

Town of Brooker
Regular Monthly Council Meeting
December 14th, 2021

Present: Joe Tolleson, Steve Acree, Chris Caldwell, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas, Tony Stalnaker
Absent: Linda Bennett
Community: Steve Voelker

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:00 p.m.
Pledge of Allegiance

A motion was made by Steve Acree to approve the November 9th meeting minutes as presented. Seconded by Joe Tolleson, Motion passed.

First Order of Business – SCOP Grant/Bid for Inspection Services:

One bid was received in response to the advertisement for Inspection Services, related to the SCOP grant. SAI Consulting Engineers submitted the bid and copies were given to the council members for review prior to the January 2022 meeting. A copy of the bid will be provided to the grant administrator to confirm responsiveness to the bid specifications. A motion was made by Joe Tolleson to ask the consultant to review the bid for responsiveness and make recommendation to the council of same, to be discussed at the January meeting. Seconded by Steve Acree, Motion passed

Second Order of Business – Class “C” Operator Bid:

One bid was received in response to the advertisement for Class “C” Operator for the Town of Brooker. Attorney John Maines opened the sealed bid, submitted by Bernard Carter. Bid submitted for \$750.00 per month and \$80.00 per trip for water sampling as required by Department of Environmental Regulation. Bid is for two (2) years (January 2022 thru December 2023). His bid total for 2019 was \$730.00 per month and \$80.00 per trip for water sampling. A motion was made by Joe Tolleson to accept the bid from Bernard Carter. Seconded by Steve Acree, Motion passed.

Attorney – John Maines:

- I. *North Central Florida Regional Planning Council – Update on Comprehensive Plan*
John Maines updated the Council on a recent land use issue that had presented in the past week. Bradford County was attempting to address a land use change within the city limits of the Town of Brooker. Sondra Joseph, North Central Florida Regional Planning Council, made contact with Bradford County, Zoning Department directing them to discontinue the process and redirect the applicant to the Town of Brooker as Brooker has its own Board of Adjustments. Mr. Maines further advised that it is appropriate for a owner to make application for a land use change via a surrogate, however the owner must either join or participate in the application process. A property owner’s permission/signature would be required to initiate a land use change. He further cautioned against discussion of the possibility of a land use change prior to receiving an application for same to ensure the integrity of the associated quasi-judicial processes.

Fire Department – Tony Stalnaker:

1. Tony Stalnaker reported that the Bradford County Board of County Commissioners did not include any increases for Fire & Rescue in this year's budget, carrying over the same allocation as last year's budget, therefore there are no additional funds for Brooker. Gene Melvin relayed that Diane Andrews is working to coordinate a meeting with the appropriate parties after the first of the new year to discuss the needs of the Town of Brooker and future plans.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$423.37 in overdue accounts. Two (2) meters were locked during the month of October. One (1) remains locked.
2. Commission on Ethics – All Council members have completed the Code of Ethics training, complying with the 12/31/21 deadline.
3. Terry Thomas completed a sampling of meter readings to follow-up on the issues with the current meter reader. Fifteen (15) meters were re-read by Mr. Thomas with all having discrepancies, 80% being significantly different. Terry will meet with D.J. (Meter Reader) on 12/22/21 to accompany him for the December readings with recommendation for corrective action at the January meeting.
4. The Town Hall office will be closed for the Christmas and New Year holidays on the following dates: 12/24/21 and 12/31/21.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for November 2021.
2. Charlene Thomas spoke with Kara Wainwright, Reddish & White, concerning the American Rescue Plan Act funds to see what they can be used for. She felt sure funds can be used for Fire Hydrants, Town Beautification, Community Center Roof. She said we can always say more people are working from home thus the need for more hydrants. Not having inmates available due to COVID to do sidewalk and road clean up, etc. would also be a valid reason.

Water Department – Gene Melvin:

1. Gene Melvin discussed the three (3) stand pipes remaining in Shady Oaks and the need to replace them with fire hydrants, which will require specific certification by the installation contractor. This item to be further discussed in the new year, with the possibility of using ARPA funds to make the upgrades. He also noted the need to discuss other options for usage of ARPA funds as it relates to the Water Department/utilities.

Sanitation – Chris Caldwell:

1. Noted that the WastePro cans appear to be damaged by the mechanical pick-up process. Town Clerk advised that 3 customers had reported their cans missing and she was making contact with WastePro for replacements.

Road/Streets – Joe Tolleson:

1. Potholes and need for road repairs are noted, with the repairs anticipated through the SCOP Grant

Recreation/Parks – Linda Bennett (absent):

- I. Nothing to report

Ground Maintenance/Mowing – Steve Acree:

- I. Mowing is being completed on schedule

Community Center Building – Mayor Melvin:

- I. Community Center is being rented regularly with 3 rentals during the month December

Town Council:

- I. Gene Melvin reported that Clay Electric (Kelley Dyal) had contacted him about the outdoor lights located behind the Brooker Fire Department mobile building. Now that the Fire Department billing is being handled by the county, there was question as to a need for change of billing for the two lights associated with this location (1 behind the mobile building, 1 by the basketball court). It was decided that the Town of Brooker would retain the light by the building structure behind the Fire Department mobile building, changing billing to the Town of Brooker and turn off the light at the basketball court.

Old Business:

- I. *Brooker Fire Department – Status Update*

Joe Tolleson questioned the need to continue payment for salary and insurance for the Fire Chief given the current status of the Fire Department. Gene Melvin noted that prior recommendation by the attorney was to retain the Fire Chief as long as there was a Fire Department budget. It was determined this was an item needing additional discussion and would be an agenda item for the attorney's recommendation at the January meeting.

New Business:

- I. *Christmas Bonuses*

Christmas Bonuses were discussed for the Town Clerk and Bookkeeper. A motion was made by Joe Tolleson to give Bookkeeper Charlene Thomas a \$200.00 Christmas Bonus. Seconded by Steve Acree. Gene Melvin abstained from voting and filled out Form 8B. Vote called for – 3 yes (Linda Bennett absent).

A motion was made by Joe Tolleson to give Town Clerk Suzanne McRee a \$200.00 Christmas Bonus. Seconded by Steve Acree, Motion passed.

Checks approved: General Fund: 7664-7686

Water Fund: 5690-5698

A motion was made by Steve Acree to approve the bills. Seconded by Chris Caldwell. Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:33 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk