

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
MARCH 10, 2026

Present: Joe Tolleson, Charlene Thomas, Gene Melvin, Randy Starling, Chris Caldwell, John Maines-Zoom.
Absent: Linda Bennett
Community: Terry Thomas, Maria Geer, Carol Moseley, Diane Andrews – County Commissioner, Ben Carter – Bradford County Fire Rescue.

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 February 10th regular meeting and the Board of Adjustment Public hearing meeting. Seconded by Randy Starling. Motion passed.

New Fire Station – Ben Carter – Bradford County Fire Rescue:

He reported he had emailed a copy of the grant agreement between Brooker and the State regarding the appropriations to the Town Clerk and Attorney today. Mr. Maines reported he had looked over the agreement and suggested the Town Clerk look over Attachment 1. He said it is a standard agreement and was not recommending any changes to it. The Mayor requested a copy to go over.

Ben reported the Engine Fire Truck should be ready in a little over a month for pickup. The cost was \$552,000.00. That leaves us with \$110,500.00 for more apparatus items we can purchase. Ben said he could get quotes for items we could purchase with the remainder of the funds and bring back to the Town Council for approval. No action was taken on this. The remainder of the funds have to be spent by June 2026. He said he has received the contract back from M&R construction and the State approved it.

He mentioned the building of the new Fire Station has started. The station will cost \$500,000.00. We will have \$6,096.00 left over. We can request ½ of the funds around \$250,000.00. He will get with Town Clerk when this needs to be done.

- (1) On March 4th the Town Clerk received a call from the Mayor concerning several loads of dirt needed at the new fire station location. The Mayor was contacted when the contractor begin digging the footer there was a pile of trash under the dirt. The trash has to be dug up and removed and then the dirt has to be put back to fill up the hole. The Mayor asked the Town Clerk to contact each council member and get an approval to go ahead with the purchase of the dirt so work can continue. Each council member was called and approved the purchase. The payment for the dirt will be paid out of the Fire Fund the Town has.
- (2) Ben Carter sent the Town Clerk a bill in the amount of \$1600.00 from Terry McCarthy stump grinding for the two pine trees he removed at the new Fire Station location. Diane Andrews had previously reported the County would pay for the tree removal. However, it was mentioned the Town can pay for this from the \$552,000.00 we are getting from the State. A motion was made by Randy Starling that the Town pay the

\$1600.00 from the Fire Fund account the Town has. Seconded by Chris Caldwell. Motion passed. Again this \$1600.00 plus the bill we will receive for the two loads of dirt can be presented as an invoice and the Town could be refunded for the two amounts from the State funds.

Carol Moseley:

The Mayor let her have a few minutes before regular meeting proceeded. She voiced her opinion of not liking the ICE detention center project on Highway 301 that the Bradford County Commissioners will be considering. She wanted to know if the Town of Brooker has received any documentation from Bradford County on the ICE project? The answer was no. She said she would drop some documentation off to the Town.

Maria Greer:

The Mayor let her have a few minutes before regular meeting proceeded. She also voiced her opinion of not liking the ICE detention center in Bradford County.

Diane Andrews – County Commissioner:

She gave an overview of the Detention Center in Baker County that she visited.

Town Clerk – Charlene Thomas:

1. Past due water report was passed out. Still out \$273.13
2. The council was asked “Where do they want to deposit the \$12,500.00 for the purchase of the Old Fire Station by Hamilton Custom Services.? A motion was made by Joe Tolleson to deposit the \$12,500.00 into the Town’s Fire Fund. Seconded by Chris Caldwell. Motion passed.
3. Phillip McDonald purchased the property on SR 231 from Juanita Adams. I was contacted about rezoning the property from Agriculture to Residential. I contacted Phillip and let him know about the 6” main water line that runs through his property. Also, I talked with the Mayor concerning this 6” main line and he suggested I get Swamp Cutters to locate the line and mark the line so it is visible.
4. The Mayor asked me to contact Glenn Ward, Code Enforcement, concerning property at 11649 Parker Street, right behind Dollar General. There is no one living there right now. I heard back from Glenn and has taken pictures of the property and is working on getting it cleaned up.
5. Journey Communications contacted me about getting water from our non-potable well. I have all their information so we can bill them when completed.
6. I contacted North Central Title Company, Starke, to get a Quit claim Deed drawn up for the sell of the old Fire Station. They sent a Warranty Deed instead. I contacted John Maines about this and he said we need a Quit Claim Deed. We don’t want to warranty anything at the old fire station. North Central Title company will send me a Quit Claim Deed.

7. A letter was sent to Jordan Davis concerning the zoning certificate she did not get before adding a carport and deck. I have not heard back from her.
8. I contacted Andy Easton about a grant for a new generator. He had Mary Gavin contact me about a grant. She is the one who helped up get a grant for the new Meters. Haven't heard anything yet.
9. CDBG – We have received 3 applications. I talked with Maxine Booth on Monday and she has changed her mind and doesn't want to participate in the CDBG. I haven't heard anything from Mary Sue Willingham.
10. The 2024/25 audit is being worked on by Powell & Jones. I talked with John Maines and he said we need to advertise for an auditing firm for 2025/26. I have received several copies of the wording that needs to be used for advertising for proposals for Independent Auditing Services. Hopefully I can get this advertised shortly.
11. Received any email from Florida DEP – new law established Senate Bill 180 in 2024, and it requires Cities & Counties to pre-authorize at least one Disaster Debris Management site (DDMS) annually. This allows us to temporarily manage storm generated debris in case of emergency. The email states we can have a MOU (Memorandum of Understanding) between the City and County to designate responsible post storm debris management. I contacted Brad Witt, Emergency Management, Bradford County, and he is looking into doing a MOU with Brooker, Hampton and Lawtey. Waiting to hear back from him.
12. Pat Welch was contacted in December 2025 to do a replat on the property we just purchased from Annette Castner. We need to change the 7 lots into one parcel. He did the original survey for us. I have called him several times about this and he hasn't done the replat. I would like to contact him and tell him we have to have this by the end of March. Town council agreed for me to give him a time frame and if he doesn't get it done to contact someone else.
13. Went over Revenues and Expenditures for February 2026.

Water Department – Gene Melvin:

1. He reported we had a chlorine leak and Bernard Carter fixed it for us.
2. The dial on the valve at well #2 wasn't working properly. The new part was ordered. Bernard was able to fix it so we have a new part on hand if we need it.

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

Old Business:

1. Town clerk reported the cracks on the tennis court have been fixed.
2. Mayor Melvin mentioned to Diane Andrews about the culvert not done at the end of Michigan and CR 235A. She reported that Jason Dodds said he would wait until the Fire Station is completed to do the culvert due to heavy equipment coming in and out and could possibly mess it up. Mayor said Ok.
3. Mayor Melvin mentioned to Diane Andrews we need the trees cut back behind the Community Center.

New Business:

1. Election of Mayor and Vice-Mayor:

Mayor Melvin called for a motion and second to open up nominations for **Mayor** for a one year term. A motion was made by Chris Caldwell. Seconded by Randy Starling. Motion passed.

Nominations called for from Town Council: Chris Caldwell nominated Gene Melvin for Mayor.

A motion was made by Joe Tolleson to close nominations. Seconded by Chris Caldwell. Motion passed.

A motion was made Randy Starling to approve Cecil E. Melvin for Mayor for a one year term. Seconded by Chris Caldwell. Motion passed.

Mayor Melvin called for a motion and second to open up nominations for **Vice-Mayor** for a one year term. A motion was made by Randy Starling. Seconded by Chris Caldwell. Motion passed.

Nominations called for from Town Council: Joe Tolleson nominated Chris Caldwell for Vice-Mayor.

A motion was made by Randy Starling to close nominations. Seconded by Chris Caldwell. Motion passed.

A motion was made by Joe Tolleson to approve Chris Caldwell for Vice-Mayor for a one year term. Seconded by Randy Starling. Motion passed.

2. Town Clerk was asked to put the Grant Agreement between Department of Financial Services and Town of Brooker on the April agenda.

Checks approved:

A motion was made by Chris Caldwell to pay the bills. Seconded by Randy Starling. Motion passed.

A motion was made by Gene Melvin to adjourn: Time 8:20p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk