

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
OCTOBER 14, 2025

Present: Charlene Thomas, Joe Tolleson, Chris Caldwell, Gene Melvin, Randy Starling.
John Maines – Zoom
Absent: Linda Bennett
Community: Terry Thomas, Diane & L.D. Andrews

Meeting called to order by Gene Melvin, Mayor.

Pledge of Allegiance!

A motion was made by Randy Starling to approve the minutes as presented from the September 9th meeting. Seconded by Joe Tolleson. Motion passed.

Resolution 2025-02

This Resolution is designating an administrative authority to receive, review and process plat or replat submittals. In Section 1 and Section 2 – we are adding Mayor/Vice-Mayor as designated person. A motion was made by Chris Caldwell and seconded by Joe Tolleson to read and enact Resolution 2025-02. Town Clerk will read. Call for vote: 4 – yes

John Maines – Attorney (zoom)

1. He mentioned about the Inter Local agreement with Bradford County for the provision of fire and emergency response services. Bradford County Commissioners approved the Inter Local agreement on October 7th and signed the agreement. Town Clerk mentioned to Mayor this is listed under Old Business but we can go ahead and handle it now. A motion was made by Chris Caldwell to approve the Inter Local Agreement and have Mayor sign it. Seconded by Randy Starling. Motion passed. Clerk will send sign copy to Ben Carter.

Fire Department:

1. Diane Andrews mentioned they had a meeting at the new location of the Fire Department. (Mark Williams, Diane Andrews, Joe Tolleson, Jason Dodds, Gene Melvin) She mentioned Mark Williams, contractor, is working with Dale Haas to get a site plan drawn up. Also, several pine trees need to be taken down and culvert on CR 235A needs widening. She said the County will handle this. She mentioned there will be a legislative delegation meeting on October 23rd. She would like anyone who can to come to this meeting. This is where we ask for the second half of the funds we need to complete fire project.

Town Clerk/Finance – Charlene Thomas:

1. Past due water report was passed out. Still out \$281.88 (one customer cut-off)
2. The Mayor asked me to contact the Sheriff's Department about dirt bikes, 4-wheelers ripping the streets of Brooker. I emailed Brad Smith. He referred the complaint to Corporal Glenn Ward. Glenn came out and spoke to the family across RR tracks on right advising them their kids can no longer ride the dirt bikes or 4-wheelers on our streets.

Glenn did say that we can contact him anytime we have anything like this. His number is 904-796-2865.

3. The free REMIND system we had in place to send text messages out to customers concerning water breaks is no longer working for us. The REMIND requires customers to add REMIND as an app. I sent out a request for this to be done and only a few people did this. We have to have a way to inform customers. DEP requires us to let customers know about a water break or boil water notice. I contacted TextMyGov, Trevor Haller. His company has been in business for over 6 years. The cost for the 1st year is: \$750.00 for a set up fee plus \$1500.00 annual fee. Total cost \$2250.00

After this initial cost we will have to pay \$1500.00 for the 1st three years. After that we can renew yearly. Cancellation requires a sixty day written notice. This company will get the telephone numbers of our customers. They will purchase a 3rd party database which will get around 40%-60% of numbers. We will be required to add TextMyGov widget to our website. They will handle working with our website host to get this done. A QR scan code will appear on our website which will allow customers to sign up for TextMyGov.

A motion was made by Joe Tolleson to go ahead and use TextMyGov. Seconded by Chris Caldwell. Motion passed.

4. I have started pulling the audit for 2024/25 for Reddish & White.
5. I have a couple of budget amendments that need to be done for 2024/25:

General Fund – On the expenditures side we are over in Executive Salaries, Travel & per diem, and telephone. Total cost is \$8805.77

I am taking the \$8805.77 from Executive-Misc Expense and adding it to the above line items. This will change the Misc Expense from \$20,613.00 to \$11,807.23.

Also, we are over in Accounting & Auditing by \$2500.00. I am taking the \$2500.00 from Capital Outlay and adding it to accounting. This will change Capital Outlay from \$8715.00 to \$6215.00.

A motion was made by Randy Starling to do these amendments. Seconded by Joe Tolleson. Motion passed.

Water Fund – On the expenditure side we are over in Sanitation, Other Contractual Service. Total cost of \$5632.84

I am taking the \$5632.84 from Other Current Charges and adding it to the above. This will change Other Current Charges from \$13,000.00 to \$7367.16.

A motion was made by Randy Starling to do these amendments. Seconded by Joe Tolleson. Motion passed.

6. Went over Revenue and Expenditures for September 2025 end of fiscal year.
7. Our next council meeting will be Tuesday, November 11th. No one had a problem with this date.

Water Department – Gene Melvin:

1. The contactor is bad on the chlorinator switch. He contacted Len Eaves, Prestige Electric, and he is ordering the part.
2. The chlorine barrels located in main part of water building need to be moved back to their original room located in the front part of the building. Bernard Carter will be handling this. He has talked with Fred Symonds and he will be helping him with this.

Sanitation, Recreation/Parks – Nothing to report

Road/Streets – Randy Starling:

1. He reported the sidewalk edging looks great. It was mentioned that maybe next time we bid this out we can add this to the contract to do a couple of times during the year. Also, it was mentioned that if we notice them getting over grown we need to get with EMT Affordable Lawn Service and get a quote to do them now.

Town Council/Mayor:

1. Gene Melvin, Mayor, said we need to consider moving the Radar speed sign on the west end of Charlotte Avenue. The homeowners at 18960 Charlotte Avenue have complained about its location. He said Jason Dodds, Bradford County Road department, will move it for the Town. A motion was made by Randy Starling to move the sign East on Charlotte Avenue. Seconded by Chris Caldwell. Vote called for: 3 – yes and 1 – no

New Business:

1. Per Andy Easton we need to authorize the Mayor to sign the CDBG Fair Housing certification. A motion was made by Randy Starling to authorize the Mayor to sign the CDBG Fair Housing certification. Seconded by Joe Tolleson. Motion passed.
2. It was mentioned we have several places in the town limits that need to be cleaned up. Joe Favre – 18728 Charlotte Avenue and Isaac Coleman – 18757 Charlotte Avenue The clerk said she will contact Corporal Glenn Ward and have him address these two locations.

Checks approved: GFund – 8700-8723, WFund – 6233-6248

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

Gene Melvin made a motion to adjourn. Time: 8:00p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk