

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
AUGUST 12, 2025

Present: Linda Bennett, Chris Caldwell, Gene Melvin, Joe Tolleson, Charlene Thomas,
John Maines – Zoom
Community: Diane Andrew – County Commissioner, Mark Williams – M&R Construction,
Ben Carter – Chief of Fire Rescue.

Meeting called to order by Gene Melvin, Mayor.
Pledge of Allegiance!

A motion was made by Joe Tolleson to approve the July 8th minutes as presented. Seconded by Chris Caldwell. Motion passed.

John Maines – Zoom

1. He mentioned to the council that they could at this meeting sign the contract with M&R Construction of North Florida to build new fire station. The only change we made to this contract was changing the term of each payment from 7 days to 30 days from receipt. Mark did not have a problem with this being changed. Mark did mention to the council that the signing of this contract needs to be done before the 180 days are up so we can piggyback off of Sampson City. Mayor Melvin did present the contract to the council for signing. A motion was made by Chris Caldwell to sign the contract presented by M&R Construction of North Florida to construct/build a new Fire Station #8. Seconded by Linda Bennett. Motion passed. Mr. Maines did mention that this is contingent on Bradford County Commissioners approving the M.S.B.U levying the taxes and the Memorandum of understanding. Work cannot start until the contingent items are completed. Copies of the signed contract were requested by Ben Carter and Mark Williams. Town Clerk will send. Mr. Maines did ask Town Clerk to check into Builder's Risk Insurance during construction. It was not mentioned in the contract. Town Clerk emailed Mark Williams about this. He said no, unless the Town request it. He said adding it would take away some of the money allowed to build the new Fire Station. Town Clerk contacted Florida League of Cities concerning this and was told once construction is ready to start that they would give us a quote to cover this and we could pay it then.
2. He mentioned that he had received an Inter Local Agreement from Ben Carter, Chief of Fire Rescue, between Bradford County Board of County Commissioners and Town of Brooker for the provision of Fire and Emergency Response Service. Mr. Maines mentioned he did not have time to go over this Inter Local before this meeting. Copies were given to council members to review. He did mention Section 11 does have a termination clause which he liked having in the agreement. Council needs to go over this and it will be brought back up for consideration at the September 9th meeting.

Ben Carter – Chief of Fire Rescue:

1. He talked about the Inter Local Agreement between County Commissioners and Town of Brooker. This agreement describes who will pay for what once the new Fire Station is

constructed. The county will pretty much pay for everything that is needed at Fire Station. The new Fire Truck will be titled in the Town of Brooker. But shortly after receiving it the Town of Brooker will have to sign the title over to Bradford County. The Town of Brooker will be responsible for paying for insurance on the Fire Station.

2. He did encourage everyone to attend the Board of County Commissioners meeting on August 21st at 6:30p.m. The commissioners have received some negative feedback on the \$167.00 fire assessment.

Diane Andrews – County Commissioner:

1. Mayor Melvin contacted her to see if the Road Department could come out and edge the sidewalks on CR 18. She reported that she was told they do not have the equipment to do this.
2. She was asked about the Impact Fees the county is implementing? The ordinance goes into effect October 1st. Municipalities can participate by entering into an Inter Local Agreement with the County. The Town Clerk said she has not received anything on this from the County.

Charlene Thomas – Town Clerk:

1. Past due water report was passed out. We are still out \$403.88. Five meters were locked. Customers did pay bill and water restored.
2. Anderson Columbia was billed for their water usage. Amount billed was \$45.68. They used 14,051 gallons according to meter dial. Town Clerk asked council if they wanted to set up a up front cost for anyone that wants to use our non-potable water. They can be charged the set fee plus what they use on the meter. A motion was made by Chris Caldwell to charge \$200.00 up front and then charge whatever they use from meter dial. Seconded by Joe Tolleson. Motion passed. Town Clerk was concerned if the dial is accurately calibrated. Mayor Melvin suggested she get Durrance to come out and make sure it is calibrated.
3. Tony Stalnaker was asked about filling Seat #4. He was suppose to let Town Clerk know something by this meeting. She did not hear back from him. She will contact Randy Starling to see if he is interested.
4. The Town did receive a letter from DOGE (Department of Government Efficiency). I had to answer a lot of questions concerning budget year 2023/24. I answered and submitted the requested information. It was due back by July 28th.
5. I was contacted by Joe Robinson about the ditch adjacent to his home needs cleaning out. I contacted Diane Andrews and she said she would contact Road Department.
6. The Mayor asked me to contact Ring Power about a leak on the new Radiator. They came out on Monday and hopefully have it fixed.
7. We have \$41,000.00 left from the Volunteer Fire department funds that they turned over to us. We spent \$40,386.00 on cleaning up and partially fencing the property where new Fire Station will be built. We can be reimbursed from the funds we received from the Sate Fire Marshal. What does the Town want to do? Council said we would donate this and not ask for a reimbursement.
8. The REMIND program the Town uses to let customers know about concerns in Brooker is requiring all telephone numbers to add the REMIND app to their cell phone. A notice was

mailed out with water bill to each customer asking the app be added. Hopefully everyone will add.

9. John Maines mentioned to me we need to change the Future Land Use map where the new Fire Station will be built. Right now the property is Residential Low Density and it needs to be changed to Public Use. A comprehensive plan amendment application has to be filled out and sent to NCFRPC. Hopefully we can have the first reading on the comprehensive plan amendment at the September 9th meeting. Also, the zoning does allow for a Fire Station to be built on RSF-1 but a special exception application will need to be filled out and sent to NCFRPC. The special exception application does require a Site Plan. I contacted Ben Carter to see if they have a site plan in place for the new Fire Station. He said No. I talked with Sandra Joseph, NCFRPC, and she said the contractor needs to provide us with one. I gave Mark Williams section 12.2 special exception showing the requirements on the site plan. At this meeting he said he would get this done and get it back to me. Also, he needed a copy of our survey that Pat Welch did last year. Once I receive everything it will be sent to NCFRPC and hopefully we can handle this at October 14th meeting. There will be some advertising cost with this.
10. Ethics information was passed out for council. Due by December 31st.
11. The new millage rate is 0.2370. Our first public hearing on the Millage and Budget will be September 9th at 7:00p.m.
12. FRDAP was not funded this year. However, we can resubmit the FRDAP application. Andy Easton will be contacted to resubmit.
13. Went over Revenues and Expenditures for July 2025.
14. Our cut-off valve we had installed on all meters was stolen from the new home being built in Bragg's Branch subdivision. I was contacted by the owner, Stephanie Harrington, House Craft Homes, that the plumber was at the house and there was no water. I contacted Josh Davis, Swamp Cutters, and he came out. He was the one who found the cut-off valve missing. I contacted Stephanie Harrington, about this and told her the person she has mowing is running over our meters. The mowing person called me and said yes he has hit several of our meters because the grass is so high before he can mow. I did inform them that from now on I will refer this back to the town council and if it happens again they will decide if they should charge House Craft Homes for replacement meters. We just installed all of these new meters.
Josh said the reason there was no water was because the line was turned off but he did open up the line. He did open all the lines at Bragg's Branch so in the future if the mowing person hits a meter water will spew and we will be called.

Water Department, Sanitation, Recreation/Parks, Road/Streets – Nothing to report:

Ground Maintenance/Mowing – Joe Tolleson:

1. The Town Clerk mentioned since the County cannot edge our sidewalks maybe we should see if EMT Affordable Lawn Care can give us a price to do them. Mayor Melvin said all the drains on Hwy 18 to Community School need cleaning out before we have a lot of rain. Joe Tolleson was asked to see if they could clean the drains out now and we will pay them. Also, he was asked to check with them about giving us a price to edge

sidewalks on Hwy 18 and ending at the top of the hill before the school. This will be presented at the September 9th meeting.

Community Center Building, Anything from Town Council – Nothing to report:

No – Old Business:

New Business:

1. It is again time for the annual review of water rates. Right now it is \$26.00 for up to 3000 gallons of water. Do we want to increase by \$1.00 this year. A motion was made by Joe Tolleson to increase water rates by \$1.00 starting October 1st. Seconded by Chris Caldwell. Town Clerk will present the Resolution at the September 9th meeting.
2. We advertised for a CDBG housing rehabilitation grant administrator. We received one proposal. It was submitted by Andy Easton and Associates. His cost is \$87,000.00. This will be paid from the CDBG grant. We need a motion to accept the proposal and hire Andy Easton and Associates for CDBG grant administration services. A motion was made by Linda Bennett and seconded by Chris Caldwell. Motion passed.

Checks approved: GFund – 8661-8679, WFund – 6210-6219

A motion was made by Chris Caldwell to approve the bills. Seconded by Linda Bennett. Motion passed.

Mayor Melvin made a motion to adjourn the meeting. Time: 8:25p.m.

C.E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk