

TOWN OF BROOKER  
REGULAR MONTHLY COUNCIL MEETING  
JUNE 11, 2024

Present: Joe Tolleson, Steve Acree, Gene Melvin, Chris Caldwell, Charlene Thomas, John Maines – Zoom  
Absent: Linda Bennett  
Community: Terry Thomas, Carol Mosley – Telegraph, Diane Andrews – County Commissioner.

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

A motion was made by Steve Acree to approve the May 14<sup>th</sup> minutes as presented. Seconded By Chris Caldwell. Motion passed.

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**John Maines – Attorney:**

1. He sent Town Clerk an email to be given to each council member concerning the filling of Form 6. He told council an injunction has been filed on the filling of Form 6. This order is from Federal Court not State. Town Clerk advised him that all have filed Form 6 except Linda Bennett who is on vacation. Per John she will be required to file Form 1 instead of Form 6. Town Clerk will let her know of this change. A copy of the injunction is on file at the Town office for anyone to review.  
The computer updated so we lost John on the zoom meeting. He called and had no other business to discuss with council.

**Fire Department – Steve Acree:**

1. Diane Andrews reported that 50% has been granted to Town to cover ½ of building cost and ½ of vehicles. We are waiting on the Governor to sign-off on the 50%. Hopefully next year we will get the other 50%. We will have 1 paramedic and 1 fire fighter housed in Brooker. She asked where we plan on putting the Fire Station? Gene Melvin advised her that we had just purchased the Castner property on Tetstone and we plan on putting the Fire Department at this location. Gene did mention that we are waiting on survey to be completed by Pat Welch so we can get property cleaned up. We will need the county to help us with the clean up.
2. The Town Clerk received an email from Amanda Brown, Executive Assistant to County Manager, around 5pm today. She made a copy for the Mayor. Diane was asked asked about the email. The email said the County will be considering implementing a Fire Assessment for the next tax year. They would like to have a meeting with Mayor, Town Clerk and any council members to discuss the Assessment. An Ordinance was attached for council to review. Mrs. Andrews was not aware of the email. She was asked to check into this and get back with Town Clerk. She asked if the Town Council would like to schedule a meeting. The Mayor suggested we wait to hear back from her and have a chance to look at Ordinance and then maybe schedule a meeting. The Town Clerk indicated the Ordinance is wanting the Town to authorize the inclusion of the Town in

the Municipal Service Benefit unit established by Bradford County. There was no amount listed on the Ordinance.

3. Gene Melvin asked Diane about the Modular Building. Linda Bennett did check with Ben Carter and he said he would get it taken care of ASAP. Diane said she was told the same thing by Jason Dodds. She will check into this.
4. The concrete culvert needed at Michigan Avenue has not been done either. Gene mentioned he had checked with Jason concerning the cleaning of the ditch on Pinholster Street. Diane said she would check into this items and see if she can get them done.

**Town Clerk – Charlene Thomas:**

1. Past due water report was given to council. We are still out \$330.57. One meter is still locked.
2. I will be on vacation on June 17<sup>th</sup> – 21<sup>st</sup>. Be back in the office on Monday, June 24<sup>th</sup>.
3. Community Center Doors – I did check with Vince Robinson again about the doors. He said he continues to check with Door company but because they were special made it is taking longer than expected.
4. Form 6. Everyone on council has filled the form except Linda Bennett.
5. I called Pat Welch concerning survey of Castner property. I asked him to please try to complete so property can be cleaned up.
6. I will get the Ethics information together and pass out to council.
7. Prestige Electric came and worked on outside light on my end. A photo cell is needed on my end of the building and the water department building needs a motion sensor. They will order and come back out and fix.
8. I received a Memorandum of Agreement from Suwannee River Water Management District for Brooker AMR Water Meter Installation. I sent the MOA to John Maines for review. He advised that he didn't see anything wrong with the MOA. He was concerned about the time the Town Clerk will have to spend on working on this. He asked if we bid out the cost for the meters. I told him we got two estimates. One from Fortiline and one from Core & Main. Each estimate included the cost to pay to have the meters installed. He mentioned the audit. Due to the amount of this project a special audit will not be required. The other concern was the Commingling of Funds. The Town Clerk called SRWMD, Kris Eskelin concerning Mr. Maines' concerns. I was instructed that the funds can be requested to pay fortiline if we don't have available funds. The funds can go into our General Fund and be paid from it per Kris. The funds should be approved on June 11<sup>th</sup>. I am waiting on an original MOA so the Mayor can sign it.

**Accounting Clerk – Charlene Thomas:**

1. Went over Revenue and Expenditures from May 2024.
2. It is time to start working on Budget for 2024/2025. Council was asked to think about anything we might need to add to new budget.

**Water Department – Gene Melvin:**

1. Gene asked about the Lead Service Line Inventory required by DEP. The clerk said she spoke with Bernard Carter on this and he is working on it. The clerk mentioned to Bernard that he only had 90 days to complete from date of approval. He checked with

Florida Rural Water and was told he has until October 2024 to complete. He requested a copy of all customers in Brooker and address.

**Sanitation, Road/Streets, Recreation/Parks, Ground Maintenance/Mowing – Nothing**

**Community Center – Gene Melvin:**

- I. Several rentals coming up in June and July.

**Old Business:**

- I. Clerk sent an email to Glenn Ward, Civil/Code Enforcement, concerning property on Parker Street. He was out of town for several weeks. She will send another email.

Checks approved: GF=8365-8384, WF=6047-6054

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

Motion made by Gene Melvin to adjourn the meeting. Time: 7:49p.m.

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Cecil E. (Gene) Melvin, Mayor

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Charlene Thomas, Town Clerk