

Town of Brooker
Regular Monthly Council Meeting
September 13, 2022

Present: Steve Acree, Linda Bennett, Joe Tolleson, Chris Caldwell, Gene Melvin, Charlene Thomas, John Maines
Community: Sharon Berrian (Director of Membership Relations, Florida League of Cities), Kara Wainwright (Reddish and White CPAs), Terry Thomas, Donna Tolleson, Michael Tolleson
Absent: Suzanne McRee
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 August 9th meeting minutes as presented. Seconded by Joe Tolleson, Motion passed.

Presentation of John Land Years of Service Award – Sharon Berrian (Florida League of Cities):

Ms. Sharon Berrian, Director of Membership Relations with Florida League of Cities presented Councilman Joe Tolleson with a proclamation and service pin for his thirty (30) years of service to the Town of Brooker. Mr. Tolleson's family was in attendance for the recognition.

Reddish and White, CPAs (Kara Wainwright) – Engagement Letter and Upcoming Audit:

Ms. Kara Wainwright of Reddish and White, CPAs discussed the scope of services provided to the Town of Brooker to include the upcoming audit. The audit for the Town of Brooker will begin by November 15, 2022 with reports issued prior to January 31, 2023. Ms. Wainwright explained some of the changes to the engagement letter for this fiscal year, which includes the separation of non-attest services from audit services. The non-attest services have previously been completed by Reddish and White, however new directives require that these services be separated out from audit services, requiring they either be completed by designated staff for the Town of Brooker, or those services be provided, for a separate fee, by Reddish and White. A motion was made by Joe Tolleson to accept the Engagement Letter as written, with Reddish and White retaining performance of non-attest services. Seconded by Steve Acree, motion passed.

Resolution 2022-01 - Modification of Water Rates:

A motion was made by Joe Tolleson to adopt Resolution 2022-01, modifying water rates from \$23.00 to \$24.00 per month, effective October 1, 2022. Seconded by Chris Caldwell, Motion passed.

Opening of Sealed Bids for Fire Hydrant Installation in Shady Oaks subdivision:

An Invitation to Bid was advertised in both the Telegraph and Gainesville Sun, however no bids were received for this project, which will be funded with ARPA Funds.

Attorney – John Maines:

1. Inter-Local Agreement with Bradford County for NFIP – Flood Plain Management
A notice was received from Division of Emergency Management advising of the requirement of a floodplain management representative and/or building official to be in attendance at the upcoming State Coordinating Office Regional Engagement Community Assistance Visit (SCORE-CAV) meeting, scheduled for September 20, 2022. The required “representative” was confirmed through review of Ordinance 2017-01 which designates the Floodplain Administrator for the Town of Brooker as the Town Clerk. Given the staffing limitations and the inability to perform the tasks associated with this designation, Mr. Maines recommends an Inter-Local Agreement with Bradford County Building and Zoning to cover these duties. Until that can be completed however, the requirement to attend the referenced meeting will stand and the Town Clerk (Suzanne McRee) will attend the scheduled virtual meeting. A motion was made by Steve Acree to submit the Inter-Local Agreement to Bradford County for review/acceptance of the named responsibilities of the Floodplain Management Representative. Seconded by Chris Caldwell, Motion passed.

Fire Department – Joe Tolleson:

Nothing new to report.

Town Clerk Report – Charlene Thomas (Acting Town Clerk):

1. Past due report was passed out. Still out \$264.78 in overdue accounts. One (1) meter was locked this month. It has since been paid and service restored.
2. Construction began on the Water Works Building Monday, 8/15/22. 8/19/22 roof repair complete, drywall installed with finishers starting week of 8/22. Clean up/paint/finish project week of 8/29/22. Gene Melvin, Mayor, inspected the work and gave approval for payment to be rendered. Check for services has been issued.
3. All Reliable Services, Inc (contractor for Clay Electric) has been notified of the quote from Walt Seiler for fire hydrant and line repairs in Shady Oaks subdivision and a request for a Letter of Commitment has been sent.
4. An Invitation for Bid was placed in the Bradford Telegraph & Gainesville Sun for the services required to install the fire hydrant in Shady Oaks subdivision (town’s portion), utilizing ARPA Funds.
5. We received a notice from DEP of a missing sample, having not received the July 2022 Disinfection Byproduct results. Bernard was contacted and pulled the sample, however since the sample was not pulled in July as required, it will result in a violation which requires a Public Notice and a Warning Letter from DEP.
6. “Trick or Treat” date will go on the October 1st bill – Monday, 10/31/22, 6:00 pm – 8:00 pm.
7. Dollar General had a significant water leak at the backflow preventor which was not resolved immediately resulting in a water bill in excess of \$500.00. The bill was sent to the corporate office and they responded that it would be paid.
8. Notice was received from Brooker Pest Control to advise of name change to Turner Pest Control
9. Old City Hall has been painted
10. 911/emergency signs have been received; however, posts and screws will need to be purchased for installation to be completed. The cost of the posts will be \$720.00. Terry Thomas will handle the installation at the rate of \$15.00 per hour. This project is funded with ARPA funds.

11. Ms. Thomas advised she had received numerous calls from customers about the “smell of eggs” and “low pressure” in the water. This was reported by an unknown caller to DEP who in turn made contact with the office, requiring a “Precautionary Boil Water” notice to be in effect. This will remain in effect until Bernard completes two (2) days of sampling and receives the all-clear response from the lab. A copy of the posted “Boil Water” notice was forwarded to DEP. Additionally, inquiry has been made with Showcase Signs for printed signs that can be used in the future, should the need arise, for ease of notification. Appreciation was expressed to Steve Acree, Chris Caldwell, Joe Tolleson, Donna Tolleson and Terry Thomas for their assistance notifying the town of the incident, both through hand delivery of notices and Facebook posts.

Bookkeeper – Charlene Thomas:

1. Went over Revenue and Expenditures for the month of August.
2. Florida League of Cities was contacted concerning insurance coverage on a Merry-Go-Round and indicated coverage would not be a problem. If someone is injured and sues for damages, it would be defendable.
3. The cost for an 8' Merry-Go-Round is \$4013.95. The cost for a 2-Seater See-Saw is \$758.95. Shipping for both items is \$2217.50, with a total cost being \$6990.40, utilizing ARPA funds. A motion was made by Steve Acree to purchase these items, utilizing ARPA funds. Seconded by Chris Caldwell, motion passed.
4. There will be budget amendments as the fiscal year closes, end of September. They will be presented at the October meeting.
5. The Final Public Hearing on Budget will be Tuesday, September 27th at 7:00 p.m. A quorum is required.

Water Department – Gene Melvin:

1. The water tank was drained on Sunday, September 11, 2022, with scheduled cleaning/maintenance being performed by Utility Services Co, Inc. on September 12, 2022. The tank was refilled on September 13 2022, with two (2) days of sampling required before the “boil water” notice can be lifted. During this period, complaint calls were received, both at Town Hall and to DEP, noting the smell of water and pressure issues. While the cleaning/maintenance process was followed, the issues noted in the Clerk’s report above were addressed separately with DEP.
2. Appreciation was expressed over the quality of work performed by the contractors (Carlton Contracting, Inc.) on the roofing project for the water building.
3. Clyatt Well Drilling met with Gene Melvin regarding the needs for the installation of a non-potable well, specifically for the needs of the fire department to have access to non-treated water. This project will be bid out and will require bids for well installation, electrical and meter installation. This project will utilize ARPA Funds.

Sanitation – Chris Caldwell:

1. Nothing to report.

Road/Streets – Joe Tolleson:

1. Nothing to report.

Recreation/Parks – Linda Bennett:

1. Nothing to report.

Ground Maintenance/Mowing – Steve Acree:

1. Mowing is taking place as scheduled.

Community Center Building – Mayor Melvin:

1. The Community Center is being rented routinely.

Town Council:

1. Chris Caldwell asked about the notification process to water customers (recent “boil water” notice). Ms. Thomas advised of the REMIND app that is available to all customers, which has been sent out previously. Chris Caldwell and Steve Acree relayed they would post this information on Facebook.
2. Steve Acree noted that he had observed speed notification signs posted in Hampton, solar-powered, that he thought may be beneficial to the Town. Town Clerk was instructed to make contact with Hampton for purchasing information.

Old Business:

1. American Recovery Plan Act (ARPA) – Fiscal Recovery Funds Usage
 - a. Council members were provided an updated report of the current and estimated expenditures.

New Business:

None

Checks approved: General Fund: 7870-7892

Water Fund: 5784-5795

A motion was made by Steve Acree to approve the bills. Seconded by Joe Tolleson. Motion passed.

Gene Melvin made a motion to adjourn. Time: 8:28 p.m.



Cecil E. (Gene) Melvin, Mayor



Suzanne McRee, Town Clerk