

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
JUNE 8, 2021

Present: Steve Acree, Linda Bennett, Gene Melvin, Chris Caldwell, Joe Tolleson, John Maines, Suzanne McRee, Charlene Thomas
Community: Terry Thomas, Steven Thornton, Breann Garbas, Doug Sanders (Andy Easton & Associates)
Absent: Tony Stalnaker

Meeting called to order by Gene Melvin, Mayor.
Pledge of Allegiance

A motion was made by Steve Acree to approve the May 11th meeting minutes as presented. Seconded by Chris Caldwell, Motion passed.

First Order of Business – SCOP Grant/Bid Opening:

Three (3) sealed bids were received and opened by Attorney John Maines. Packets were disbursed to Council members along with the scoring sheets to be returned for tabulation at the July meeting. Doug Sanders with Andy Easton and Associates gave a brief overview of the SCOP grant. A motion was made by Joe Tolleson to acknowledge receipt of the bid proposals and scoring sheet by the Council members. Seconded by Steve Acree, Motion passed.

Fire Department – Tony Stalnaker – (absent)

Attorney John Maines reported he had attempted to make contact with county attorney and has not been able to reach him. He advised that the Town of Brooker should continue with operations as is until such time as the full scope of services is presented with the county.

Specifically, the Town of Brooker will continue in current status (defunded by county) with Tony Stalnaker as the sole fireman, working with the county and maintaining a current inventory of equipment on site, keeping the Town Council apprised of developments.

Council member Linda Bennett relayed a message from Commissioner Diane Andrews (absent), stating that Ms. Andrews had been told there was future funding for a fire station in Brooker and 1 staff member to be on site full-time.

Town Clerk –Suzanne McRee:

1. Lawn Maintenance contract is up for renewal (2-year contract runs from 8/1 thru 7/30). No changes to the bid proposal were recommended by the Council. A motion to accept the bid proposal as is currently written was made by Steve Acree. Seconded by Chris Caldwell, Motion passed. An Invitation to Bid will be posted in the Bradford Telegraph during the month of June with sealed bids being received prior to the July Town Council meeting. A Pre-Bid Tour will be offered on 6/26/2021 at 9:00 a.m.
2. Received communication from Bernard Carter that DEP will be conducting an inspection on the Water Department later in the week (week of 6/7/21)

3. Utility Services will be conducting an inspection on the water tower during the month of June (date to be determined).
4. The Annual Drinking Water Quality Report for 2020 has been received and will be going out with the June water bills.
5. The Community Center now has someone to clean on an as needed basis, following rentals.
6. Past Due Report was passed out. Currently 8 accounts in past due status, with 2 meters locked. One (1) remains locked with the property being vacant. Overdue balance \$302.91.
7. Clerk advised that she will be out of the office on Monday, 6/21/21. The office closure will be posted on the office door.

Finance/Budget/Insurance – Charlene Thomas:

1. Went over Revenues and Expenditures for May 2021.
2. The new Highway Lighting, Maintenance, and Compensation Agreement from Florida Department of Transportation has been received. The term of this agreement was changed to seven (7) years. The last agreement was dated 2003. A motion was made by Joe Tolleson to adopt this agreement with the Florida Department of Transportation and seconded by Steve Acree. Motion passed.
3. This agreement with FDOT will require the Town to have a Resolution authorizing Suzanne McRee (Town Clerk) to execute and deliver this Agreement to FDOT. Resolution 2021-02 presented. A motion to adopt and read by title only Resolution 2021-02 was made by Steve Acree. Mr. Maines read Resolution 2021-02. The motion was seconded by Chris Caldwell. Motion passed.
4. Ms. Thomas advised of receipt of a letter dated April 14, 2021, from Florida Department of Economic Opportunity, stating the Town of Brooker has not submitted the Evaluation and Appraisal Letter which was due on April 1, 2021, therefore the Town may not submit an amendment to its comprehensive plan until the letter is submitted to them. She contacted North Central Florida Regional Planning Council, Sandra Joseph, and let her know they had agreed in May 2019 to update our comprehensive plan for the Town at no charge. She did not respond back. Ms. Thomas referred to Attorney John Maines who sent an e-mail to Sandra Joseph concerning this issue. On May 7, 2021, Ms. Joseph responded to Ms. Thomas and advised they intend to have it completed this year. The Town cannot do any comprehensive plan amendments until this is completed.
5. Ms. Thomas advised of budget planning time frames and asked council member to contact her prior to the July council meeting of any new budget needs. The first Public Hearing on the Millage and Budget will be September 14th at the regularly scheduled council meeting.
6. The Spring Rider Dinosaur should be delivered on Friday, 6/11/21. Mr. Terry Thomas has agreed to install it for the Town. He will need to purchase some concrete for installation.
7. An invoice from Prestige Electric dated February 11, 2021 in the amount of \$120.00 was received. Ms. Thomas checked with Bernard Carter about the invoice and he confirmed that Prestige Electric had completed work for the Town in February. Unsure as to the reason for the delay in invoicing for payment.

8. Ms. Thomas will be on vacation June 21 through June 25, 2021.

Attorney – John Maines

1. See report given under Fire Department and Old Business.

Water Department – Gene Melvin:

1. Briefed council members of upcoming DEP inspection and the need to drain water tank and open flush fire hydrants to flush the tank.
2. Mayor Melvin briefed Bernard Carter about important dates with Brooker Elementary School as it relates to installation of a 6-inch fire hydrant at that site and the time frames for water outage to accomplish the installation.

Sanitation – Chris Caldwell:

Nothing new to report

Road/Streets – Joe Tolleson:

1. County has made temporary repairs to some potholes.

Recreation/Parks – Linda Bennett:

1. Reported some park equipment missing (tetherball) and need to replace

Grounds/Maintenance – Steve Acree:

Nothing new to report

Community Center – Gene Melvin

1. Confirmed with Town Clerk that the Center is being rented out regularly.

General Discussion from Town Council:

Nothing new to report

Old Business:

Fire Department Status

1. Steve Acree made motion that the reports of John Maines, Chief's report and Old Business be accepted. Linda Bennett seconded. Motion passed.

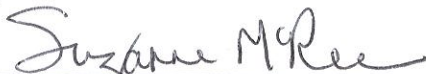
New Business:

Checks approved: 7524 – 7543, 5626 - 5632

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: 8:13 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk