

TOWN OF BROOKER
REGULAR MONTHLY TOWN COUNCIL MEETING
JUNE 10, 2025

Present: Linda Bennett, Chris Caldwell, Gene Melvin, Joe Tolleson, Charlene Thomas,
John Maines – Zoom
Community: Terry Thomas

Town Council meeting called to order by Gene Melvin, Mayor.
Pledge of Allegiance!

A motion was made by Joe Tolleson to approve the minutes as presented from the May 13th Meeting. Seconded by Linda Bennett. Motion passed.

John Maines – Attorney: Zoom

Mr. Maines received a call from Ben Carter letting him know the contract with M & R Construction of North Florida, Inc. was ready for signing. Mayor Melvin said he had talked with Ben Carter earlier that morning concerning the contract. The Town Clerk received a text message and a copy of the contract before this meeting. She did not have time to print copies for the council to review. Mr. Maines said he had started reviewing the contract but did not complete it because he wasn't sure what the town council was wanting to do. He was concerned about not seeing a performance bond on it. Also, it was mentioned at the top of the contract it says "**Contract for Rennovations to Fire Station #90) (Sampson City).**" This is wrong. The first paragraph, entered in and effective as of this **4th day of February 2025.** This is wrong. Next paragraph, **additions and improvements to Fire Station #80.** Which is it? Station #90 or Station #80. Due to errors found on the contract a motion was made by Joe Tolleson to appoint the Mayor, John Maines and Town clerk to work with Ben Carter on getting this corrected. Seconded by Chris Caldwell. Motion passed. The Town Clerk did make copies and passed them out to Town Council for review before the July 8th meeting.

Town Clerk/Finance – Charlene Thomas:

1. Past due water report was passed out. Still out \$89.61. No cut-offs.
2. The estimate was received from Municipal Supply & Sign in the amount of \$577.80 for the street signs and hardware. We have the money in the budget so I ordered the signs and hardware. Since Breann resigned Terry Thomas said he will put up the signs for us. A motion was made by Joe Tolleson to approve this purchase. Seconded by Chris Caldwell. Motion passed.
3. On May 16th I sent out a group message to each council member from the Mayor concerning the repairs to the Generator. Bernard Carter was concerned about the radiator not working properly and hurricane season is right upon us. Ring Power was contacted and an estimate was received in the amount of \$8,321.34 to replace radiator. This is considered an emergency item. Ring Power did come out to replace the radiator but when they opened the box the one inside was rusted. They have ordered us another one to install. A motion was made by Chris Caldwell to go ahead with this purchase. Seconded by Linda Bennett. Motion passed.

4. I will be on vacation June 16th – 20th.
5. A letter of resignation was received from Breann Garbas. Filled in resignation folder. There is 21 months left on Seat #4. We will need to find a replacement to fill the remainder of this seat. The Town Clerk suggested going forward that if the council knows of anyone who is interested in filling this seat to let her know and she will contact them and go over the requirements of filling a seat before we appoint them. Breann resigned because she didn't want to fill out Form I which is a requirement from the Ethics Committee. We should have gotten a motion and second on this. Town Clerk will present it at July 8th meeting.
Mayor Melvin mentioned Randy Starling as a possible replacement. Town Clerk asked council to let her know of anyone they think might be interested in the filling of Seat 4 and she can contact them.
6. Dayna with Waste Pro came by and discussed the possibility of a garbage increase or the possibility of going to once a week pickup service. She will let us know their decision in the next month or so.
7. CDBG – I spoke with Andy Easton concerning us not receiving the contract yet. He called and was told we should receive it within a week or so.
8. FRDAP – We want know if we get this until after June 30th to see if Governor approves it.
9. Went over Revenues and Expenditures for May 2025. We have a couple of budget amendments that need to be done.

Water Fund – Revenue Side

We need to add \$3,883.53 SRWMD to budget total \$323,244.79

This will change budget total from \$323,244.79 to \$327,128.32

We need to do the same thing on the Water Fund Expense side.

A motion was made by Joe Tolleson to do this budget amendment on the Water Fund side. Seconded by Linda Bennett. Motion passed

General Fund - Revenue Side

We need to add \$33,452.69 Fire to budget total of \$192,300.00

We need to add \$5,453.78 ARPA to budget total of \$192,300.00. This is a total of \$38,906.47. This will change budget total from \$192,300.00 to \$231,206.47. We need to do the same thing on the General Fund Expense side.

A motion was made by Chris Caldwell to do this budget amendment on the General Fund side. Seconded by Linda Bennett. Motion passed.

10. Everyone needs to have completed Form I by July 1st. Linda Bennett is the only one who has not completed this form. As information if anyone resigns before their term is up they will need to file a final IF form within 60 days of resigning.
11. The water fountain at the park was broken by using a bat. I contacted Swamp Cutters and he has ordered a new one and will install it.

Water Department – Gene Melvin:

1. Town Clerk reported that Durrance Well Drilling did come out and repair non potable well valve. Anderson Columbia is still getting water from our system. They will me know when they are through. We will take a final reading on meter and bill them.

2. Per Bernard Carter the water tower clean out is scheduled for July 1st. Hydrants will be opened up to keep the system working. He will have to empty the tower before the clean out starts on July 1st. The Town Clerk will send out notices with the June water bill to all water customers. Also, a note will be sent out through our REMIND program.

Sanitation, Road/Streets, and Recreation/Parks – Nothing to Report

Ground Maintenance/Mowing – Joe Tolleson:

1. A pre-bid tour was done on Saturday, June 7th. He reported he had two people show up for the tour. Bids are due by 1:00p.m on July 7th.

Old Business:

1. Mayor Melvin did ask when the one year date was for the completion of the road construction by Whitehurst. Town Clerk will check into and let council know.

Checks approved: GFund – 6187-6196, WFund – 8617-8636

A motion was made by Chris Caldwell to pay the bills. Seconded by Joe Tolleson. Motion passed.

Mayor Gene Melvin made a motion to adjourn. Time: 7:55p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk