

Town of Brooker
Regular Monthly Council Meeting
December 13, 2022

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

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 14th meeting minutes as presented.
Seconded by Joe Tolleson, Motion passed.

Attorney – John Maines:

1. *Interlocal Agreement for Floodplain Management*

Bradford County delivered a copy of the Interlocal Agreement for Floodplain Management for signature, having accepted the responsibility as “compliance officer” for this program (previously assigned to the Town Clerk). The attorney recommended approval of the Interlocal Agreement as submitted. Joe Tolleson made a motion to approve the Interlocal Agreement for Floodplain Management as submitted by Bradford County. Seconded by Steve Acree, Motion passed.

2. *SCOP Grant*

a. *Update on Review of Bid for Paving Services*

- i. FDOT has notified the Town that the bid deficit related to the paving services portion of this project has been approved.
- ii. SAI did complete their review for responsiveness of the Bid submitted by V.E. Whitehurst, Inc. for paving services under this project and noted the absence of a “bid bond”, which was listed as a requirement in the Bid Package to Bid. Attorney Maines noted that since the decision to accept the bid had been tabled until January, it affords the Town time to address the issue. The Town will have the option to readvertise for additional bids; contact the contractor for compliance; or waive the requirement. The Clerk was instructed to contact Andy Easton for guidance on these options to present at the January meeting.
- iii. The Town has received communication from another contractor (Live Oak Management Group) of their intent to file a “Bid Protest”. The nature of the protest is that LOMG feels that the requirement that bidders be “pre-certified FDOT contractors” should not have made. The Town did place this requirement under the direction of FDOT, as this was a requirement of the SCOP grant. Mr. Maines noted the unique circumstances in that this company did not submit a bid, nor has a bid from any contractor been accepted. The Clerk was instructed to contact Andy Easton for additional guidance as to this potential protest.

b. *"Virtual" Meeting Equipment*

Mr. Maines suggested that the Council may wish to consider spending some of the ARPA funds on equipment that will allow for "virtual" meetings, i.e., Zoom or Team meetings, noting that other municipalities that he works with have done so. The Clerk was instructed to get estimates on equipment and software needs to present for consideration at the January meeting.

Fire Department – Joe Tolleson:

Nothing new to report. Tony Stalnaker was in attendance and expressed appreciation for County Commissioner Diane Andrews speaking on behalf of Brooker and the need for a station in Brooker. He also expressed concern that additional representation is needed to voice these concerns and encouraged council members to attend the County Commission meetings to speak to these concerns.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$459.75 in overdue accounts.
2. Clerk advised that the terms for council seats 3, 4, & 5 are up in 2023. Qualification dates will be Wednesday, 12/28/22 and Friday, 12/30/22 with the election scheduled for February 14, 2023. The Qualifying date will be published in the Telegraph on 12/15/22. Qualification packets are available for pick-up in the office. An Election Assessment Fee of \$12.00 is required when packets are turned in.
3. Prestige Electric replaced the lights on the exterior of the building, the 3-way switch in Charlene's office and will be installing a motion-sensor light at the Water Building.
4. Carlton Construction has been contacted for bids on repair of the well/house building by the tennis courts (door & roof) along with the storage building by the Fire Department office building (roof). They should be out the week after Christmas to look at it.
5. Ring Power is still waiting on two (2) sensors for the generator, citing supply chain issues.
6. All Reliable Services, Inc (contractor for Clay Electric) has been notified of the quote from Walt Seiler for fire hydrant and line repairs in Shady Oaks subdivision and a request for a Letter of Commitment has been sent. The Clerk is still waiting on a response from them with an insurance adjuster's name and contact info. Contact was made with Clay Electric about our inability to connect with their contractor and a new contact was provided.
7. Radar Speed Signs – This company has provided a Single Source letter and reduced their bid by \$406.80, bring their quote to \$10,313.20. Steve Acree made a motion to accept the quote of \$10,313.20 for this product, utilizing ARPA funds. Seconded by Linda Bennett, Motion passed.
8. Office will be closed on Monday, 12/26/22 and Monday, 1/2/23 in observance of the Christmas and New Year holidays.
9. The Clerk will work alternate hours the week of January 9th, working Monday and Tuesday (12 hours), off on Wednesday and Friday (1/11 and 1/13).
10. Mayor Melvin advised that he had received a complaint call from a customer regarding high meter readings. The Clerk advised that she had also received that call and pulled the readings for this customer, which did not reflect consistently high readings. The customer had been offered the resolution that the Town would monitor her readings closely and would change out the meter if needed.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of November 2022.
2. New playground equipment should be delivered this weekend (12/17) or the following week.
3. A quote from Josh Hall was received for the removal of trees at the playground, allowing for expansion of the fencing to accommodate the new equipment and a second pavilion. Price quoted was \$4000.00 for removal of four (4) trees, including stump grinding. Steve Acree made a motion to utilize Josh Hall for the services presented. Seconded by Linda Bennett, Motion passed.
4. Ms. Thomas met with Brad Million and Annie Nock of Reddish & White CPAs. They are currently working on our audit.

Water Department – Gene Melvin:

1. Gene Melvin met with David King, Suwannee River Water Management District, to confirm the number of wells on site (2), in preparation of modifying the Town's current water usage permit. This change is needed prior to Durrance Pump & Well Drilling beginning the new well installation project, providing non-potable/raw water to fire departments, etc.

Sanitation – Chris Caldwell:

Nothing new to report.

Road/Streets – Joe Tolleson:

Looking forward to beginning the paving portion of the SCOP grant.

Recreation/Parks – Linda Bennett:

Linda Bennett reported the gate surrounding the water tank is open and may present a danger to the public. It will be checked to see if repairs are needed.

Ground Maintenance/Mowing – Steve Acree:

Mowing is taking place as scheduled.

Community Center Building – Mayor Melvin:

Community Center is being rented regularly.

Town Council:

None

Old Business:

1. *ARPA Fiscal Recovery Funds Usage*
Updated ARPA expense sheets were provided to Council members.

New Business:

1. *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 – 4 yes


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

Checks approved: General Fund: 7939-7964 Water Fund: 5817-5828

A motion was made by Steve Acree to approve the bills. Seconded by Linda Bennett, Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:15 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk