

Town of Brooker  
Regular Monthly Council Meeting  
October 11, 2022

Present: Steve Acree, Linda Bennett, Gene Melvin, Joe Tolleson, Chris Caldwell, John Maines,  
Suzanne McRee, Charlene Thomas  
Community: Diane Andrews, 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 Joe Tolleson to approve the September 13<sup>th</sup> meeting minutes as presented.  
Seconded by Steve Acree, Motion passed.

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**Change of November Council Meeting Date:**

Due to primary elections being held on November 8, 2022, the second Tuesday of the month which is the date of the scheduled November Town Council Meeting, a motion was made by Steve Acree to move the November meeting to Monday, November 14, 2022.  
Seconded by Joe Tolleson, Motion passed. Clerk will advertise the change.

**Opening of Sealed Bids – Installation of Non-Potable Well for Town of Brooker (utilizing ARPA Funds):**

Attorney John Maines acknowledged the receipt of three (3) bids responsive to the Invitation to Bid for installation of a non-potable well for the Town. A fourth (4) bid had been received, however had been documented as received outside of the stated deadline. A motion was made by Chris Caldwell to disqualify the fourth (4) bid due to being received outside of time frames. Seconded by Steve Acree, Motion passed.

The bids offered for consideration were as follows:

- |                                       |             |
|---------------------------------------|-------------|
| 1. Clyatt Well Drilling, Inc.         | \$21,230.00 |
| 2. Durrance Pump & Well Drilling      | \$17,545.86 |
| 3. Dampier Well and Pump Service, LLC | \$19,139.00 |

A motion was made by Steve Acree to award the bid to the lowest responsive bidder, Durrance Pump & Well Drilling, contingent upon receipt of insurance documentation and worker's compensation certificate, utilizing ARPA funds. Seconded by Linda Bennett. Motion passed.

Mayor Melvin noted that this project will also include bids for electrical services as well as plumbing services for meter installation, which will be advertised upon completion of the well installation.

**Attorney – John Maines:**

Nothing to report.

**Fire Department – Joe Tolleson:**

Nothing new to report. Ms. Diane Andrews did relay that Mr. Scott Kornegay was the new county manager for Bradford County and the funding for a Brooker Fire Department was still being pursued.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$439.72 in overdue accounts.
2. 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.
3. An Invitation for Bid was placed in the Bradford Telegraph and Gainesville Sun for the services required to install the fire hydrant in Shady Oaks subdivision (town's portion), utilizing ARPA funds, however no bids were received. Contact was made with the company that provided the original proposal; they indicated they would honor that proposal (T.C. Seiler, Silver Springs) although they did not submit a bid.
4. Randy Andrews, Bradford County Building and Zoning has been contacted regarding the Inter-local Agreement with Bradford County as the designated Floodplain Management representative and is in agreement. The Clerk did attend the 6-hour virtual training with DEM to ensure we were in compliance, in the interim, and has a follow-up meeting scheduled with DEM and Mr. Andrews on Wednesday, 10/26/22, 8:30 a.m.
5. The Town has received a notice from DEP of a missing water sample, having not received the July 2022 Disinfection Byproduct results. Mr. Bernard Carter was contacted and pulled the sample, however the sample was not pulled in July as required, resulting in a violation which required a Public Notice and Warning Letter from DEP. The Public Notice was mailed out on 10/1/22 and DEP was notified of this completion.
6. Update on SCOP Grant – the Bid Package for Construction Services (paving) will be advertised on 10/14/22, with bids being opened at the November Council Meeting. The Invitation to Bid is available on the Town's website as well as advertised in the Gainesville Sun.
7. The Clerk reminded all council members of the required completion of the Annual 4-hour Ethics training, prior to 12/31/22.
8. The Clerk provided follow-up to the request for cost of radar speed signs, similar to those recently installed in Hampton. The vendor used by the City of Hampton charged \$6,101.50 and installation by Acme Barricades was \$2,500.00. If the Town of Brooker wishes to proceed, a formal quote would be requested from both vendors. A motion was made by Steve Acree to proceed with the purchase, with a maximum combined cost threshold of \$10,000.00. Seconded by Joe Tolleson, Motion passed.
9. The Brooker Fall Festival, hosted by Brooker Community School, Inc., will be held on Saturday, 10/22/22 with parade line-up in front of City Hall at 4:00 p.m., parade at 4:30 p.m. and festival from 5:00 – 8:00 p.m.
10. "Trick or Treat" will be held on Monday, 10/31/22 from 6:00 – 8:00 p.m.

**Bookkeeper – Charlene Thomas:**

1. Went over Revenue and Expenditures for the month of September and year end totals.
2. Ms. Thomas reported the estimated date for delivery of new playground equipment is 10/28/22.
3. Budget Amendments for 2021/22:
  - a. The total budget on the General Fund side for 2021/22 was \$202,482.00. If you add the \$84,144.00 ARPA funds the total would be \$286,626.00. Due to us not spending all of the ARPA funds on the GF side, we need to decrease the total budget on the GF side. We only spent \$27,403.20 instead of \$84,144.00 of the ARPA funds. The total budget on

- the GF side will now be \$229,885.20. A motion was made by Steve Acree to decrease the total budget by the amount stated. Seconded by Linda Bennett, Motion passed.
- b. We received the first ARPA Fiscal Recovery Funds check in October 2021 in the amount of \$84,144.00 and only spent \$27,403.20. We need to change the budget amount from \$84,144.00 to \$27,403.20 on the Revenue side and add \$27,403.20 to the Expenditure side per Kara Wainwright. A motion was made by Steve Acree to change the budget amount as stated. Seconded by Joe Tolleson, Motion passed.
4. Water Fund budget amendment for 2021/22:
    - a. We are over on Expense "Sanitation" by \$460.37. Take \$460.37 from "Other Current Charges" and add to "Sanitation". Linda Bennett made a motion to amend the Water Fund budget as stated. Seconded by Steve Acree, Motion passed.
  5. General Fund budget amendments for 2021/22:
    - a. We are over on "Exec. Salaries" by \$733.14 and "Exec. Repairs & Mntnc." by \$760.92 for a total of \$1494.06. Take \$1494.06 from "Exec. Misc. Expense" and add to "Exec. Salaries" and "Exec. Repairs and Mctnc.". Chris Caldwell made a motion to move money to balance these line items as stated. Seconded by Joe Tolleson, Motion passed.
    - b. We are over on "Legal Professional Svcs." By \$3087.42. Take \$2398.93 from "Exec Misc. Expense" and \$688.59 from "Capital Outlay". Steve Acree made a motion to move money to balance these line items. Seconded by Linda Bennett, Motion passed.
    - c. We are over on "Physical Envir. Contractual" by \$1450.00. This is due to extra work we had A.J. Jones do. Take \$1450.00 from "Other Phy Envir. – Other Current Charges". Linda Bennett made a motion to balance this line item as stated. Seconded by Joe Tolleson, Motion passed.

**Water Department – Gene Melvin:**

Discussed in Clerk's report.

**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:**

Mayor Melvin noted that the timer had been turned off for the lights at the tennis courts. Issue has been resolved.

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

Mowing is taking place as scheduled.

**Community Center Building – Mayor Melvin:**

Community Center is being rented regularly. It will be used for elections which will be held on Tuesday, 11/8/22, with equipment being delivered the Friday prior.

**Town Council:**

Nothing to report

**Old Business:**

1. Installation of Fire Hydrant system in Shady Oaks subdivision
  - a. 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.
2. ARPA Fiscal Recovery Funds Usage
  - a. Solar Radar Signs  
Clerk was directed to obtain quotes from the vendor and proceed with purchase within the \$10,000.00 cost threshold (see Clerk's report above)
  - b. Updated ARPA expense sheets were provided to Council members.

**New Business:**

FDEP Warning Letter NO. WL22-246

A Warning Letter was received from FDEP regarding the two (2) violations that recently occurred. Meeting is scheduled with FDEP for later in October with Mr. Bernard Carter, Gene Melvin and the Town Clerk in attendance. This meeting will outline sanctions against the Town, estimated to be in the form of remedial training.


Checks approved: General Fund: 7893-7914

Water Fund: 5796-5808

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: 8:14 p.m.

  
Cecil E. (Gene) Melvin, Mayor

  
Suzanne McRee, Town Clerk