

Town of Brooker  
Regular Monthly Council Meeting  
February 8, 2022

Present: Joe Tolleson, Steve Acree, Chris Caldwell, Linda Bennett, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas  
Community: Terry Thomas, Diane Andrews, Kara Wainwright (Reddish & White CPAs)

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 January 11<sup>th</sup> meeting minutes as presented. Seconded by Joe Tolleson, Motion passed.

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**First Order of Business – Kara Wainwright (Reddish & White CPAs) 2020/2021 Audit:**

Ms. Wainwright presented the financial statements and independent auditor's reports for the year ending September 30, 2021 and concluded there were no negative findings during this audit. Ms. Wainwright commended Ms. Thomas on her recordkeeping. Chris Caldwell made a motion to approve the audit. Seconded by Steve Acree, Motion passed.

Separately, Ms. Wainwright provided resource information for guidance as to how to utilize the American Rescue Plan Act Fiscal Recovery funds.

**Attorney – John Maines:**

1. *Fire Department – Checking Account*

The Bradford County Commissioners have been notified of Tony Stalaker's resignation as Fire Chief for the Town of Brooker, as directed in the January meeting, with Joe Tolleson being the new point of contact. The issue has been raised that there is a checking account at TD Bank with Tony Stalaker as the representative for the Fire Department and the Town has no information on the funds or status of the account. Attorney Maines advised that if this account is utilizing the Town's Tax ID #, then it falls under the authority of the Town and may be corrected with a change of signatory. Tony Stalaker will be contacted to complete this transition with the bank so that the account will be recorded under the Town of Brooker and future correspondence can come thru this office.

**Fire Department – Joe Tolleson:**

1. Joe Tolleson reported that he needed the combination to enter the modular building/former FD office. Contact will be made with Tony Stalaker for this information.
2. Diane Andrews reported that the County has an opportunity to apply for a grant for emergency management/fire department that may benefit Brooker (May 2022). Specifically, that funds be used to renovate the building on Charlotte Avenue that adjoins the current fire station with firefighter positions allocated. Ms. Andrews will keep the Town apprised.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$418.29 in overdue accounts. One meter (1) remains locked (Prescott).
2. Council members were provided a copy of the Cost Proposal submitted by SAI Consulting Engineers for Inspection Services. Along with the submitted Cost Proposal each Council member was provided the memo dated March 16, 2018 from Mayor Melvin to FDOT, stating the monetary allocations for each activity. Council members were asked to review both documents for discussion at the regularly scheduled March 2022 meeting.
3. Florida Commission on Ethics is transitioning to a new electronic filing system for the annual financial disclosures. This will be communicated via each Council member's personal e-mail in March 2022 from EFDMS.
4. Citizen complaint – resident in Shady Oaks has sent a follow-up complaint about the "junk heap" located at 11939 Cedar Drive. Mayor Melvin advised he has spoken to the property owner repeatedly and the owner said it would be cleaned up that weekend. If that is not completed, the issue will be reported to Code Enforcement.
5. Notice was given to the Council that elections for Mayor and Vice-Mayor will be held at the regularly scheduled March 2022 meeting.

**Bookkeeper – Charlene Thomas:**

1. Went over Revenue and Expenditures for January 2022.
2. Due to the Council meeting being early in the month, the Clay Electric bills have not yet been received for inclusion in this report.
3. Charlene Thomas thanked Chris Caldwell for covering the pipes at the tennis court, baseball field and recreation areas during the recent freezes.
4. Charlene Thomas suggested the Council consider purchasing 911 number signs for all the houses within the city limits, that do not currently have them. This would help with emergency calls and meter reading locations. She suggested that ARPA funds could be used and volunteered to get pricing for the Council's review.

**Water Department – Gene Melvin:**

1. Gene Melvin briefed with Bernard Carter. Water samples had been submitted, as per contract, and the water department was in good order.

**Sanitation – Chris Caldwell:**

1. Nothing new to report

**Road/Streets – Joe Tolleson:**

1. Issues with roads/streets are being addressed thru the SCOP grant.
2. Diane Andrews advised that she had asked Jason Dodds if a fence could be put up on Melvin Street to replace the barricades that are frequently run over. Jason Dodds advised this would be acceptable as long as FDOT guidelines are adhered to.

**Recreation/Parks – Linda Bennett:**

1. Nothing new to report

**Ground Maintenance/Mowing – Steve Acree:**

1. Mowing is being completed on schedule
2. Joe Tolleson advised that the property located behind the fire department building had been purchased by a private party and A.J. (lawn contractor) should be told he is no longer responsible for mowing.

**Community Center Building – Mayor Melvin:**

1. Community Center is being rented regularly

**Town Council:**

1. Nothing to report

**Old Business:**

None

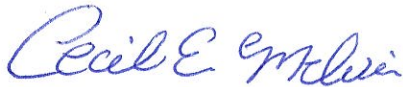
**New Business:**

None

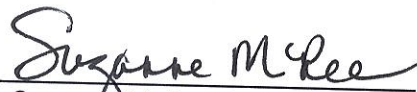
Checks approved: General Fund: 7711-7730      Water Fund: 5711-5719

A motion was made by Chris Caldwell to approve the bills. Seconded by Linda Bennett. Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:40 p.m.



Cecil E. (Gene) Melvin, Mayor

  
Suzanne McRee, Town Clerk