

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
OCTOBER 10, 2023

Present: Gene Melvin, Linda Bennett, Steve Acree, Joe Tolleson, Chris Caldwell, John Maines-Zoom, Charlene Thomas.

Community: Terry Thomas, Carol Mosley-Telegraph

Meeting called to order by Gene Melvin, Mayor.

Pledge of Allegiance!

A motion was made by Steve Acree to approve the September 12th meeting minutes as presented. Seconded by Joe Tolleson. Motion passed.

Attorney – John Maines – Zoom

Nothing to report.

Fire Department – Joe Tolleson:

Nothing to report.

Acting Town Clerk – Charlene Thomas:

1. Called Florida Rural Water and Andrew Greene came by and located waterline going across property belonging to A.B. Adams on the corner of SR 231/SR 18 W. Terry is going to put up signs showing location of water line. He has already marked the line on our map. We need to make sure the Adams' do not build anything on top of our main water line on their property. This was grandfathered in years ago.
2. I checked with Randy Andrews, Bradford County Zoning, concerning Annette Castner's property. He advised she can live in the travel trailer until the old burned down mobile home is removed from the property. Once property is cleared/cleaned off she has **one** year to either replace with another mobile home or build a house. After a year if this isn't done she can no longer live in the travel trailer. She was been advised of this information. I did look at our L.D.R.'s and she has six months to replace the mobile home. It is up to the council if they want to give her the six months or one year.
3. I spoke with John Maines concerning the leasing of our Fire Department. He said the property per the Property Appraiser is considered Public Use. If we let someone go into the building and use it, the Property Appraiser according to the law can change the use from Public Use to Commercial. The Town could lose their exemption on this property and would have to start paying taxes. We are exempt from taxes as long as it stays Public Use. He does not recommend we do this.
4. Boil Water notice for residents on SR 18 W was lifted on September 22nd.
5. Trick or Treat in Brooker will be October 31st from 6:30p.m. – 8:30p.m.
6. Past due water report was passed out. Still out \$499.26. Five meters were locked for no payment. All five have been turned back on.
7. Tony Stalnaker contacted me and said he will clean out old park building and haul off any junk. In return he would keep any equipment or anything else left in the building.

8. I have not found the right person for the Town Clerk position. I will continue on as the Town Clerk until I find someone.
9. Ethics Training needs to be completed by December 31, 2023. Steve Acree and Joe Tolleson has completed training.

Charlene Thomas – Accounting Clerk:

1. Passed out new budget for 2023/24.
2. The audit this year will cost a lot more than in previous years. A total of \$25,755.00. A single audit is required this year because we took in over \$750,000.00. This is due to ARPA funds and SCOP grant. The single audit cost is \$7,000.00. Regular audit is \$11,875.00 plus \$6,880.00 for additional cost.
3. The fence was installed around non potable well. The cost is \$200.00. A motion was made by Steve Acree to pay Pam Whitehead \$200.00 for the dog pen fence. Seconded by Chris Caldwell. Motion passed.
4. Went over Revenues and Expenditures for September 30th year end. I need to do some audit adjustments on 2022/23 budget. We did not budget enough money to cover all the expenditures.

- a. **General Fund** – On the Revenue side we budgeted we would take in \$959,952.00 for the year but actually we took in \$981,667.92. Which is a good thing.
On the Expense side we budgeted \$959,952.00 but we spent \$1,050,480.11.
A list was provided showing what line items we were over in:
Executive Salaries, Executive Repairs & Maintenance, ARPA grant expense, Capital Outlay, Street – SCOP grant expenditures.
The ARPA and SCOP are due to us disbursing more out of this budget year than we did last budget year. We have \$34,253.65 left over from the budget line items we didn't use. So, we need \$89,385.00 to balance the budget.
General Fund – **Revenue** side we need to add \$89,385.00 as cash carryover. This will change the budget total from \$959,952.00 to \$1,049,337.00.
General Fund – **Expense** side we need to add the \$89,385.00 to balance the budget. This will change the Expense side from \$959,952.00 to \$1,049,337.00.

A motion was made by Steve Acree to increase the General fund budget from \$959,952.00 to \$1,049,337.00. Seconded by Linda Bennett. Motion passed.

- b. **Water Fund** – On the Revenue side we budgeted we would take in \$88,900.00 for the year but actually we took in \$114,935.47. Which is good.
On the Expense side we budgeted \$88,900.00 but we spent \$105,269.69.
A list was proved showing what line items we were over in:
Sanitation, Other Contractual Service, Repairs & Maintenances, Other Current Charges.
To adjust these overages we need to add \$15,927.00 to our **expense** side thus raising the budget total from \$88,900.00 to \$104,827.00. This will balance the budget.
On the **Revenue** side we will add the \$15,927.00 as cash carryover changing the budget from \$88,900.00 to \$104,827.00.

A motion was made by Chris Caldwell to increase the Water Fund budget from \$88,900.00 to \$104,827.00. Seconded by Linda Bennett. Motion passed.

Water Department – Gene Melvin:

1. The maintenance on the water tower could take four weeks. While it is out of service the tank will be emptied and painted. D.E.P. is requiring Bernard Carter be here everyday to make sure pressure stays in required range.
2. Charlene mentioned that Doug Sanders was not able to attend meeting due to health reasons. He is working on meter grant and will let us know something.

Sanitation – Chris Caldwell:

Nothing to report.

Road/Streets – Joe Tolleson:

SCOP grant is completed.

Recreation/Parks – Linda Bennett:

Nothing to report.

Ground Maintenance/Mowing – Steve Acree:

Nothing to report.

Community Center Building – Charlene Thomas:

Two rentals coming up in November.

Town Council:

Chris Caldwell asked about the CDBG. Mayor Melvin explained that we will be applying for that grant in 2024. Chris said he would like to see Annette Castner get a house built when we apply. Charlene explained that we first have to fill out the grant and then wait to see if we are funded. This grant usually repairs homes. A list would be made of possible homes that need repairs. A committee would be formed and they would make the recommendation to council of the homes that they feel need the repairs. In some cases a mobile home can be purchased and replace an old mobile home. All of this depends on how much is allowed per home. We have had several of these grant and a home for someone has never been built.

Chris Caldwell mentioned the property next door to him needs to be cleaned up. The property belongs to Lowell Shadd, Lake Butler. It was suggested the Clerk contact Code Enforcement and have them look at this property and contact owner.

Linda Bennett mentioned she has had several people say they do not know who is on the Town Council. It was mentioned that the names of council members are posted on our Web site and on the announcement board outside of City Hall. She would like to see Town Council ride in Fall Festival parade on October 21st.

Charlene mentioned that the Town Council is not allowed to ride together in the parade due to the Sunshine Law. They are welcome to ride by themselves.

Old Business:

1. Tabled Alicia/Joe Rike compensate for dirt and mud filling up toilet and washing machine. Clerk did check with the other three homeowners but none of them had dirt in their toilet. Steve Acree made a motion that we pay the Rike's water bill for two months. A

total of \$84.00. Seconded by Linda Bennett. Motion passed. Clerk will write a check and add as a credit to their water bill.

2. Tabled modifying new service connection charges. Present rate is \$1750.00. Clerk mentioned that she contacted Swamp Cutters to come and install a new meter in the Shady Oaks subdivision. She will report back to council next meeting and give them the cost to install a new meter. Council agreed to table this until next meeting.
3. ARPA expenditure sheet was passed out. We have \$2,283.14 left in ARPA funds. We have reserved \$3000.00 for the replacement of new Community Center doors.

Checks approved: GF 8181 – 8203, WF 5943 - 5961

A motion was made by Chris Caldwell to approve the bills. Seconded by Steve Acree. Motion passed.

Gene Melvin made a motion to adjourn. Time: 7:50p.m.



C.E. (Gene) Melvin, Mayor



Charlene Thomas, Acting Town Clerk