

TOWN OF BROOKER
REGULAR MONTHLY TOWN COUNCIL MEETING
MARCH 11, 2025

Present: Gene Melvin, Chris Caldwell, Linda Bennett, Joe Tolleson, Breann Garbas,
Charlene Thomas, John Maines – phone call
Community: Terry Thomas, Amber Shepherd – NE Florida Economic Development

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

A motion was made by Joe Tolleson to approve the February 11th meeting minutes as presented.
Seconded by Breann Garbas. Motion passed.

Amber Shepherd – Northeast Florida Economic Development Corporation attended meeting. She said this company's primary purpose is to advance the economic development and public welfare of a portion of northeast Florida by promoting and assisting the growth and development of businesses, and encouraging public and private partnerships. The principal objectives of the Corporation shall be to benefit the community by increasing employment opportunities for citizens of Bradford and Union county.

John Maines – Attorney:
Nothing to report.

Fire Department:
Gene Melvin reported he had attended a meeting in Starke with Diane Andrews, Ben Carter and a prospective Engineering Firm who will be doing the prep and site work for new Fire Station. Another meeting is scheduled on March 12th in Starke. We are planning on 3 or 4 bays that will house an Engine and Brush Truck. The site plan is being worked on. The living quarters may have to be cut down in size if we don't receive enough funds from the Florida Legislature appropriations to fund the size we want.

Town Clerk – Charlene Thomas:

1. Past due water report passed out. Still out \$265.72
2. To clarify – I did check with Josh Davis, Swamp Cutters, and any water break will be considered the homeowners from the cut-off valve to their home.
3. Contract with Josh Davis has been typed and he will come by on Wednesday to sign.
4. I did provide each council member with a copy of a letter that will be sent out with this month's water bill. The letter provides information concerning the new meters and the cut off valve we installed for homeowners to use.
5. We did receive one complaint about high water bill and usage. The customer was Terry Wilkins. I went to his meter and was able to pull from the meter a month's worth of usage history. Also, a water hose was left running which I did turn off.

I sent him paperwork showing his usage history and the days it showed he had a leak. Also, these new meters will show on the meter if they have a "Flow Leak". I will notify customers when they have a leak.

6. The office will be closed on Monday, March 24th.
7. The memorial crosses lettering is not sticking to the wood cross. I have been replacing them each time but it is a lot to fix each time. I went to Showcase advertising in Starke and spoke to Trent about what we can use instead of the vinyl letters. He suggested making decals on roughmark vinyl showing name and military branch. He sent me a quote in the amount of \$403.00 to do 62 decals plus military branch. A motion was made by Breann Garbas to approve the purchase. Seconded by Linda Bennett. Motion passed.
8. Went over Revenue and Expenditures for February 2025.
9. Audit is almost complete. It will be presented at the April 8th meeting.

Water Department – Gene Melvin:

1. Generator is still not fixed. Bernard Carter said he would call Ring Power.
2. Bernard contacted Town Clerk and said the chlorine needs to be moved back to the original room. It is causing the pipes to rust in main area. He said he would contact the Mayor on this.

Sanitation/Road/Streets – Nothing to report

Recreation/Parks – Linda Bennett:

1. Chris Caldwell called Josh Davis concerning the busted pipe at the water fountain at the park. A leak was found at the water fountain at the tennis court too.

Ground Maintenance/Mowing – Joe Tolleson:

1. Gene Melvin asked if the mowing people can mow the area that the New Fire Station will be put at? Joe said he mentioned it but they didn't want to put their mowers on the unlevel ground. Gene said maybe we can get the County to come and mow it for us.
2. Joe did mention they will start twice a month mowing in April.

Community Center – Gene Melvin:

1. Building rented again this weekend.

Old Business:

1. Ordinance 2025-01 (first reading) Fire Assessment presented to council. There was some discussion on this. A motion was made by Chris Caldwell to adopt and read by title only Ordinance 2025-01. Town Clerk read the Title. Seconded by Linda Bennett. Vote called for: 4 - yes and 1 – no Motion passed.
Clerk asked if the council wanted this to be presented for 2nd reading at the April meeting? It was suggested we hold off until the May meeting for 2nd reading.
2. Gene Melvin mentioned that the county has not come out and paved the culvert on Michigan Avenue.
3. Next workshop on Fire Assessment is March 18th at 5:30p.m.

New Business:

I. Election of Mayor and Vice-Mayor:

Chris Caldwell made a motion to open up nominations for **Mayor** for a one year term. Seconded by Joe Tolleson. Motion passed.

Mayor called for nominations: Breann Garbas nominated Gene Melvin. Linda Bennett made a motion to close nominations. Seconded by Chris Caldwell. Motion passed.

Chris Caldwell made a motion to approve Gene Melvin for Mayor for a one year term. Seconded by Breann Garbas. Vote called for: Motion passed.

Breann Garbas made a motion to open up nominations for **Vice-Mayor** for a one year term. Seconded by Linda Bennett. Motion passed.

Mayor called for nominations: Linda Bennett nominated Chris Caldwell. Chris Caldwell nominated Linda Bennett. Linda Bennett declined. Joe Tolleson made a motion to close nominations. Seconded by Breann Garbas. Motion passed. Joe Tolleson made a motion to approve Chris Caldwell for Vice-Mayor for a one year term. Seconded by Linda Bennett. Vote called for: Motion passed.

Checks approved: 8559-8577 G.Fund, 6145-6158-W.Fund

A motion was made by Breann Garbas to approve the bills. Seconded by Joe Tolleson. Motion passed.

Gene Melvin made a motion to adjourn the meeting. Time: 8:03p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk