

7.1 Committee of the Whole Recommendations

a. RFD 016-2025 Procurement and Purchasing Policy

CAO Crocker provided a brief overview of the Procurement and Purchasing Policy.

250422.02 It was moved and seconded that Council, on recommendation from the CAO, approve the draft Procurement and Purchasing Policy. **Motion carried.**

b. RFD 017-2025 Approval of 2025-26 Valley Waste Budget

CAO Crocker provided a brief overview of the 2025-26 Valley Waste Budget.

250422.03 It was moved and seconded that Council approve the draft Valley Waste Operating and Capital budget for the 2025-2026 fiscal year. **Motion carried.**

7.2 RFD 020-2025 Low Income Tax Exemption

CAO Crocker provided a brief overview of the Low-Income Tax Exemption RFD.

Councillor Archibald asked whether residents are notified about the low-income tax exemption. They inquired if a notice is included with the tax bills.

ACTION: CAO Crocker was asked to confirm with Finance staff whether the information is included in the Beat newsletter or as a note on the tax bills.

250422.04 It was moved and seconded that Council approve the proposed revisions to the Low-Income Tax Exemption Policy and increase the exemption amount to \$310 and the household income not exceeding \$25,700. **Motion carried.**

7.3 RFD 021-2025 PCAP Grant Application

CAO Crocker provided a brief overview of the PCAP Grant Application.

250422.05 It was moved and seconded that Council confirm their support for the enclosed PCAP Grant Application for submission to the Department of Municipal Affairs and Housing. **Motion carried.**

7.4 RFD 022-2025 Pre-approval of Debenture for Public Works Truck

CAO Crocker provided a brief overview of the Pre-approval of Debenture for the Public Works Truck.

250422.06 It was moved and seconded that Council approve the attached Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of fifty thousand dollars (\$50,000.00) with an interest rate not to exceed 6.5%. **Motion carried.**

8. REPORTS

- 8.1 Management Report
- 8.2 Middleton Fire Department Dispatch Report for March
- 8.3 IDEA Committee Mar 4/25 DRAFT Minutes
- 8.4 Planning Advisory Committee Mar 19/25 DRAFT Minutes
- 8.5 Annapolis REMO Advisory Committee Mar 20/25 DRAFT Minutes
- 8.6 IMSA Board Mar 25/25 DRAFT Minutes and Meeting Minute
- 8.7 Annapolis County Inter-Municipal Working Group Feb 27/25 DRAFT Minutes
- 8.8 Mayor's Report

Mayor Smith noted that the above reports were circulated to Council members with the agenda package and called for questions/discussion. No comments or questions were made by Council members.

Councillor Smith requested that, as part of the weekly meetings, an update be provided on the feedback received from residents.

Councillor Archibald noted that a motorcycle club has moved into the location on Commercial Street.

ACTION: EA Marceau to follow up on the required permits.

9. CORRESPONDENCE

Two (2) notices of correspondence were distributed to Council members.

9.1 April 14, 2025 Letter from Minister John Lohr re: legislative and policy changes

9.2 April 10, 2025 Letter from Minister Becky Druhan re: Additional Officer Program

10. ANYTHING BY MEMBERS

Deputy Mayor Marshall reported receiving positive feedback from residents regarding potholes and the recent emergency patching, noting that the repairs were completed in a timely and effective manner. He also commended the RCMP for their prompt response on April 9th and for apprehending the offender on April 10th. He emphasized that a visible police presence sends a clear message that this type of behavior will not be tolerated.

Councillor Smith Church Street by the church and fire department, the pavement seems to be sinking. Also, a hump on Gates right before the high school.

ACTION: DPW Verran to investigate.

Councillor Archibald stated that there should have been an alert issued to the community regarding the armed robberies.

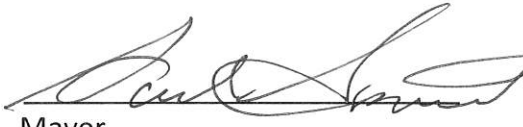
11. IN-CAMERA

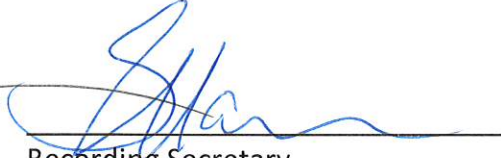
250422.07 It was moved and seconded to adjourn the meeting and move to in camera at 7:48pm. **Motion carried.**

250422.08 It was moved and seconded to move out of camera at 9:30pm. **Motion carried.**

12. ADJOURNMENT

The Mayor declared the meeting adjourned at 9:30 pm.


Mayor


Recording Secretary

BY
3P