

Town of Brooker
Regular Monthly Council Meeting
January 11, 2022

Present: Joe Tolleson, Steve Acree, Chris Caldwell, Linda Bennett, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas, Tony Stalnaker
Community: Terry Thomas, Steve Voelker, Diane Andrews, Jerry Dabkowski (I.C.E.), Doug Sanders (Andy Easton & Associates); Allan Wander (SAI Consulting Engineers)

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:00 p.m.
Pledge of Allegiance

A motion was made by Steve Acree to approve the December 14th meeting minutes as presented. Seconded by Linda Bennett, Motion passed.

First Order of Business – SCOP Grant/Bid for Inspection Services:

One bid was received in response to the advertisement for Inspection Services, related to the SCOP grant. SAI Consulting Engineers submitted the bid and copies were given to the council members for their review at the December 14th meeting. Doug Sanders (Andy Easton & Associates) also reviewed the bid and confirmed responsiveness to the bid specifications. A motion was made by Joe Tolleson to accept the bid from SAI as the inspection services firm. Seconded by Steve Acree, Motion passed. SAI Consulting Engineers will prepare an Agreement for Services to be provided for review and discussion at the February meeting.

Attorney – John Maines:

1. *Fire Department*

Joe Tolleson requested guidance from the attorney as whether or not to continue payment of salary for a Fire Chief when the Brooker Fire Department has been dismantled. Mayor Melvin added that previous guidance suggested the Town retain a Fire Chief to serve as a point of contact with Bradford County until the transition was complete. The immediate transition has been completed with future plans for a fire station in Brooker being contingent on county funding and approval. Tony Stalnaker, Fire Chief, communicated the need for a fire station in Brooker, and advised he will continue to speak for the Town as a concerned citizen, however is submitting his request to retire from the position of Fire Chief, effective 12/31/21 and offered to return the paycheck covering the month of January 2022. A motion was made by Chris Caldwell to accept the request from Tony Stalnaker to retire from position of Fire Chief effective December 31, 2021, retaining the paycheck covering the month of January 2022. Seconded by Steve Acree, Motion passed. Much appreciation was relayed to Tony for the services and commitment he has provided to the Town of Brooker through the years. A motion was made by Steve Acree to appoint Joe Tolleson as the point of contact between the Town of Brooker and Bradford County on fire department related issues. Seconded by Linda Bennett, Motion passed. Attorney John Maines advised that a letter from Mayor Melvin advising of these changes be sent to the Chairman of the Board of County Commissioners.

Fire Department – Tony Stalnaker:

1. See Attorney's report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$421.89 in overdue accounts. Five (5) meters were locked during the month of December. One (1) remains locked (Prescott).
2. The Meter Reader (D.J. Jones) resigned his position on 12/20/21 via text message after not reporting for duty same date. Mr. Terry Thomas completed the December readings to fill this immediate need and an advertisement for the position of Meter Reader was placed in the Bradford Telegraph as well as posted at the Post Office. Wade Huggins responded to the advertisement and is the name being submitted to fill that position. A motion was made by Steve Acree to hire Wade Huggins for the position of Meter Reader, seconded by Linda Bennett at the rate of \$225.00 per month. Motion passed. Terry Thomas will accompany Wade Huggins for the January readings to provide training.
3. It is requested that the meter lock/unlock (customer moving in or out) and service connect/disconnect (non-payment) functions be separate from the meter reader responsibilities and Terry Thomas has agreed to perform those functions for a fee per occurrence (\$10.00 per lock/unlock at Town Clerk's request and \$25.00 for service disconnect and reconnect). A motion was made by Joe Tolleson that Terry Thomas be compensated for meter lock/unlock at Clerk's request and service connect/disconnect for non-payment at the rate of \$10.00 for lock/unlock and \$25.00 for service connect/disconnect. Seconded by Steve Acree, Motion passed.
4. Power Foundation, Inc. is a company that is building a cell tower in the vicinity (13100 SW 194th Ave) and is purchasing water from the Town of Brooker. They will be filling trucks from the hydrant located in front of the water department building.
5. During the December readings it was discovered that the 2nd lock had been cut/removed from the water meter at David Prescott's property. Bradford County Sheriff's Office was notified and a report was filed. The meter is currently in locked status.
6. The Town Hall office will be closed in observance of the MLK holiday on January 17, 2022. Separately, the Town Clerk will be on personal leave on Friday, January 14, 2022 and Wednesday, January 19, 2022. Voicemail and e-mail will be monitored remotely.

Bookkeeper – Charlene Thomas:

1. W2's and 1099's were passed out or mailed.
2. Went over Revenue and Expenditures for December 2021.
3. Explained about Utility Services check dated October 10th in the amount of \$11,129.87. The check cleared the bank on October 19th. Utility Services changed banks and the check was in a lockbox. Instead of PNC bank returning the check to Utility Services they sent it to TD Bank. TD Bank redeposited the check into our account. Ms. Thomas spoke with Utility Services about this and they asked her to write another check, which she did.
4. Kara Wainwright will be at the February 8th council meeting to go over the 2020/21 audit.

Water Department – Gene Melvin:

1. Gene Melvin followed up the discussion of the 3 stand pipes remaining in Shady Oaks and the need to replace them with fire hydrants. Bernard Carter relayed that Fire Hydrants much be connected to a 6-inch main; there are only 2 locations in Shady Oaks that have a 6-inch main connection that could be converted to fire hydrants. Bernard Carter has a contact with an installation contractor that maintains the required certifications for fire hydrant installation/repair. This item to be further discussed with the contractor and presented to the council at a later date.

Sanitation – Chris Caldwell:

1. Nothing new to report

Road/Streets – Joe Tolleson:

1. Jerry Dabkowski (Infrastructure Consulting & Engineering – Design Services) gave a brief progress report and provided a draft report of pavement coring and geotechnical engineering services (copy provided to Clerk).
2. Doug Sanders (Andy Easton & Associates) advised that the SCOP grant project for road resurfacing is on target with documented time frames.
3. Joe Tolleson advised that the barricades on Melvin Street have been run over and contact was made with Jason Dodds to repair. Discussion regarding a more permanent fix ensued with Ms. Diane Andrews stating she would check into the matter.

Recreation/Parks – Linda Bennett:

1. Linda Bennett reported that she had observed some older youth on the playground equipment (dinosaur) and the spring appeared to be have been bent.

Ground Maintenance/Mowing – Steve Acree:

1. Mowing is being completed on schedule
2. Clay Electric has removed the light at the old basketball court, behind Fire Department modular building.

Community Center Building – Mayor Melvin:

1. Community Center is being rented regularly

Town Council:

1. Steve Acree stated that he had a citizen complaint regarding the status of David Prescott's property. Discussion regarding zoning and occupancy followed with it being noted that a letter of approval for the modular unit was provided by the Town Council in December 2020 to the Building and Zoning Department, however other permitting and inspections were required thru Bradford County.

Old Business:

None.

New Business:


1. Temporary Travel Trailer usage at 17375 Tetstone Avenue (mobile home fire)

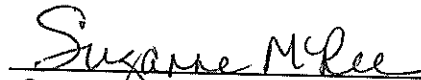
The property owner contacted the Town Clerk following the fire at this location to advise that her son may be living in a travel trailer temporarily until permanent arrangements could be made. The property owner was advised of the Land Development Regulations and that a travel trailer could be utilized while working on repair of the mobile home. Separately, once the mobile home is removed from the property, she will have 6 months to replace it with another mobile home.

Checks approved: General Fund: 7687-7710 Water Fund: 5699-5709

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: 8:23 p.m.


Cecil E. (Gene) Melvin, Mayor


Suzanne McRee, Town Clerk