

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
DECEMBER 10, 2024

Present: Gene Melvin, Chris Caldwell, Linda Bennett, Joe Tolleson, Charlene Thomas,
John Maines – Zoom
Community: Terry Thomas, Bobby Adams and Mike Duprew

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

A motion was made by Joe Tolleson to approve the minutes from the November 12th meeting as presented. Seconded by Chris Caldwell. Motion passed.

Bobby Adams and Mike Duprew:

Bobby has built several houses in the Shady Oaks subdivision and he let the council know that the property belonging to George Washington needs to be cleaned up. The Town Council is aware of this property and turned it over to Glenn Ward, Code Enforcement, Bradford County. The council was told at the November meeting that Mr. Washington has been in front of the magistrate court on this and no progress has been made to get it cleaned up. The month of December his fines will go up. Mr. Maines said it is challenging to remove someone from their home. The process in which this will be handled is controlled by Bradford County. The Town is in the process of receiving a CDBG grant. Mr. Washington can apply for this grant but it could take up to 6 months to a year before anything would be done if he qualifies. Mr. Maines mentioned the SHIP (State Housing Initiative Partnership) program that is used by the County to improve housing conditions for eligible low and moderate income households in the incorporated and unincorporated areas of Bradford County. A question was asked “Is the house livable.”? Gene Melvin volunteered to contact Rod Crawford and see if he can come out and look at the house and make a decision on this. No further action was taken on this.

Resignation – Steve Acree – Seat #4

The Town Clerk reported she had received a letter of resignation from Steve Acree effective November 30, 2024. There are 27 months left on his four year term. According to the Town’s Charter in the event of a vacancy on the Town Council where the unexpired term is twenty-eight months or less, said council seat shall be filled by the remaining councilmen appointing a qualified person to fill said seat for the remainder of the term of the elective office.

Gene Melvin mentioned he had spoke with Breann Garbas who lives in the Corlotta Subdivision about filling the vacancy. Breann said she would be interested but has a conflict with the meeting in January. The Town Council agreed to look at this in January 2025.

John Maines – Attorney:

Nothing to report.

Charlene Thomas – Town Clerk/Accounting Clerk:

1. Past due water report passed out. Still out \$548.35 and one meter was locked and is still locked. After this was printed I did receive several past due payments.
 2. I called Swamp Cutters and asked him to move two meters for the Town. One meter is located right in front of homeowner's door steps. The other meter is inside of a fenced in yard. We need these moved before we start removing and installing new meters. Council agreed.
 3. We will be awarded the CDBG grant. The Governor allotted \$27 million and only \$17 million has been requested. I had a team's meeting with Andy Easton and Graham Karkarian to go over some things that will be requested with the grant. Graham said since the \$27 million wasn't used then everyone who applied will be funded. I should be receiving a letter advising us we were funded. We will need to advertise for a grant administer. Andy Easton can send us a proposal for this service.
 4. New meters and materials were delivered on November 27th. Swamp Cutters indicated they were planning on starting the removal and new install on December 4th.
 5. Clay Electric did come out and move light on pole behind Baseball field. He said he can add a brighter light on the pole next to Doug Hayes' house and face it toward parking area. Council said to go ahead and add a brighter light on pole and turn it towards parking area.
 6. Spoke with Josh Hall concerning Modular building. Next week the axles will be put under the trailer and the tongue will be welded on. He hopes to have it moved before Christmas. Someone mentioned that the septic tank needs to be located so know one will fall into it. The clerk said she would contact Josh about septic tank.
 7. ARPA funds. We have a total of \$4410.78 left in this fund. We have to have the full amount obligated by December 31st. Adam Moore should be sending me an invoice showing how much the doors will cost at Community Center. Adam is also going to make a cabinet for housing the Zoom equipment in the Community Center. I will need a cost before December 31st. Gene Melvin mentioned he will contact Prestige and get them to let me know how much it will cost to replace light at Town Hall and Water Department. Also, the lights underneath canopy at Community Center needs replacing.
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1. Went over Revenues and Expenditures for the month of November. Council was advised that Reddish & White did not send a final invoice for the audit ending 2023. The cost was \$12,878.00. Clerk had to pay it from this year's budget. A budget amendment will be needed to add this money back into this year's budget.
 2. The audit for 2023/24 has been ready for pickup by Reddish & White since November 1st. I received an email from Annie Nock and she will not be doing our audit this year. I finally heard from Jill Shea and she will be doing our audit. I am meeting with her tomorrow morning. I have a few questions to go over with her concerning the Meter grant funds and the Fire department money.

Gene Melvin – Water Department:

1. He talked with Bernard about fuse on chlorinator. Gene did contact Prestige. Also, he talked with them about the replacement of light at Water Building & Town Hall.

Linda Bennett – Recreation/Park:

1. Chris mentioned he had covered the water fountains before the freezing weather we just had. He mentioned that the water fountain at the park is wobbly and bowl is cracked. Clerk said she will have Swamp Cutters check it out for us.

Joe Tolleson – Ground Maintenance/Mowing:

1. He mentioned Jack (Edward) Kennedy had a liver and kidney transplant. He is doing good. His wife, Trudy, does most of the mowing for us.
2. Joe will be going into hospital on Wednesday to have a skin cancer removed.

Gene Melvin – Community Center:

1. Clerk said she has someone renting it the next two weekends.

Town Council:

1. Chris Caldwell asked about burning in the city limits. He said his neighbor is burning plastic and it smells. It was mentioned that people can burn as long as the pile size is no bigger than 8' X 8'. If pile is too big when you burn you might be contacted by the Division of Forestry. The Clerk did mention there are no Resolutions or Ordinances on file that regulates burning in the town limits.

Old Business:

1. The banner we paid to have installed at Brooker Community School has been put on fence.
2. Everyone has completed the Ethics Training for 2024.

New Business:

1. One bid was received for the fence work needed at the new Fire Station property. All Out Fence submitted a bid in the amount of \$7986.00. A few council members thought the cost was high but it was explained that this is commercial grade fence and 9 gauge wire. A motion was made by Chris Caldwell to go with All Out Fence at the cost of \$7986.00. Seconded by Linda Bennett. Motion passed. This will be paid out of the Fire Fund money.
2. Gene Melvin mentioned we should have had the small trees on right side of property cut back before fence is installed. Terry Thomas will handle this for town.
3. Christmas bonus for Town Clerk/Accounting Clerk was mentioned. A motion was made by Joe Tolleson to give Charlene Thomas \$200.00 for Town Clerk and \$200.00 for Accounting Clerk. Seconded by Linda Bennett. Gene Melvin abstained from voting and Form 8B is attached. Motion passed.

Checks approved: GFund – 8500-8521, WFund – 6113-6126

Linda Bennett made a motion to approve bills. Seconded by Chris Caldwell. Motion passed.
Gene Melvin made a motion to adjourn. Time: 8:00p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk

MERRY CHRISTMAS AND HAPPY NEW YEAR!!