

Town of Brooker
Regular Monthly Council Meeting
October 12, 2021

Present: Linda Bennett, Joe Tolleson, Steve Acree, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas
Absent: Tony Stalnaker
Community: Steven Thornton, 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 Linda Bennett to approve the September 14th meeting minutes as presented. Seconded by Steve Acree, Motion passed.

First Order of Business – Resolution 2021-06 Modifying Connection Charges:

1. A motion was made by Joe Tolleson to adopt Resolution 2021-06, modifying connection charges from \$1100.00 (within city limits) and \$1350.00 (outside of city limits) to \$1750.00 for all new water meter installations. Seconded by Steve Acree, Motion passed.

Attorney – John Maines:

1. *Florida Division of Emergency Management Funding Agreement – American Rescue Plan Act*
Mr. Maines advised of the origin the funding, specifically the \$1.9 trillion stimulus package passed by Congress. He cautioned of the need for attention to detail with the acceptance of the funds as all time spent as well as funds spent in conjunction with this agreement will need to be carefully documented in accordance with federal law. The various usage categories of these funds is outlined in the documents provided by the Florida Division of Emergency Management. Mr. Maines offered some examples for the usage of funds, however recommended that brainstorming for ideas of usage be held at a separate meeting, once the applicable documents are fully reviewed. Mr. Maines reminded the council that these are not recurring funds, which would need to be kept in mind when determining how to spend the funds, which must be encumbered prior to December 31, 2024. He asked Clerk to get clarification for the usage of grant funds for administrative needs, i.e., administrative, legal, bookkeeping, clerical, auditing. He also asked the Bookkeeper if the money should be kept in a separate account or as a separate line item. Ms. Thomas advised she would make contact with Kara of Reddish & White for guidance. Motion was made by Steve Acree to accept the Funding Agreement provided by the Florida Division of Emergency Management. Seconded by Linda Bennett, Motion passed.
2. *Road Block on Melvin Street*
Joe Tolleson asked if there would be any liability to the Town if someone hit the blocks that had been put in front of the official road block on Melvin Street. Gene Melvin advised that certain individuals had been driving over the official/existing barricades so a private citizen had placed the blocks over the “poles” to prevent them being driven over.

Mr. Maines recommended that Bradford County be contacted and asked if they think the blocks should be removed or if they should be painted the same color as the poles.

Fire Department – Tony Stalnaker (absent):

1. Nothing to report

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$818.17 in overdue accounts. Two (2) meters were locked during the month of September. One (1) remains locked.
2. Infrastructure Consulting & Engineering (ICE) will be on-site in Brooker on November 4, 2021 in performance of duties under the SCOP Grant. Specifically, they will be photographing points of connection with the roadways, i.e., driveways, etc. They made note that they will not photograph vehicles, homes or people.
3. With reduced COVID numbers, the Clerk asked to revisit new Community Center rentals. The Council is in agreement that rentals should resume.

Bookkeeper – Charlene Thomas:

1. Ms. Thomas presented the following Budget Amendments for the fiscal year ending September 30, 2021.
 - a. **Water Revenue** – over in Executive Salaries by \$1350.00. Take \$1350.00 from Other Current Charges, changing it from \$9223.00 to \$7873.00. Add the \$1350.00 to Executive Salaries changing it from \$10,050.00 to \$11,400.00. Motion made by Steve Acree, Seconded by Linda Bennett. Motion passed.
 - b. **General Fund** – Over in Executive Salaries by \$2591.84. This is due to Charlene training Suzanne. Take \$727.69 from Executive Advertising and \$1864.15 from Executive Miscellaneous Expense, total of \$2591.84. This will \$0.00 Executive Miscellaneous Expense and change Executive Advertising to \$1272.31. Add the \$2591.84 to Executive Salaries changing it from \$12,683.00 to \$15,274.84.
 - c. **General Fund** – Over in Accounting & Auditing by \$2078.55. Take \$2078.55 from Capital Outlay changing it from \$3500.00 to \$1421.45. Add the \$2078.55 to Accounting & Auditing changing it from \$8000.00 to \$10,078.55.
 - d. **General Fund** – Over in Parks – Repairs & Maintenance by \$1350.00. Take \$1100.00 from Parks – Machinery and Equipment changing it to \$0.00 and adding it to Parks – Repairs & Maintenance. Take \$250.00 from Parks & Recreation – Other Charges changing it from \$2200.00 to \$1950.00. Change Parks – Repairs & Maintenance to \$2350.00. Motion made by Joe Tolleson, seconded by Steve Acree to approve these General Fund amendments. Motion passed.
 - e. It was noted there are other line items that are over, however they are minimal and do not require individual corrections. We are budgeted \$140,859.00 and have only spent \$116,566.63. As long as we did not spend more than budgeted, we are okay.
 - f. On the Revenue side, we budgeted \$140,859.00 but took in \$179,932.88. This is due to reimbursement received from FRDAP in the amount of \$49,878.83.
2. Went over Revenues and Expenditures for September 2021.

Water Department – Gene Melvin:

1. Mayor Melvin briefed with Bernard Carter. Mr. Carter advised that the bill for water sampling should be coming in, around \$2000.00.
2. A leak was addressed in Mann’s Trailer Park during the month. Quality Plumbing was used to resolve the issue. Separately, T. J. Mann advised that there is a cut-off between the main line and each meter, approximately 5-10 feet from the meter, noted to resolve the need for cutting off at a main line for repairs.

Sanitation – Chris Caldwell:

1. Nothing to report

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:

1. Nothing to report

Ground Maintenance/Mowing – Steve Acree:

1. Steve Acree met with current contractor (A.J.) and viewed the additional areas that need to be mowed. A.J. indicated he would submit a quote for those services; however, the bid has not yet been received.

Community Center Building – Mayor Melvin:

1. Rentals will resume during the month of November.

Town Council:

1. Joe Tolleson noted that he has not seen deputies in the area recently. Mayor Melvin advised he has spoken to Sheriff Gordon and the “current speed” sign had been put in place and he has seen a car stopped by the deputy recently.

Old Business:

1. No Old Business


New Business:

1. No New Business

Checks approved: General Fund: 7615-7640 Water Fund: 5669-5676

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: 8:00 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk