

Town of Brooker  
Regular Monthly Council Meeting  
November 9, 2021

Present: Linda Bennett, Joe Tolleson, Steve Acree, Gene Melvin, John Maines, Suzanne McRee, Charlene Thomas  
Absent: Tony Stalnaker  
Community: Steven Thornton, Terry Thomas

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

A motion was made by Steve Acree to approve the October 12th meeting minutes as presented. Seconded by Linda Bennett, Motion passed.

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**Attorney – John Maines:**

1. *North Central Florida Regional Planning Council – Update on Comprehensive Plan*  
The Town of Brooker is unable to process comprehensive amendment changes as we are currently in non-compliance with the state mandated compliance procedure of the comprehensive plan. This is not an unusual status for small towns as the charge for updates to a comprehensive plan is in excess of \$5000.00. The Regional Planning Council (Sondra Joseph, Sr. Planner) had offered to update this plan, however due to staffing shortages will have to delay assistance until communities with more pressing issues are handled. If a request for a comprehensive plan amendment change (re-zoning) is received, the Town is unable to process until in compliance with state requirements. At this time, the Council is not aware of any upcoming requests for zoning changes.
2. *Fire Department – Update*  
Mayor Melvin asked for suggestions as to how to proceed with the current status of the Fire Department (buildings, property, position/Fire Chief). Mr. Maines suggested a meeting with Ms. Diane Andrews (County Commissioner), a representative from Town Council (Mayor), Tony Stalnaker (Fire Chief), Mr. Maines (Attorney), County Manager, and Allen Parrish (Director of Emergency Management) to discuss both current and future plans with regard to emergency management for Brooker.
3. *ARPA Fiscal Recovery Funds – Update*  
Mayor Melvin asked if there had been updates or guidance on the usage of the ARPA funds. The first half of the funds allocated to Brooker have been received and Ms. Thomas has contacted Reddish & White for guidance as to where to place the funds. At this time, no updates have been received other than an e-mail from the Florida League of Cities advising of an upcoming publication of a guide for usage. Mr. Maines did caution that any time spent on this project be coded as such for payment through these funds.

**Fire Department – Tony Stalnaker (absent):**

1. Nothing to report

### **Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$820.53 in overdue accounts. Five (5) meters were locked during the month of October. Two (2) remain locked.
2. SCOP Grant Update – next phase of this grant includes the advertisement for Inspection Services. The ad will be posted on 11/10/21 with a deadline for bids being received by 1:00 p.m. on 12/14/21. The sealed bids will be opened at the regularly scheduled December Town Council meeting.
3. Class C Water Plant Operator contract will end on 12/31/21 (2-year contract), so the advertisement for new bids has been placed on 11/4/21 with a deadline for bids being received by 12/13/21. The sealed bids will be opened at the regularly scheduled December Town Council meeting.
4. Received a call from Bradford Zoning regarding the status of the modular home at 11774 Charlotte Avenue (David Prescott). Last communication from January 2021 stated that Brooker Town Council had agreed that he could replace existing home with a modular home, however the Health Department had to give approval on the septic system. The Council confirmed that was the last communication on this property and there had been no new developments. The Clerk advised the Council that the water meter remained locked and she would relay that information to Aleshia with the Zoning Department.
5. The Town Clerk advised there continues to be discrepancies in meter readings. It is requested that Terry Thomas go behind the Meter Reader on 11/22/21 for a sampling of readings to compare with those submitted by the Meter Reader.
6. The Town Hall office will be closed for the Thanksgiving holiday on the following dates: 11/25, 11/26 and 11/29/21.

### **Bookkeeper – Charlene Thomas:**

1. Went over Revenues and Expenditures for October 2021.
2. Ms. Thomas spoke with Kara Wainwright, Reddish & White, on October 27<sup>th</sup> concerning American Rescue Plan Act money we received in the amount of \$85,144.00. She suggested we deposit the funds in our General Fund - Interest Checking account for now. This where we deposited the FRDAP reimbursement. We are not going to amend the budget until the Council decides what we are going to use funds for. She is looking into ARPA to see what the money can be used for and will let us know more at a later time. The \$85,144.00 was deposited on October 29<sup>th</sup>.
3. Ms. Thomas is pulling the audit for 2020/21 for Reddish & White. Kara will be picking this up soon.
4. PO Box 27 (Fire Department) has been closed. A forward mail request has been issued to forward any incoming mail to the Town of Brooker PO Box (127).

### **Water Department – Gene Melvin:**

1. Mayor Melvin discussed the three (3) stand pipes in Shady Oaks as opposed to fire hydrants with it being noted that the stand pipes are easily broken. He will be speaking to Bernard Carter about replacing the stand pipes with fire hydrants, possibly with ARPA funds.

**Sanitation – Chris Caldwell:**

1. Nothing to report

**Road/Streets – Joe Tolleson:**

1. Potholes and need for road repairs are noted, with the repairs anticipated through the SCOP Grant.
2. Road block on Melvin Street – the posts serving as a road block on Melvin Street have been run over intentionally and the vandalism increased with tacks/nails being thrown into the driveways of certain residents on that street and on the city roadway on Bloxham Street. BCSO has been notified.

**Recreation/Parks – Linda Bennett:**

1. Nothing to report

**Ground Maintenance/Mowing – Steve Acree:**

1. Report noted under “Old Business”

**Community Center Building – Mayor Melvin:**

1. Rentals have resumed with two (2) rentals during the month of November.

**Town Council:**

1. Nothing to report

**Old Business:**

1. ARPA – Division of Emergency Management Funds
  - a. As reported by the Clerk and Bookkeeper, the first half of the ARPA funds allocated for Brooker has been received - \$84,144.00
  - b. The Florida League of Cities has indicated that a user guide is forthcoming.
  - c. Possible ideas for usage of these funds include the repairs to the Community Center (resealing of roof), repairs to the water tower, and general beautification/tourism incentives to the Town of Brooker. Will await further instruction from FL League of Cities and auditor.
2. Proposal for Additional Lawn Care Services
  - a. A bid for additional services, other than those currently contracted, was submitted by A.J.
  - b. Mayor Melvin noted that these services may be considered for the usage of ARPA (beautification of town/tourism/etc.) funds. The Town Clerk will make inquiry as to whether or not this fits the criteria for usage.
3. Letters to Property Owners at 11939 Cedar Drive and 17178 N. East Street
  - a. Letters were mailed in October with follow-up in November. Both home owners appear to be working to improve their properties as requested.

**New Business:**

1. Class “C” Operator

- a. Existing contract ends 12/31/21; a Bid for Advertisement has been placed in the Bradford County Telegraph with sealed bids being received until 11:00 a.m., 12/13/21. Sealed bids will be opened at the December Town Council meeting.
2. SCOP Grant/Inspection Services
  - a. A Bid for Advertisement has been placed in the Bradford County Telegraph and the Gainesville Sun with sealed bids being received until 1:00 p.m., 12/14/21. Sealed bids will be opened at the December Town Council meeting.

Checks approved: General Fund: 7641-7663

Water Fund: 5677-5689

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: 8:17 p.m.

  
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Cecil E. (Gene) Melvin, Mayor

  
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Suzanne McRee, Town Clerk