

Town of Brooker  
Regular Monthly Council Meeting  
August 10, 2021

Present: Linda Bennett, Chris Caldwell, Joe Tolleson, Steve Acree, Gene Melvin, John Maines, Tony Stalnaker, Suzanne McRee, Charlene Thomas  
Absent: None  
Community: Terry Thomas, Steven Thornton, Doug Sanders (Andy Easton & Associates), Jerry Dabkowski (USCA – ICE)

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 6:57 p.m.  
Pledge of Allegiance!

A motion was made by Joe Tolleson to approve the June 8<sup>th</sup> meeting minutes as presented.  
Seconded by Steve Acree, Motion passed.

A motion was made by Chris Caldwell to approve the July 13<sup>th</sup> meeting minutes as presented.  
Seconded by Steve Acree, Motion passed.

A motion was made by Steve Acree to approve the July 15<sup>th</sup> Special Called Council Meeting Minutes as presented. Seconded by Linda Bennett.

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**First Order of Business – SCOP Grant/Bid:**

1. A motion was made by Chris Caldwell to recognize the protest filed regarding the ranking of engineer proposals. Seconded by Steve Acree, Motion passed.
2. A motion was made by Linda Bennett to accept the highest ranked engineering firm and withdraw any other designation of any other firm as being the top ranked firm that is not Infrastructure Consulting Engineers. Seconded by Chris Caldwell, Motion passed.
3. Jerry Dabkowski with Infrastructure Consulting Engineers presented the Council with the contract for services which will be reviewed for presentation at the September Council meeting.

**Fire Department – Tony Stalnaker:**

1. Fire Department inventory and files was discussed. Tony presented a list of items that could be removed from the inventory/disposed of and a letter indicating which items should be turned over to Bradford County. He also turned over files that had been maintained in the office. A motion was made by Steve Acree that Fire Chief Tony Stalnaker present the inventory items to Bradford County for their use or disposal as they deem necessary. Seconded by Linda Bennett, Motion passed
2. The F150 Truck was discussed with decision to turn over to Bradford County. The Town Clerk will sign and turn over the title Bradford County (once Tony provides the appropriate contact).
3. The chainsaw will be maintained on inventory by the Town of Brooker.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$507.22 with 7 overdue accounts. Three (3) meters were locked during the month of July. All three have since been unlocked.
2. Ethics Training worksheets were passed out to Council members along with instructions for completion.
3. Discussed follow-up to letter sent to property owner (17353 Melvin Street – Hazen) regarding limbs on right-of-way of Town of Brooker. Town Clerk instructed to send a 2<sup>nd</sup> letter with a time frame for removal (30 days). If not responded to by deadline, it will be discussed at September Council meeting for resolution.
4. Discussed the possibility of upgrading the Town's website thru a company that provides website update and maintenance and the Council's interest in the option. Council agreed for Town Clerk to gather pricing and scope of service offered by the companies for discussion at the September Town Council meeting.
5. The LifePak Defibrillator located at the Community Center needs replacement kits (electrodes and battery pack) at the cost of \$233.00. Motion made by Linda Bennett to make the necessary purchase for the defibrillator. Seconded by Joe Tolleson, Motion passed.
6. Town Clerk will out of the office 8/13/21, 8/27/21, 9/8/21 & 9/10/21.

**Bookkeeper – Charlene Thomas:**

1. First Public hearing on Millage and Budget will be September 14<sup>th</sup> at 7p.m. Rollback rate if set at 0.2800.
2. Went over Revenues & Expenditures for July 2021.
3. The Spring Rider dinosaur for the playground has been received. Terry Thomas will get concrete to set it up.
4. Charlene is following up with TD Bank regarding the sweep account discussed at the July Town Council meeting. She did deposit the FRDAP funds into the General Fund CD Account.
5. Swamp Cutters installed a new meter for the Town during the month of July. The cost to install the meter was \$1500.00; however, the homeowner only paid \$1100.00. The Town needs to change Resolution 2020-01 in order for the Town to not go into the hole \$400.00 every time a meter is installed.

**Attorney – John Maines:**

Nothing to report

**Water Department – Gene Melvin:**

1. Bernard Carter is in class 8/9/21 thru 8/11/21.

**Sanitation – Chris Caldwell:**

Nothing to report

**Road/Streets – Joe Tolleson:**

1. S&S Tree Service completed his service on Olive, Ward, Melvin, Harrell, Bloxham, Pine Street.

2. Discussed the "One-Way" directional signs on School Street. Signs were placed at the site by the Town due to bus pick-up which is no longer needed due to school closure. Motion to remove the One-Way streets signs was made by Linda Bennett. Seconded by Steve Acree, Motion passed.
3. Storm drains are stopped up with overgrowth (on County Road 18/Charlotte Avenue) and need to be cleaned. Mayor Melvin will make contact with county for clean-up.
4. Discussed the mowing/weed eating around the town, specifically fire hydrants, and the contractual requirement with the contractor. Mayor Melvin discussed with contractor and Steve Acree will follow up with e-mail to the contractor.

#### **Recreation/Parks:**

1. Spring Rider Dinosaur has arrived for placement in the park; replacement Tether balls have been purchased.
2. Discussed need for mowing along SR 231, behind tennis courts.

#### **Ground Maintenance/Mowing:**

1. Discussed the mowing/weed eating around the town, specifically fire hydrants, and the contractual requirement with the contractor. Mayor Melvin discussed with contractor and Steve Acree will follow up with e-mail to the contractor.

#### **Community Center Building:**

1. Mayor Melvin will reach out to vendors for pricing quotes on repair to Community Center roof and provide at September meeting.

#### **Town Council:**

Nothing to Report

#### **Old Business:**

#### **New Business:**

1. Yearly review of water rates was conducted and discussion to raise rates followed. Last rate increase was 10/01/20, with a rate increase of \$1.00. Council agreed to raise rate \$1.00 effective October 1, 2021. Clerk will have Resolution ready for review at September meeting.
2. The Professional Services Agreement with Mr. John Maines, Attorney, was reviewed for compensation rate increase. A Motion was made by Linda Bennett to accept the changes outlined in the Professional Services Agreement between the Town of Brooker and Mr. John E. Maines, IV, P.A. Seconded by Steve Acree, Motion passed.
3. Community Center Roof is in need of repairs. Mayor Melvin will make contact with vendors for pricing quotes on repairs to Community Center roof and provide at September meeting.
4. Death of former council member - Paul Samson; Mayor Melvin discussed sending an acknowledgement of the family's bereavement on behalf of the Town Council. Attorney advised the auditor be contacted to ensure appropriate fund designation for this

purchase. Motion made by Steve Acree to give Samson family \$100.00 (once approved by auditor) on behalf of Town Council. Seconded by Chris Caldwell, Motion passed.

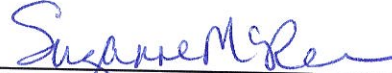
Checks approved: General Fund: 7570-7593      Water Fund: 5646-5656

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: 8:21 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk