

BROOKFIELD SPECIAL TAX DISTRICT

August 17, 2024, 5:30 PM

Meeting Minutes

The Brookfield Special Tax District met on April 17, 2024 at the Symmes Library. Commissioners present were: Conny Walker, Mary Taylor, Jay Sinnett, and Pam Sinnett. Resident attending was Sue Doyle, Pelham Creek Subdivision.

CALL TO ORDER: Commissioner Conny Walker called the meeting to order at 5:35PM.

INVOCATION: Commissioner Conny Walker gave the invocation.

APPROVAL OF PRIOR MINUTES: Minutes from the previous meeting were reviewed for omitted information from the previous meeting under Old and New Business. The final revision was approved by Conny Walker, Chair and motion was unanimously approved.

ROUTINE BUSINESS: John Yarusinsky with The Grounds Guys provided an update on the completion of Pelham Creek Entrance and answered questions regarding frequency of service and specific locations of service. John reported bees in the bushes of the pool area and when able will remove the nest. Commissioner Leslie Newton was not in attendance to provide an update on Brookfield Recreation Association.

TREASURY REPORT: Commissioner Jay Sinnett presented the quarterly Tax District Treasury Report. The balance of total funds was \$8,568.32.

OLD BUSINESS: Commissioner Jay Sinnett, reported the new Meeting Signs were completed and received authorization for a reimbursement of \$42.00 for the purchase.

Other Old Business:

- Commissioner Walker asked that the email communication dated Aug 2, 2024 to the County Attorney regarding clarification on property ownership rights relative to the Recreation Association facilities be noted and provided with the August 17th Meeting Minutes. Communication attached.
- Commissioner Jay Sinnett reported his communication of April 19th, 2024 to the County Treasurer's Office regarding if the Brookfield Special Tax District Financial Reports need to be sent to the Treasurer's office. Tina of the County Treasurer's Office said there was no need to send financial reports to the County. A copy of the communication is attached.

NEW BUSINESS:

- Commissioner Conny Walker suggested reporting from the Recreation Association Representative at each Brookfield Special Tax District meeting should appoint someone from the Association to report when Commissioner Newton is absent.
- Commissioner Conny Walker clarified the fall meeting should include the proposed landscape contract for the upcoming year that starts in March based on recommendation from John Yarusinsky, The Grounds Guy and the annual contract schedule.

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- Commissioner Jay Sinnett is obtaining clarification from the original Formal Agreement between the Tax District and the Recreation Association regarding maintenance.
- Commissioner Conny Walker requested exterior landscaping maintenance around the Brookfield perimeter facing Pelham Road adjacent from the Brookfield Subdivision entrance sign.
- Commissioners agreed to forego \$425.00 payment to Brookfield Recreation Association for landscape water usage due to adequate funding from the Association.

ITEMS FROM THE FLOOR:

- Commissioner Conny Walker will research organizations that help with Special District and their Commissioners for purpose and proper development.
- Walker said that no Financial Reporting to the County will be necessary based on response from the County Treasurer's office via email discussion..
- Walker stated that no action is needed in regards to the Maintenance Formal Agreement. Information only.

NEXT PROPOSED MEETINGS: Wednesday, November 13, 2024 at 5:30 PM and Wednesday, February 5, 2025 at 5:30 PM. Jay Sinnett seconded the motion and vote was carried unanimously by all commissioners.

ADJOURNMENT: The meeting was adjourned at 6:31 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mary Taylor".

Mary Taylor, Secretary

April 18, 2024