



TOWN OF MAIN BROOK

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1. CALL TO ORDER

Minutes for the regular public meeting of council held on January 23rd, 2026 @ 6:05pm at the Town Office Chambers Room

2. ROLL CALL

Presiding:

Mayor Ian Brenton

Members of the Council:

Deputy Mayor Danielle Smith
Councilor Ben Wiper
Councilor Donna Gibbons Caines (via phone)
Councilor Kayla Pilgrim (via phone)
Councilor Troy Rumbolt (via phone)
Councilor Teresa Noble

Staff Members:

Interim Town Clerk - Hailee Keats
Absent: Town Clerk - Sandra Soman (sick)

3. ADDITIONS AND ADOPTIONS OF AGENDA

No formal agenda, due to absence of town clerk Sandra Soman.

4. ADOPTION OF MINUTES/SIGNATURES

5. BUSINESS ARISING

6. NEW BUSINESS

Review and acceptance of Contract for Hailee Keats

Prior to discussion, Councilor Ben Wiper declared conflict of interest due to possible personal financial gain of a family member and left the room.

Resolution #2026-001

Councilor Teresa Noble / Deputy Mayor Danielle Smith

Be it resolved to accept Hailee Keats' contract as-is, and appoint her as Interim Town Clerk effective immediately.

In favor: 6 - Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble.

Against: 0

Abstain: 1 Councillor Ben Wiper (Conflict of Interest)

Resolution #2026-001 CARRIED

Town Clerk Administrative Leave

Councilor Ben Wiper also has a conflict of interest on this matter due to possible personal financial gain of a family member and remained out of the room.

Resolution #2026-002

Mayor Ian Brenton/ Councilor Teresa Noble

Be it resolved to place Town Clerk Sandra Soman on non-disciplinary paid administrative leave effective immediately.

In favor: 6 - Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1 Councillor Ben Wiper (Conflict of Interest)

Resolution #2026-002 CARRIED

Town Clerk Termination meeting

Councilor Ben Wiper also has a conflict of interest on this matter due to possible personal financial gain of a family member and remained out of the room.

Other Councilors talked around the table to come to an agreed on time to hold the meeting, where the vote to terminate Sandra Soman - Town Clerk will occur. The meeting will be held Monday, February 2 at 4pm.

Resolution #2026-003

Councilor Teresa Noble / Councilor Danielle Smith

Be it resolved to hold a vote to terminate Sandra Soman the town clerk without cause, on February 2, 2026.

In favor: 6-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim,
Councilor Troy Rumbolt, Councilor Ben Wiper, Councilor Donna Gibbons Caines,
Councilor Teresa Noble

Against: 0

Abstain: 1 Councillor Ben Wiper (Conflict of Interest)

Resolution #2026-003 CARRIED

Councillor Wiper was asked to, and did return to the room and took his seat at the table.

Line of Credit from Credit Union

Councillors talked around the table about their concerns with cashflow, while we are still waiting for the 2024 Audit to be complete. The Council instructed Hailee Keats - Interim Town Clerk to reach out to the Credit Union and apply for a line of credit for 20% of our taxable income, which is about \$40,000.00.

Resolution #2026-004

Councilor Ben Wiper / Councilor Teresa Noble

Be it resolved to apply for a \$40000.00 line of credit from the Credit Union.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim,
Councilor Troy Rumbolt, Councilor Ben Wiper, Councilor Donna Gibbons Caines,
Councilor Teresa Noble

Against: 0

Abstain: 0

Resolution #2026-004 CARRIED

Update on town's Loader

Deputy Mayor Danielle Smith declared conflict of interest due to potential financial gain of a family member.

Councilor Troy Rumbolt had mentioned that throughout all the years while David Smith has been working at the seasonal snow plow operator, he has never been reimbursed for any welding, or welding rods used, oil, and a hose. Interim Town Clerk Hailee Keats is to reach out to David to get an expense report/receipts if possible.

Resolution #2026-005

Councilor Ben Wiper / Councilor Teresa Noble

Be it resolved to reimburse David Smith for personal materials used, and to be used for
Town business.

In favor: 6-Mayor Ian Brenton, Councilor, Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1 Deputy Mayor Danielle Smith (Conflict of interest)

[Resolution #2026-005 CARRIED](#)

7. CORRESPONDENCE SESSION

8. TOWN'S FINANCE REPORT

Councilor expense claims

Councilor Ben Wiper presented a \$30.98 expense for monthly website hosting through GoDaddy.

Councilor Ben Wiper declared a conflict of interest due to personal financial gain.

Resolution #2026-006

Mayor Ian Brenton/ Councilor Kayla Pilgrim

Be it resolved to reimburse Councilor Ben Wiper \$30.98 for monthly website hosting.

In favor: 6-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1 Councilor Ben Wiper(Conflict of interest)

[Resolution #2026-006 CARRIED](#)

Councilor Troy Rumbolt mentioned that he also has an expense to submit for parts of about \$110.00.

Councilor Troy Rumbolt declared conflict of interest due to financial gain.

Resolution #2026-007

Mayor Ian Brenton/ Councilor Ben Wiper

Be it resolved to reimburse Councilor Troy Rumbolt, pending receipt and expense claim form.

In favor: 6-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1 Councilor Troy Rumbolt (Conflict of interest)

Resolution #2026-007 CARRIED

Audits

Councilors around the table are very concerned that the auditor Arthur Skinner had not completed the 2024 audit, and because of this we may not receive the second instalment of our MOG for 2025.

Councilor Ben Wiper has been speaking with BCJ, Bonnell- Coles-Janes. BCJ is interested in doing and willing to do our audits for 2024 and 2025.

Resolution #2026-008

Councilor Teresa Noble/ Councilor Donna Gibbons

Be it resolved to hire BCJ to complete the 2024 audit.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Troy Rumbolt

Against: 0

Abstain: 0

Resolution #2026-008 CARRIED

Resolution #2026-009

Councilor Ben Wiper/ Councilor Teresa Noble

Be it resolved to hire BCJ to complete the 2025 audit.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Troy Rumbolt

Against: 0

Abstain: 0

Resolution #2026-009 CARRIED

Resolution #2026-010

Mayor Ian Brenton/ Councilor Teresa Noble

Be it resolved to send the drafted letter of displeasure to Arthur Skinner.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Troy Rumbolt

Against: 0

Abstain: 0

Resolution #2026-010 CARRIED

Budget

Councilor Ben Wiper presented the almost complete budget. There is approximately \$50,000.00 to make up for in the budget. The council decided one way to bring this number down is by removing the full time town clerk position would make up \$48,000,00 out of the \$50,000.00. The finance committee will meet before the next council meeting, make the necessary changes and submit it to the council for final review and adoption.

Resolution #2026-011

Councilor Kayla Pilgrim/ Councilor Teresa Noble

Be it resolved to remove the full time town clerk position from the 2026 budget.
In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Troy Rumbolt

Against: 0

Abstain: 0

Resolution #2026-011 CARRIED

9. CALL TO CLOSE

Resolution #2026-012

Mayor Ian Brenton/ Councilor Teresa Noble

Be it resolved to call the meeting to end.
In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim, Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Troy Rumbolt

Against: 0

Abstain: 0

Resolution #2026-012 CARRIED



Mayor



Town Clerk



Date of Adoption