

Town of Brooker
Regular Monthly Council Meeting
April 11, 2023

Present: Steve Acree, Gene Melvin, Joe Tolleson, Chris Caldwell, John Maines (attended virtually), Suzanne McRee, Charlene Thomas
Absent: Linda Bennett
Community: Diane Andrews (County Commissioner), Carol Mosley (Bradford Telegraph)

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 March 14th Planning & Zoning Board/Local Planning Agency meeting minutes as presented. Seconded by Steve Acree, Motion passed.

A motion was made by Chris Caldwell to approve the March 14th Public Hearing minutes as presented. Seconded by Steve Acree, Motion passed.

A motion was made by Steve Acree to approve the March 14th meeting minutes as presented. Seconded by Chris Caldwell, Motion passed.

First Order of Business – BCSO Code Enforcement Officer – Corporal Glen Ward

Corporal Ward presented the updated Code Enforcement process for Bradford County. A magistrate is now in place to preside over these issues and a fee schedule has been established for code infractions. He provided his contact information and the process for reporting code infractions.

Attorney – John Maines:

1. Invitation to Bid – Opening of Sealed Bids for Repair Work for “Old Park City Building”/Utility Building
 - a. The Town of Brooker received 0 bids for this project.

Fire Department – Joe Tolleson:

Nothing new to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$624.77 in overdue accounts with two (2) accounts locked for non-payment.
2. Radar Speed Signs – Everything has arrived with the exception of the poles which are on back order. They are expected to arrive the week of 4/24/23.
3. Hamilton Custom Services will begin work on the parking lot and entrance of City Hall during the week of 4/17 or 4/24. Their work will include dirt and millings to repair the parking area in front of City Hall and to entrance of the Community Center canopy.
4. The Town’s new website (www.townofbrooker.com) is live with a “Paving Project” tab which lists the streets that are being under the SCOP grant.

5. The Clerk made contact with K.C. Bell with Florida Rural Water Association as follow-up from the March meeting to confirm the costs associated with new mapping of existing water lines. FRWA assured that the cost does include a FRWA staff member locating all assets with either a metal detector or by Ground Penetrating Radar. They do suggest a knowledgeable person with the Town accompany the FRWA staff member. The costs associated with this project are estimated to be below \$500.00. The Council did have additional questions; therefore, it was requested a representative be present at the May Town Council meeting. The Clerk will follow-up on this request with FRWA.
6. The Clerk presented three (3) bids received for replacement of the commercial chain link gates at the water building: Handyman Fence Company - \$1195.00, R & B Fencing - \$1200.00, All-Out-Fence - \$1853.07. Concern was expressed that only one contract specified replacement of barbed wire for the entire area, so all bids may not be equal. Clerk will follow up with all contractors to ensure the scope of work is understood and reflected in their bids.
7. The deadline for reporting of project expenditures for ARPA Fiscal Recovery Funds is 4/30/23. The Clerk was able to finalize the reports early and the submission has been made, putting the Town in compliance until April 2024.
8. The Clerk advised the Council of the upcoming Law Enforcement Memorial invitations that were received from the Bradford County Sheriff's Office. Memorial will be held on 4/20/23 at 6:30 p.m.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of March 2023.
2. Mrs. Thomas relayed that an overage of funds was received from All Reliable Services (ARS) for their portion of the Shady Oaks subdivision standpipe/fire hydrant project. The excess funds received from Continental Casualty Company on behalf of ARS was \$2,468.82. A motion was made by Steve Acree to refund the overage of monies paid in the amount of \$2,468.82. Seconded by Joe Tolleson, Motion passed. Mrs. Thomas will handle payment.
3. Merry-Go-Round and See-Saw have been installed. The Park was closed for one week while concrete dried. Mrs. Thomas noted that an additional tree needed to be removed and the fence line trimmed. Josh Hall provided an estimate of \$1000.00 for the work to be done. Joe Tolleson made a motion that the tree be removed and Josh Hall do the work for the \$1000.00, utilizing ARPA funds. Seconded by Steve Acree, Motion passed.
4. Mrs. Thomas noticed shingles missing from the old city hall office, currently being used as a storage building. She also noted that the old slide doors are in disrepair as was the stoop in front of the building. She recommended that ARPA funds be used to close in or repair the doors and install a new stoop in the front of the building, since this building is still utilized for file storage and for the Bradford County Sheriff's Office.
5. Mrs. Thomas observed damage to the fence outside of the park area, with appearance of someone running into it with car (debris left). The damage is minimal, not requiring an insurance claim. Josh Hall provided an estimate to repair the fence of \$500.00. Steve Acree made a motion to repair the fence for the estimated amount of \$500.00. Seconded by Chris Caldwell, Motion passed.

Water Department – Gene Melvin:

1. Durrance has completed the well installation as contracted. They indicated they will also be installing a line for metered water.

2. Mayor Melvin indicated the need to advertise for bids on the electrical work associated with the new well installation project. Clerk will advertise as soon as confirmation of the new well installation is received from Durrance.

Sanitation – Chris Caldwell:

Nothing new to report.

Road/Streets – Joe Tolleson:

Paving project is proceeding as scheduled.

Recreation/Parks – Linda Bennett (absent):

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:

None

Old Business:

I. ARPA Fiscal Recovery Funds

- a. Mayor Melvin noted the need to set aside a portion of the ARPA Fiscal Recovery Funds in the event of overage costs associated with the paving project, citing the current overage associated with valve covers and the inability to obtain additional funds thru FDOT/SCOP Grant. Clerk confirmed that funds are available. Motion was made by Steve Acree to set aside \$10,000.00 of ARPA Fiscal Recovery Funds for unforeseen overages associated with the paving project. Seconded by Joe Tolleson, Motion passed.
- b. The yearly reporting deadline for ARPA funds is April 30, 2023. This reporting has been completed with the next reporting being April 2024.

New Business:

None


Checks approved: General Fund: 8036-8056

Water Fund: 5862-5875

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: 8:15 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk