

TOWN OF BROOKER  
REGULAR MONTHLY COUNCIL MEETING  
MARCH 12, 2024

Present: Gene Melvin, Joe Tolleson, Steve Acree, Chris Caldwell, Charlene Thomas.  
Zoom meeting: John Maines  
Absent: Linda Bennett  
Community: Terry Thomas, Andy Easton, Doug Sanders and Pat, Carol Mosley – Telegraph

Meeting was called to order by, Gene Melvin, Mayor.  
Pledge of Allegiance!

A motion was made by Steve Acree to approve the meeting minutes from the February 13<sup>th</sup> meeting. Seconded by Chris Caldwell. Motion passed.

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**First Order of Business – Resolution 2024-01**

We need a motion to adopt and read Resolution 2024-01 by title only. A motion was made by Joe Tolleson to read by title only. Charlene Thomas read Resolution 2024-01. Seconded by Steve Acree. Motion passed.

Andy Easton mentioned that the SHIP program through Bradford County has funding available that can be used as leverage to increase the competitiveness of the CDBG application. A Resolution would need to be adopted by Bradford County Commissioners committing \$25,000.00 to be used toward the CDBG. This will help with the points needed to get funding. He will contact the SHIP coordinator and work with them on getting this Resolution adopted by Bradford County Commissioners. After the adoption of the Resolution then the Town of Brooker will need to adopt a Resolution authorizing the use of funds from the Bradford County State Housing Initiative Partnership Program (SHIP) to be used as local match for the Town's proposed FFY 2023-24 CDBG application.

Andy did report at this time we do not have an application date. It could be July, August or September.

**Swear-In Chris Caldwell and Linda Bennett:**

Chris Caldwell was sworn in and Oath of Office was signed. Linda Bennett was absent. She will be sworn in at the April meeting.

**Appointment of Mayor & Vice-Mayor**

A motion was called for to open up nominations for **Mayor** for a one year term. Chris Caldwell made the motion to open up nominations. Seconded by Steve Acree. Motion passed.

The council was asked for nominations.

Steve Acree nominated Gene Melvin. Joe Tolleson made a motion to close nominations. Seconded by Steve Acree. Motion passed.

Chris Caldwell made a motion to approve Gene Melvin for Mayor for a one year term. Seconded by Steve Acree. Motion passed.

A motion was called for to open up nominations for **Vice-Mayor** for a one year term. Steve Acree made the motion to open up nominations. Seconded by Chris Caldwell. Motion passed.

The council was asked for nominations.

Steve Acree nominated Linda Bennett. Chris Caldwell made a motion to close nominations. Seconded by Steve Acree. Motion passed.

Joe Tolleson made a motion to approve Linda Bennett for Vice-Mayor for a one year term. Seconded by Chris Caldwell. Motion passed.

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**Reports:**

**Attorney – John Maines**

Town Clerk spoke with Annette Castner on March 11th and she now want to sell property to the Town. She wants \$17,000.00 but will accept \$16,000.00. Her tax parcel number is 00266-0-00300. Lots 3-7, 20-21 of Block 8. She said the Town would have to pay all closing cost. (Title insurance, document stamps, and recording of deed.) She said she doesn't have any money to pay for these things. I checked on her taxes on this property and she owes \$621.55 to be paid through March 31<sup>st</sup>. After this date taxes will be \$640.20. The Town would be responsible for clean up of her property. Travel trailer is suppose to be moved today. Flat bed trailer belongs to her brother and he will come and get it.

Town Clerk contacted John Maines on how to proceed with this. He told her to contact Elise with North Central Title Company and ask her to send us a Real Estate Sale & Purchase contract. We would need to get Annette Castner to sign the contract and Town Clerk will sign on behalf of Town and return form back to North Central Title to complete sell. Annette does have a quick claim deed showing property in her name. She is waiting on recorded deed from County.

A motion was made by Steve Acree to purchase Annette Castner's property at the price of \$17,000.00. The taxes, title insurance, doc stamps and recording of deed will come from the \$17,000.00. Seconded by Joe Tolleson. Motion passed. Town Clerk will contact Annette and have her come by and sign contract if she agrees with everything.

**Fire Department – Joe Tolleson: Nothing to Report**

**Town Clerk – Charlene Thomas:**

1. Past due water report was passed out. Still out \$146.86. 1 meter was locked but customer paid and was turned back on.
2. Spoke with Annette Castner on February 14<sup>th</sup>. At this time she doesn't want to sell her property. The property is not in her name but she is in the process of getting it put back in her name. She came by on March 8<sup>th</sup> and said the metal building has been moved off of property. The travel trailer is being moved any day. She is waiting on County to bring out dumpsters to get the rest cleaned up. She said the Town will be first in line if she decides to sell. (see above under Attorney for more information)
3. Almond Oil delivered diesel for generator.
4. Heard from Bernard Carter and he said generator is leaking water. He asked me to call Ring Power.

5. Spoke with Diane Andrews, County Commissioner, concerning the removal of modular building located at Old Park property. She said she would check into this with Ben Carter.
6. I had a telephone conference with Mary Gavin, Jerry Dabkowski, and several others to discuss meter grant. I was sent a list of items that the Town needs to furnish for the grant application. I have given each of you a copy of what they need from the Town. I hope to have time to work on this shortly. She is looking for 100% grant. We need a cost to replace meters. It was mentioned around \$600.00 each. I will check with Josh Davis, Swamp Cutters, he just did replacement meters for Hampton, FL. We figured 200 meters times \$600.00 is around \$120,000.00. We would need extra funds for engineer work.
7. We had a sanitary survey on our Water System by DEP on February 29<sup>th</sup>. Bernard met with them. I have given each of you a copy of the potential deficiencies noted. I spoke with Bernard and he will handle correcting deficiencies. He has until March 14<sup>th</sup> to get items corrected.
8. We heard back from Florida Rural Water concerning the Lead Service Line Inventory required by DEP. Bernard will be handling this for the Town. He will be required to send invoices and take pictures of his work. The Town will be required to keep records of anything that Bernard sends. Records need to be kept for 12 years per DEP. The work is ready to begin. We have until October 2024 to complete.
9. Received an email from Ben Carter. He received an email from Chloe Davis concerning the Fire Department project he is working on for us. The email requested we further explain the Town's plan to complete the project without full funding. What other sources are being explored. Ben's email asked how would we like him to respond. I will contact Ben Carter and Diane Andrews to see how to answer this email.
10. Bradford County Supervisor of Elections will be having an election here at the Community Center on Tuesday.

**Accounting Clerk – Charlene Thomas:**

1. My computer is over 7 years old. I have been having a lot of trouble using it. I have had Billy Hall come out and help me get it back up and running. I asked him to get me a new computer. He sent me an estimate in the amount of \$3151.00. It will be set up on Wednesday, March 13<sup>th</sup>. Billy will come out and set everything up for us. We need a motion and second to approve this emergency item. A motion was made by Steve Acree to purchase new computer. Seconded by Chris Caldwell. Motion passed. I will make sure we have the funds in the budget. If not, I will amend it.
2. Went over Revenues and Expenditures for February 2024.
3. Insurance – I have been working with Florida League of Cities concerning the survey of assets we have listed on our policy. I had to take pictures of the inside of all properties. Also, several assets were not included on our policy. The Storage Building at old park, Pump House Well #2, Pavillion at new park, and Non-Potable well. We will be adding these extra items to our policy. By adding these our policy will be going up. Also, the old Fire Department is not cleaned out. I thought Tony Stalnaker said he cleaned it out.

**Water Department – Gene Melvin:**

1. He mentioned that one of the deficiencies noted by DEP on February 29th Sanitary Survey was we have no Operation & Maintenance (O&M) manual onsite. Gene said we definitely need this. If something happened to Bernard we would have no idea what to do at plant. Bernard did get with Andrew Greene, Florida Rural Water Association, and he provided us with a Standard Operating Procedure informational sheet. Clerk will give council a copy at April meeting.

**Sanitation, Road/Streets, Ground Maintenance/Mowing: Nothing to Report**

**Anything from Town Council/Mayor:**

1. Gene Melvin mentioned a Street Light is going off/on in front of Aunt Dolly's house on Charlotte Avenue. Clerk will contact Clay Electric.

**Old Business:**

1. Gene Melvin said he is still trying to get County to come out and concrete culvert on Michigan Avenue.

**New Business:**

1. Gene Melvin, Mayor, will pass out new committees for 2024/25. Joe Tolleson asked to be put on Ground Maintenance/Mowing.
2. Carol Mosley mentioned a Science bus was coming out to Brooker Community School on April 12<sup>th</sup>. She said money is needed if anyone wanted to donate.

Checks Approved: GF 8288 – 8314, WF 6011 - 6021

A motion was made by Steve Acree to pay the bills. Seconded by Joe Tolleson. Motion passed. Motion to adjourn by Gene Melvin, Mayor. Time: 8:05p.m.

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Cecil E. (Gene) Melvin, Mayor

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Charlene Thomas, Town Clerk