

Town of Brooker
Regular Monthly Council Meeting
March 8, 2022

Present: Joe Tolleson, Chris Caldwell, Linda Bennett, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas
Community: Terry Thomas, Steve Voelker, Allan Wander (SAI Consulting Engineers)
Absent: Steve Acree

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

A motion was made by Joe Tolleson to approve the February 8th meeting minutes as presented. Seconded by Chris Caldwell, Motion passed.

First Order of Business – Election of Mayor and Vice-Mayor:

Due to the absence of the Vice-Mayor, a motion was made by Linda Bennett to delay the election of Mayor and Vice-Mayor until the regularly scheduled April meeting. Seconded by Chris Caldwell, Motion passed. This will be on the April 12th meeting agenda.

Attorney – John Maines:

1. *Interlocal Agreement for Division of Local Option Fuel Tax Proceeds*
Mr. Maines relayed that he had reviewed the agreement provided by Bradford County Attorney, Will Sexton and did not see any issue with the agreement. He relayed to the council that this interlocal agreement was between the Board of County Commissioners, the City of Starke, City of Lawtey, City of Hampton and Town of Brooker with the distribution percentages for the local option fuel tax having been in place since 1988. He did request that the Town of Brooker be notified if any of the other named municipalities declined to ratify this agreement (as it would affect the distribution percentages for all others). A motion was made by Joe Tolleson to adopt the Agreement as presented. Seconded by Chris Caldwell, Motion passed.

Fire Department – Joe Tolleson:

1. Joe Tolleson reported that the Bradford County Fire Rescue had flushed the fire hydrants without any prior notification to the Town. Clerk confirmed that an apology letter had been sent from Ben Carter on February 16, 2022, advising the hydrants had been tested on February 15, 2022 and through miscommunication in their office, the Town had not been properly notified. The Clerk responded that prior notification was necessary due to possible water issues for customers.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$249.37 in overdue accounts. One meter (1) remains locked (Crews).
2. Clerk provided information on progress of SCOP Grant Road Resurfacing project. Specifically Council members were advised that the company providing inspection services (SAI Consulting Engineers) was amending their cost proposal to be more in line

with the allotment approved by FDOT and would re-submit in April. This will not delay progress as they cannot perform inspection services prior to actual construction and that is tentatively scheduled to begin in June 2022. Mr. Allan Wander (SAI Consulting Engineers) was present at the meeting and confirmed this information.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for February 2022.
2. Bookkeeper advised that the Town is currently paying \$23.00 monthly for the water to be turned on at the Fire Station. No water is being used, nor is the building in use. Clerk was directed to place this account in “Inactive” status.
3. Bookkeeper went over information concerning Brooker Volunteer Fire Department Account at TD Bank. Because the Fire Department was using the Town’s Federal Employee Identification Number, TD Bank requested confirmation of the Town’s FEIN via a copy provided by the Internal Revenue Service, showing the FEIN belongs to the Town of Brooker. TD Bank is now requesting new signatures on this account, which was accomplished with Charlene Thomas, Linda Bennett and Gene Melvin providing signatures on this date. The Brooker Volunteer Fire Department account will be closed and a new account under the name of Town of Brooker, Fire Fund opened with the signatories being Charlene Thomas, Linda Bennett and Gene Melvin.
4. Charlene Thomas advised the Council that she had observed Randy Kelly and two other Bradford County School Board employees drive through the closed road on Melvin Street. She called Superintendent Hartley’s office and advised them we expected their employees to follow closed road barricades just like all others. She was assured they would report this to the Maintenance Department.

Water Department – Gene Melvin:

1. Gene Melvin briefed with Bernard Carter and relayed that he is still waiting on information regarding installation of fire hydrants at Shady Oaks to replace standing water pipes.

Sanitation – Chris Caldwell:

1. Nothing new to report

Road/Streets – Joe Tolleson:

1. Issues with roads/streets are being addressed thru the SCOP grant.
2. Joe Tolleson advised that he had placed barrel barricades over the existing poles at the road closure on Melvin Street to provide more substantial deterrents against “drive-overs”.

Recreation/Parks – Linda Bennett:

1. Nothing new to report.
2. Chris Caldwell noted that water fountains at the park appeared to be clogged and the water fountain at the ball field had a very slow flow. Clerk was directed to contact Swamp Cutters for repair.

Ground Maintenance/Mowing – Steve Acree (absent):

1. Nothing new to report

Community Center Building – Mayor Melvin:

- I. Community Center is being rented regularly

Town Council:

- I. Nothing to report

Old Business:

- I. *American Recovery Plan Act (ARPA) – Fiscal Recovery Funds*

Mayor Melvin read a list of items and/or services that ARPA Fiscal Recovery Funds could be used for, with the understanding that all funds must be used prior to December 31, 2024. Included in the list was the possibility of offering a one-time relief to the water customers of Brooker. Clerk was directed to provide the Council with the current month's total water bill for review/consideration.

New Business:

None

Checks approved: General Fund: 7731-7752 Water Fund: 5720-5731

A motion was made by Chris Caldwell to approve the bills. Seconded by Linda Bennett. Motion passed.

Gene Melvin made a motion to adjourn. Time: 7:47 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk