

Town of Brooker  
Regular Monthly Council Meeting  
January 10, 2023

Present: Steve Acree, Linda Bennett, Gene Melvin, Joe Tolleson, Chris Caldwell, John Maines, Suzanne McRee, Charlene Thomas  
Community: Terry Thomas, Diane Andrews (County Commissioner District 5), 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 Steve Acree to approve the December 13<sup>th</sup> meeting minutes as presented. Seconded by Linda Bennett, Motion passed.

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**Attorney – John Maines:**

- I. Decision to Award Bid for Paving Services under SCOP Grant
  - a. Live Oak Management Group LLC: Protest/Complaint
    - i. Following review of the Notice of Intent from Live Oak Management Group LLC to contest the terms and conditions of the bid solicitation for paving services under the SCOP Grant, a motion was made to address the complaint, maintaining the requirements of the FDOT pre-qualification, thereby formally dismissing the complaint/protest. Motion was made by Joe Tolleson, seconded by Steve Acree. Motion passed. Motion was made by Joe Tolleson to dismiss the complaint on the basis that it was received prior the award of any bid and the protesting party did not submit a bid. Seconded by Steve Acree, Motion passed.
  - b. SAI Consulting Engineers review of Bid from V. E. Whitehurst and Sons for responsiveness
    - i. SAI Consulting Engineers was given a 60-day period to review the singular bid received for responsiveness. They advised the Bid received from V. E. Whitehurst and Sons was responsive with the exception of a Bid Bond. Further clarification determined that a Bid Bond was not required. A Motion was made by Joe Tolleson to waive any irregularities in the bid package, including the requirement of a Bid Bond. Seconded by Steve Acree, Motion passed.
  - c. Request for Additional Funds from FDOT to cover deficit for paving services
    - i. As noted in the November 2022 Council Meeting, the singular bid received was for an amount greater than the paving allotment recorded in the initial State Funded Grant Agreement, resulting in a request for consideration of additional funds from FDOT. A State-Funded Grant Supplemental Agreement was provided by FDOT, amending the original Agreement by providing additional funds in the amount of \$302,123.00 to “cover the shortfall due to construction inflationary factors”.
  - d. Consideration of Bid for Paving Services (V. E. Whitehurst and Sons, Inc.)

- i. The Town of Brooker received a singular bid for the paving services portion of the SCOP Grant funded project #441437-1-54-01 - Various Roadways in Brooker. Based on the review and determination of having met all prerequisites of the bid requirement, a Motion was made by Joe Tolleson to accept the Bid from V. E. Whitehurst and Sons, Inc. as presented. Seconded by Steve Acree, Motion passed.
2. Virtual Meeting Equipment  
(See *Old Business*) Attorney Maines did offer the information that having a virtual setup allows the town to fulfill the quorum requirement even if Council members cannot physically attend.
3. Annexation  
Mayor Melvin questioned the possibility of annexation of the Bragg Branch subdivision, located just outside of the city limits. The subdivision does receive city water. Attorney Maines discussed the steps involved, to include comprehensive plan amendments and zoning changes. Charlene Thomas reminded the Council that zoning changes could not be made until the Evaluation and Appraisal Notification Letter had been generated by the North Central Florida Regional Planning Council and that had been delayed due to pandemic/staffing issues. Attorney Maines will make contact with NCFRPC to find out status of the Notification Letter.

**Fire Department – Joe Tolleson:**

Nothing new to report. County Commissioner Diane Andrews did advise that the grant sought to fund a station in Brooker was not awarded.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$283.51 in overdue accounts.
2. Clerk advised that three (3) qualification packets were received during the Qualifying period (week of 12/26/22) for council seats 3, 4, & 5, terming in 2023. All three (3) packets received were from the seated council members, therefore there will be no elections in February 2023 as none of the seats were opposed. Council members will be sworn in during March Council meeting.
3. The Town received notice that CSX will be working on a maintenance project at specific sites in Brooker and Wildwood. The planned maintenance dates are January 18 and 19, 2023.
4. All Reliable Services, Inc (contractor for Clay Electric) has provided the insurance adjuster's name and contact info and the Clerk is maintaining contact to arrange for payment of their portion of the standpipe/fire hydrant replacement project in Shady Oaks.
5. The Shady Oaks standpipe/fire hydrant replacement project portion that is not covered by All Reliable Services has been approved by the Council and was bid out, however no formal bids were received. The singular company that provided a quote prior to the Invitation to Bid has agreed to stand by their quote. A motion was made by Chris Caldwell to accept the quote provided by T. C. Seilar in the amount of \$12,900.00, utilizing ARPA funds. Seconded by Steve Acree, Motion passed.
6. Radar Speed Signs – The order has been placed and will be arriving in separate shipments. The printed signs have been received. The bundle package should arrive within the next 6 weeks. Jason Dodds with Public Works/Bradford County has offered to install the signs at no charge to the Town.

7. The new well installation is underway with Durrance Well; they are working with SRWMD for permitting.
8. Hamilton Custom Services has been on site and is working on a quote for site work at City Hall to include dirt to fill holes in the parking area and playground as well as millings around the Community Center, defining the parking area, driveway and overhang.
9. Billy Hall with NetIT4U has given a quote of \$6,400.00 for equipment to accommodate "virtual meetings" as discussed in the December Council meeting.
10. Office will be closed on Wednesday 1/11/23 and Friday, 1/13/23 (clerk worked alternate hours during this week). The office will be open on Monday, 1/16/23 (Martin Luther King Day).
11. Council member Chris Caldwell mentioned that one of the water faucets at the ballfield is leaking. The Clerk will make contact with Swamp Cutters for repair.
12. Thank you to Chris Caldwell for ensuring that the faucets were covered during the recent cold weather.

**Bookkeeper – Charlene Thomas:**

1. Went over Revenue and Expenditures for the month of December 2022.
2. The audit is being wrapped up by Reddish & White CPA's. Annie Nock will be getting in touch with Mayor Melvin to finalize the audit.
3. New playground equipment has been delivered. Terry Thomas will put it together.
4. The playground will need a load of dirt when the fences are moved. Quoted price of \$160.00 by Hamilton Custom Services.
5. Ms. Thomas will get quotes for moving the fence around the playground (for expansion) and replacing the gate at the water department.
6. Terry Thomas has started working on installing 911 signs for homeowners.
7. Ms. Thomas purchased a new microwave for the community center, as old one stopped working. It was over 15 years old. New microwave was \$155.00, with a three (3) year protection plan for a total cost of \$189.97.
8. We have not received Clay Electric bills this month.

**Water Department – Gene Melvin:**

Nothing new to report.

**Sanitation – Chris Caldwell:**

Nothing new to report.

**Road/Streets – Joe Tolleson:**

Nothing new to report.

**Recreation/Parks – Linda Bennett:**

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. Virtual Meeting Equipment

A quote for the virtual meeting equipment discussed in the December 2022 Council meeting was obtained from Billy Hall (NetIT4U). The total cost to purchase items needed to allow for virtual meeting would be \$6,400.00. This cost includes a secure mobile cart to store the equipment when the room is not used by the Council. Linda Bennett made a motion to approve the purchase of the equipment necessary to accommodate virtual meetings, utilizing ARPA Funds. Seconded by Steve Acree, Motion passed.

**New Business:**

None

Checks approved: General Fund: 7965-7993 Water Fund: 5829-5840

A motion was made by Steve Acree to approve the bills. Seconded by Linda Bennett, Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:17 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk