

Town of Brooker  
Regular Monthly Council Meeting  
September 14, 2021

Present: Linda Bennett, Joe Tolleson, Steve Acree, Gene Melvin, John Maines, Tony Stalnaker, Suzanne McRee, Charlene Thomas  
Absent: Chris Caldwell - excused  
Community: Steven Thornton, Jerry Dabkowski (USCA – ICE)

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:02 p.m.  
Pledge of Allegiance

A motion was made by Steve Acree to approve the August 10<sup>th</sup> meeting minutes as presented. Seconded by Linda Bennett, Motion passed.

---

**First Order of Business – Resolution 2021-03 Modifying Water Rates:**

1. A motion was made by Steve Acree to adopt Resolution 2021-03, modifying water rates from \$22.00 to \$23.00 per month. Seconded by Joe Tolleson, Motion passed.

**Attorney – John Maines:**

1. Agreement for Consultant Services  
Mr. Maines advised of the outcome of the bid protest with regard to consultant services under the SCOP grant with the highest ranking to Infrastructure Consulting Engineers (ICE). Motion was made by Joe Tolleson to accept the Agreement for Consultant Services with Infrastructure Consulting Engineers. Seconded by Steve Acree, Motion passed.
2. Notice of Application for Tax Deed – Certificate #58, Parcel #00274-0-00500  
The Town of Brooker was noticed with the Notice of Application for Tax Deed due to the location of the property and the Town being a “contiguous owner”. Mr. Maines’ advised that the property was not immediately marketable and recommended that a political subdivision should not improve the property until it becomes marketable. Motion was made by Linda Bennett to not proceed with the purchase of the Tax Deed. Seconded by Steve Acree, Motion passed.
3. Property Owner Complaints – 11939 Cedar Drive (Shady Oaks)  
A citizen complaint was received by the Town Clerk, via e-mail, regarding the condition of the property at 11939 and the impact on the marketability of homes within the subdivision. Mr. Maines recommended that a letter be sent to the property owner with a 30-day deadline, then follow up with Bradford County Code Enforcement if no response.

**Fire Department – Tony Stalnaker:**

1. Tony Stalnaker advised the inventory discussed at the August meeting had been signed over to Bradford County Fire Department to include the F150 truck. He further advised

that until the county budget is decided, the Bradford County Fire Department will hold off on further actions.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$939.66 with 11 overdue accounts. No meters were locked during the month of August.
  - a. It was noted that one of the accounts overdue is the USPS and the issue has been addressed with the Postmaster.
2. "Thank You" card from the Samson family was received and read.
3. Clerk advised of the notices posted at the office regarding routine closure of the office to the public due to rising COVID numbers and suggestion from the Governor's office. Customers have been encouraged to utilize the drop box or USPS during this time.
4. New Community Center rentals are being discouraged at this time for same reason, however existing obligations will be honored. Next rental is October 3, 2021.
5. Follow-up to the possibility of upgrading the Town's website thru a company that provides website update and maintenance – hold until October Town Council meeting. Town Clerk will provide comparison documents for Council's review.
6. Reminder of Ethics Training for council members.
7. Town Clerk advised of several discrepancies with the last month's meter readings and the need to have the meter reader return for follow-up readings. Confirmed current protocol to utilize council members (Steve Acree and Joe Tolleson) for individual readings, but for discrepancies to be addressed with the meter reader.

**Bookkeeper – Charlene Thomas:**

1. Spring Dinosaur is being installed this month.
2. Ms. Thomas advised there would be some budget amendments to be discussed at the October 12<sup>th</sup> meeting.
3. Follow-up to the September council meeting discussion regarding a \$100.00 cash bereavement gift to the family of former council member Paul Samson. Ms. Thomas received instruction from Kara Wainwright, Reddish & White, before sending the gift out. Ms. Wainwright's response was "Technically no, you shouldn't give cash, but in this case, it's small enough to place in Miscellaneous, so go ahead."
4. Went over Revenues and Expenditures for August 2021.
5. The Storage Building utilities were high this month. The A/C needs to be checked to see if it is turned up high so it doesn't run as much.
6. Ms. Thomas questioned when to turn off the electricity at the modular building, recently signed over to Bradford County Fire Department. Council advised to turn off electricity now.
7. Reminder of Final Public Hearing on Millage and Budget to be held on September 28<sup>th</sup> at 7:00 p.m. A quorum is necessary for the vote.

**Water Department – Gene Melvin:**

1. Mayor Melvin advised of an issue with a water leak in Shady Oaks that occurred over the Labor Day weekend, resulting in the customer having no water. Swamp Cutters was unable to make the repair, however Quality Plumbing was able to handle. The USPS has

been advised that the water line damage appears to have been caused by the rural carrier driving over the meter and they are cooperating to ensure the practice is corrected. Mr. Tolleson has placed signage at the site as well.

**Sanitation – Chris Caldwell (absent):**

Nothing to report

**Road/Streets – Joe Tolleson:**

1. Potholes and need for road repairs are noted, with the repairs anticipated through the SCOP Grant.
2. Mayor Melvin relayed concerns regarding overgrowth from some properties within city limits onto the city sidewalks and intersections. Specific areas noted were on Charlotte Avenue and at the entrance of Shady Oaks. It was noted that the current lawn maintenance bid allows for the contractor to offer a separate bid for additional work needed. Steve Acree will make contact with the contractor (A.J.) for a bid on these additional services.
3. Bradford County did recently clean out storm drains.
4. Mayor Melvin addressed the current overgrowth/safety concerns for the property at 17178 N. East Street. Town Clerk was instructed to write a letter to the property owner.

**Recreation/Parks – Linda Bennett:**

1. Nothing to report

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

1. Concerns over the current condition of the grounds at the Dollar General store was discussed. A letter was mailed to the District Manager during the month of August, addressing these issues which resulted in the grounds being mowed however limbs and general condition of building is still an issue.

**Community Center Building – Mayor Melvin:**

1. Quote for roofing repairs of the Community Center was received from North Florida Painting, \$7775.00 for Labor and Materials.
2. Hold on Community Center rentals other than those already committed until COVID numbers decrease.

**Town Council:**

1. Status update on the Hazen property (limbs on city right-of-way) was provided. Homeowner is working to remove limbs.

**Old Business:**

1. Review of Resolution 2020-01 – New Meter Installation Rates
  - a. Review of current connection charge for installation of new service meters was conducted. Current charge is \$1100.00 within city limits and \$1350.00 outside of city limits, however the actual cost of the service meter installation is \$1500.00.

Council agreed to raise the service meter installation cost to \$1750.00 for all new installations, effective November 1, 2021. Motion was made by Steve Acree to raise the service meter installation cost to \$1750.00 both inside and outside of city limits. Seconded by Linda Bennett, Motion passed. Town Clerk will have resolution ready for review at October meeting.


**New Business:**


I. No New Business

Checks approved: General Fund: 7594-7614      Water Fund: 5657-5668

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: 8:22 p.m.

  
Cecil E. (Gene) Melvin, Mayor

  
Suzanne McRee, Town Clerk