

Town of Brooker
Regular Monthly Council Meeting
March 14, 2023

Present: Steve Acree, Linda Bennett, Gene Melvin, Joe Tolleson, Chris Caldwell, John Maines,
Suzanne McRee, Charlene Thomas
Community: Carol Mosley (Bradford Telegraph)

Meeting called to order by Gene Melvin, Mayor. Meeting start time: 7:25 p.m.
Pledge of Allegiance

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

First Order of Business – Appointment of Mayor and Vice-Mayor for one (1) year term:

Joe Tolleson made a motion to open nominations for Mayor for a one-year term. Seconded by Linda Bennett. Motion passed.

Call for nominations – Joe Tolleson nominated Gene Melvin.

Steve Acree made a motion for nominations to cease. Seconded by Joe Tolleson. Motion passed.

Joe Tolleson made a motion to nominate Gene Melvin for Mayor for a one-year term. Seconded by Chris Caldwell. Motion passed.

Steve Acree made a motion to open nominations for Vice-Mayor for a one-year term.
Seconded by Linda Bennett. Motion passed.

Call for nominations – Linda Bennett nominated Steve Acree. Steve Acree nominated Linda Bennett.

Chris Caldwell made a motion for nominations to cease. Seconded by Joe Tolleson. Motion passed. Linda Bennett declined the nomination.

Chris Caldwell made a motion to nominate Steve Acree for Vice-Mayor for a one-year term.
Seconded by Joe Tolleson. Motion passed.

Attorney – John Maines:

1. Invitation to Bid – Opening of Sealed Bids for Site Work at City Hall

The Town of Brooker received a singular bid for the site work to be performed at City Hall.

The Bid was received from Hamilton Custom Services, LLC in the amount of \$9,850.00.

Based on the review and determination of having met the prerequisites of the bid requirement, a Motion was made by Steve Acree to accept the bid from Hamilton Custom Services, LLC, as presented, utilizing ARPA funds. Seconded by Joe Tolleson, Motion passed.

Fire Department – Joe Tolleson:

Nothing new to report.

Town Clerk Report – Suzanne McRee:

1. Past due report was passed out. Still out \$331.39 in overdue accounts.
2. Well Installation is underway with Durrance, planning to start on Monday, 3/20/2023.

3. Clerk provided a SCOP Grant update on the paving contract portion of this project, relaying that the paving contractors have entered into a subcontract with a vendor that can provide the required paving fabric (as required in the final approved design plans) and they expect to begin road work mid-April.
4. The Clerk received an e-mail from ICE notifying the Town that prior to Whitehurst & Sons beginning pavement of Michigan Avenue some of the trees need to be cut back, at least 5 feet from the stakes put down. Mayor Melvin questioned if this was part of the services performed by the contractors, as noted in the design plans. The Clerk will follow-up with the design engineers for clarification.
5. Radar Speed Signs – Everything has arrived with the exception of the poles which are on back order. Follow-up call indicated they should ship out 3/21/23.
6. Carlton Construction has submitted bids for repair of the well/house building by the tennis courts – door & water damaged areas roof along with the storage building (“old park building”) – roof and doors. The quotes received indicated a need for an Invitation to Bid to be advertised. Clerk was directed to advertise.
7. Emailed Andrew Green of Florida Rural Water Assoc. about mapping for water lines. He indicated that FRWA can “map” for lines, print maps and provide books. Discussion followed as to how the water lines are located, via tracer lines or manual walk thru with existing maps. Clerk was directed to follow up for clarification with FRWA.
8. Clerk is waiting on bid from Kevin True for painting of Community Center, utilizing ARPA funds.
9. Clerk received one quote for replacement gates for the water building area. That quote was from All-Out-Fence in the amount of \$1,853.07. Still waiting on two other quotes. All quotes will be presented at the April meeting.
10. Swamp Cutters has been called twice since the Shady Oaks fire hydrant repair project for water leaks near the valve site (Bradford Avenue). They are citing the cause as lines that had not been in use were opened temporarily during the project and caused pressure at those two sites.
11. A new mobile home will be moved into 17178 N. East Street (Young), replacing an existing home (in compliance with existing Land Development Regulations).
12. All new/incumbent Council Members have taken their “Oath of Office” for their new terms.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of February 2023.
2. Mrs. Thomas relayed thanks to Bradford County Road Department for bringing several loads of dirt for the playground area and spreading it. This was a cost savings to the Town.
3. Wade Huggins checked our A/C on February 28th. When he pulled down the ladder to check the unit in the attic, he found the duct work had been damaged, although air was still flowing. He also observed confetti, indicating someone had been in the attic area. Mrs. Thomas suggested a lock be put on the pull-down ladder to prevent anyone from going up there when the building is rented. Terry Thomas will install a lock and the Clerk will maintain the keys for access when needed.
4. Mrs. Thomas mentioned that she had observed older children in the playground area that are flipping swings over the top bar, making it inaccessible to smaller children. She suggested putting up a sign indicating ages of children to play on the equipment.
5. Terry Thomas will be working on the merry-go-round this week at the playground. A sign will be up at the park to show it “closed” and the gates locked until the new equipment is installed.

6. Mrs. Thomas received an email from Robert Francis with FDOT. They were updating their inventory list of street lights illuminating the state highways in Brooker. This includes SR 235 and SR 18. The list on file at City Hall shows 12 lights, but FDOT says only 10. The Town Clerk contacted Kelley Dyal with Clay Electric to see if they could provide a map showing all street lights in city limits, which they did. Mrs. Thomas is currently working with FDOT on getting this straightened out. The map will be retained in the Clay Electric file folder. The reason this is being questioned is because we have a State Highway Lighting, Maintenance, and Compensation Agreement with FDOT. The Town is compensated yearly for the maintenance of Street lights on SR 235 and SR 18.

Water Department – Gene Melvin:

1. Mayor Melvin briefed with Bernard Carter to address a sensor that was going off at the generator.
2. Mayor Melvin indicated the need to advertise for bids on the electrical work associated with the new well installation project. Clerk will advertise as soon as confirmation of the new well installation is received from Durrance.

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:

Mayor Melvin expressed a desire to hold a “ribbon-cutting” ceremony for the opening of the newly paved streets, once the project completes. Clerk will place this on the April agenda for follow-up.

Old Business:

ARPA Fiscal Recovery Funds

New Business:

Mayor Melvin advised that Bradford County has a new code enforcement officer for the county and he is a resident of Brooker. The officer asked if he could address the Council on matters of enforcement and his role. The Clerk will make contact and place on the April Agenda.

Checks approved: General Fund: 8012-8035

Water Fund: 5850-5861

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: 8:32 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk