

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
APRIL 9, 2024

Present: Gene Melvin, Joe Tolleson, Chris Caldwell, Linda Bennett, Steve Acree, Charlene Thomas, John Maines – Zoom.

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

First Order of Business: Swear-In Linda Bennett, Seat 1, 4 year term.

A motion was made by Steve Acree to approve the minutes from the Fair Housing meeting on March 12th as presented. Seconded by Joe Tolleson. Motion passed.

A motion was made by Linda Bennett to approve the minutes from the Public Hearing meeting on March 12th as presented. Seconded by Steve Acree. Motion passed.

A motion was made by Steve Acree to approve the meeting minutes from the March 12th meeting as presented. Seconded by Linda Bennett. Motion passed.

Attorney – John Maines:

1. Town Clerk reported the closing on Annette Castner property was scheduled for March 31st. She heard back from North Central Title and closing will be on Wednesday, April 10th. There are several papers that need to be signed as the Buyer. Annette Castner will sign as the Seller. The \$17,000.00 check will be taken at this time. It was mentioned that a survey of this property needs to be done. A motion was made by Steve Acree for Town Clerk to contact Pat Welch and get this started. Seconded by Linda Bennett. Motion passed. John Maines mentioned that the certify needs to show it certified to the Town. The travel trailer that is still on property was mentioned. Clerk said Annette is still trying to get it removed. Linda Bennett said she would check with Mr. Carlton on this.

Fire Department – Steve Acree:

1. It was mentioned that the New Fire Station should be built on the Castner property that now belongs to Town. Gene Melvin said he spoke with Jason Dodds and the County will clean up this property.

Town Clerk – Charlene Thomas:

1. Past due water report passed out. Still out \$146.57
2. There was some confusion on the Waste Pro bill each month I finally talked with Dayna Miller, Government Relations, Waste Pro. She said they had changed the garbage rate from \$12.27 to \$12.96 in November of 2023. They had an office manager change over and no one notified us. I did tell her we have to know this in advance so we can let their garbage customers know about the increase. She assured me she would let me know when they do this again.

3. I was contacted by a homeowner about a tree limb down on Melvin Street. I called Joe Tolleson and he went and looked at the limb for us. I contacted Josh Hall and asked him if he would go and clean up and haul off the limb. His cost was \$550.00. This is considered an emergency item. It was mentioned we should advertise and have the whole tree taken down. Town Clerk will advertise. Clerk will let Josh Hall know about advertisement.
4. I made a copy of the Standard Operating Procedures for the Water Plant provided by Florida Rural Water for each councilmember. A copy has been posted on the wall in the Water Plant building.
5. We heard back from Andy Easton on CDBG. Bradford County did sign the Resolution committing the \$25,000.00 from the SHIP program to help the grant application more competitive. We want have the 2nd public hearing until CDBG grant application deadline is announced. Once we have the date then we will need to adopt the Resolution regarding the local match from Bradford County, also a Resolution authorizing the Mayor to sign and submit the grant application.
6. I met with the Mayor concerning the meter grant. We have submitted the information they requested. We had three meters that need to be moved outside of fenced in yards. The meter reader is unable to read these meters each month due to dogs. I met with Josh Davis, Swamp Cutters, and he is going to move these three meters for us. The cost is \$2,500.00. A motion was made by Chris Caldwell to approve this expenditure. Seconded by Steve Acree. Motion passed. Per Mary Gavin, grant writer, it would look good on the grant if the Town provided some kind of in-kind services. We have six meters that need to be moved off of private property. (Two are in a driveway under concrete, one is located in back yard on private property, one is located in back yard and has not been read in years because homeowner locked the gate and we can't get in to read it, two are in the middle of homeowner's yard.) The Mayor suggested we get a price on this and submit to council for approval. I met with Josh Davis, Swamp Cutters, and Terry Thomas took him out to see each meter that needs moving. He submitted a quote in the amount of \$10,800.00. A motion was made by Steve Acree to approve this expenditure as in-kind service. Seconded by Chris Caldwell. We have a total of 238 5/8" X 3/4" meters. We have two 2" meters. A total of 240.
I received a quote from Fortiline Waterworks in the amount of \$205,244.79 this includes cost to install meters. I received a quote from Core & Main in the amount of \$231,721.36 this includes cost meters. Both quotes were sent to Mary Gavin. I checked with Josh Davis and the meters will be guaranteed for 10 years. The meters that are locked and not in use will need to be changed out too. The new connection will be put in, dig them all up, add a valve. We want add a dial to the meter because it will be locked and not read each month.
A question was asked what will we do if we don't get a signal and can't read the meters? Town Clerk will check into this.
7. Spoke with Vince Robinson on community center doors. He said the doors had to be specially made to fit our opening. We should be hearing something on doors any day.

Finance/Budget/Insurance – Charlene Thomas:

1. Went over Revenue and Expenditures for March 2024.
2. We need to do several budget amendments. We need to add some money under Cash Carry Over for the purchase of Annette Castner's property and we need to balance out SCOP final payment. I have already done them on the Statement of Revenues & Expenditures that I passed out to you.

General Fund – Under Revenue side – Change Cash Carry Over from \$10,000.00 to \$17,000.00. Add \$217,010.35 to Annual Budget for SCOP final payment. This will change the Total Budget on Revenue side from \$162,714.00 to \$386,724.35.

General Fund – Under Expenditure side – Change Executive – Misc. Expense from \$20,613.00 to \$27,613.00. Add \$217,010.35 to Street-SCOP grant expenditure. This will change the Total Budget on Expenditure from \$162,714.00 to \$386,724.35. A motion was made by Linda Bennett to do these budget amendments. Seconded by Steve Acree. Motion passed. We have \$10,000.00 under Capital Outlay and this will cover the purchase of my new computer.

Water Department – Gene Melvin:

1. He reported he had heard from Chris Cooksey, Fire Chief/Marshal, Bradford County concerning the flushing of our fire hydrants. He advised him he would need to get with Bernard Carter, Class "C" Operator, to schedule a date to do this. The Town Clerk said she could send out a "Remind" and let all customers know about this. It was suggested we post a notice at the Post Office.

Sanitation, Road/Streets – Nothing to Report

Recreation/Parks – Linda Bennett:

1. She mentioned she was contacted about the use of our baseball field. She was told anyone can use it but it is first come first serve. It cannot be reserved. If someone is on it the next person will have to wait until the field is available.
2. She mentioned she talked with Breann Garbas about having an Adult Exercise Area. She asked if the Town was interested? She said Breann could write the grant for us. The Town Clerk spoke up and said at this time she cannot take on another grant. The Town is working on a CDBG and a Meter Grant. With her only working part-time there is no way she can handle something else. She mentioned the writing of the grant is nothing. It is the administering the grant and the upkeep of the area. No action was taken on this by council.

Ground Maintenance/Mowing – Joe Tolleson:

1. It is being mowed twice a month starting in April. Joe is monitoring the mowing and making sure they are mowing what the contract requires. Chris Caldwell mentioned the outside of his fence line is not being mowed close enough. Joe mentioned that if they mow too close it is possible they could hit the fence causing it to break.
2. Gene Melvin mentioned that Bradford County is suppose to come out and clean ditch across from Joe Robinson's house on Pinholster St.

Community Center – Gene Melvin:

- I. Town Clerk mentioned she has been renting it out and has several coming up in May.

Town Council:

- I. Mayor Mevin asked if we have heard anything from Bradford County concerning the tearing down of the Modular Building at Old Park? The Town Clerk said she mentioned it to Diane Andrews and she was going to get with Ben Carter. Haven't heard anything back on this. Linda Bennett said she would check with Diane Andrews and see what she knows about this.

Old Business:

- I. Concrete Culvert on Michigan Avenue has not been installed by county.

New Business:

- I. New Committees for 2024/25 was passed out to each council member.


Checks approved: GF – 8315-8338, WF – 6022-6035

A motion was made by Chris Caldwell to approve the bills. Seconded by Steve Acree. Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:03p.m.



Cecil E. (Gene) Melvin, Mayor


Charlene Thomas, Town Clerk