

Town of Brooker
Regular Monthly Council Meeting
November 14, 2022

Present: Steve Acree, Linda Bennett, Gene Melvin, Joe Tolleson, Chris Caldwell, John Maines, Suzanne McRee, Charlene Thomas
Community: Doug Sanders (Andy Easton & Associates), 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 October 11th meeting minutes as presented.
Seconded by Joe Tolleson, Motion passed.

Opening of Sealed Bids – Invitation to Bid for Paving Services (SCOP Grant):

Attorney John Maines acknowledged the receipt of one (1) bid responsive to the Invitation to Bid for Paving Services under the SCOP Grant issued to the Town.

V. E. Whitehurst & Sons was the singular bid received in response to this invitation. The bid offered for consideration was separated into two (2) bids, a base bid and a base bid including paving of Michigan Avenue, as required in the invitation. Bid is as follows:

1. Base Bid Work \$914,429.88
2. Base Bid Work + Michigan Avenue \$991,042.23

On the recommendation of Attorney Maines, a motion was made by Joe Tolleson to table consideration of the bid until the bid could be reviewed for responsiveness by the appropriate parties as well as determine if the bid is within the dollar amount specified in the SCOP grant. Seconded by Steve Acree, Motion passed. This item will be placed on the January Council Meeting agenda for consideration.

SCOP Grant Update – Doug Sanders (Andy Easton and Associates, Inc.):

Doug Sanders presented an update on the SCOP Grant to the council members and provided a spreadsheet outlining how much of the funds have been allocated, the amount specified in the SCOP Grant and supply chain issues that have presented since the beginning of the project.

Attorney – John Maines:

Nothing new to report.

Fire Department – Joe Tolleson:

Nothing new to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$262.94 in overdue accounts.
2. Clerk advised that Ring Power had been contacted about the alarm going off on the generator. They advised it was a sensor issue and would be ordering the part to replace.
3. Clerk advised that the Remind app, which is the system the town uses to communicate emergency notifications, has been updated and we currently have 90 customers enrolled.

Under DEP Guidelines, a notification system should reach 75% of the customer base, which would be 147 customers for the Town of Brooker. We will continue to add new customers and to reach out to current customers to install the app.

4. All Reliable Services, Inc. (contractor for Clay Electric) has been notified of the quote from T.C. 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 ARS to provide the insurance adjuster's name and contact info.
5. The Clerk provided a copy of the Condition Assessment Report for the water tower to the council members for their review. This report was following the September 12, 2022 Inspection.
6. The Clerk thanked the council members for completing the required Annual 4-hour Ethics training prior to the 12/31/22 deadline.
7. Office will be closed on Thursday and Friday, 11/24/22 and 11/25/22, for the Thanksgiving holiday.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of October.
2. Ms. Thomas advised that Kara Wainwright is no longer working for Reddish & White CPAs, having taken a new position with the Union County School Board. Her replacement and our point of contact has been hired and will be working with the Town in that capacity.
3. Ms. Thomas advised that she has been having issues with her office lights, not being able to turn them off. Clerk was instructed to contact Prestige Electric for repair and to check the outside lights on the building as they are not coming on during hours of darkness.
4. Ms. Thomas noted some items for consideration of ARPA funds usage:
 - a. Tree removal at park
 - b. Extra dirt at the park, which would require the fence to be taken down. Good time to move fence out to expand park area.
 - c. Another pavilion at the park
 - d. Replace gate and some fencing on the front side of the water department.

Gene Melvin encouraged Council members to observe these areas and others in the next month to identify additional ARPA funds usage projects.

Water Department – Gene Melvin:

1. Durrance Pump & Well Drilling will be starting the new well installation project, having met the certification requirements (proof of insurance and workers compensation exemption). He has been in contact with David King of the SRWMD for permitting and Mr. King has communicated he is in the process of updating our existing Water Usage Permit.
2. During a service call at 18387 Charlotte Avenue (Adams), Swamp Cutters noted the existence of a lead pipe, which caused concern to the homeowner. Upon further review, it was noted that the existence of lead piping is monitored and has been monitored through routine testing (required every three (3) years). Documentation is on file of the previous testing and the schedule for upcoming testing. This was communicated to the homeowner who was satisfied with the outcome. This will also be monitored closely during the upcoming work scheduled to be done in the Shady Oaks subdivision (fire hydrant installation).
3. The need for water shut-off valves on new construction homes was discussed and it was relayed that this is communicated verbally to new construction customers. Gene Melvin

indicated a need for this to be in writing. Clerk will follow-up on this item and provide updated to the Council.

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:

Nothing new to report.

Ground Maintenance/Mowing – Steve Acree:

Mowing is taking place as scheduled.

Community Center Building – Mayor Melvin:

Community Center is being rented regularly.

Town Council:

Steve Acree suggested a Book Exchange set-up for the Town of Brooker. Discussion ensued as to placement, possible vandalism, etc. Mr. Acree will do some additional research and provide an update to the Council.

Old Business:

- I. ARPA Fiscal Recovery Funds Usage
 - a. Updated ARPA expense sheets were provided to Council members.

New Business:

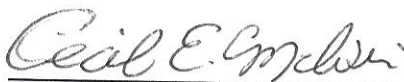
No new business

Checks approved: General Fund: 7915-7938

Water Fund: 5809-5816

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: 7:59 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk