

Town of Brooker  
Regular Monthly Council Meeting  
June 14, 2022

Present: Steve Acree, Chris Caldwell, Linda Bennett, John Maines, Suzanne McRee  
Community: Allan Wander (SAI Consulting Engineers, SCOP Grant Inspection Services)  
Absent: Joe Tolleson, Gene Melvin, Charlene Thomas

Meeting called to order by Steve Acree, Vice Mayor. Meeting start time: 7:00 p.m.  
Pledge of Allegiance

A motion was made by Chris Caldwell to approve the May 10<sup>th</sup> meeting minutes as presented.  
Seconded by Linda Bennett, Motion passed.

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**SCOP Grant Update – Allan Wander, SAI Consulting Engineers**

1. Mr. Wander presented the council with an updated Cost Proposal for Inspection Services, provided by SAI Consulting Engineers. Mr. Maines relayed the recommendation of the Town's grant consultant, Andy Easton, based on the amount of \$44,000.00 for services provided being within the approved allotment per FDOT guidelines. A motion was made by Linda Bennett to accepted the updated cost proposal, for the stated amount. Seconded by Chris Caldwell, Motion passed.

**Attorney – John Maines:**

Nothing to report.

**Fire Department – Joe Tolleson (absent):**

Nothing to report.

**Town Clerk Report – Suzanne McRee:**

1. Past due report was passed out. Still out \$390.58 in overdue accounts. Three (3) meters were locked this month; two (2) remain locked.
2. An Invitation to Bid on the water building roof repairs has been submitted for publishing. Sealed bids will be received until Friday, 7/8/22 and will be opened at the July meeting.
3. North Florida Painting has started repair and painting of the Community Center roof, however is currently on hold with a supply chain issue for the elastomeric coating needed to finish.
4. Clerk presented an estimate for removal of the dead tree adjacent to the town hall office, provided by Hoyer's Express and advised that she was waiting on a bid from J & J Tree and Fence LLC, c/o Josh Hall, in accordance with the Procurement Policy.
5. Clerk presented an estimate for installation of gutters and downspouts on the office portion of the Community Center provided by Seamless Gutters. In accordance with the Procurement Policy, attempts to solicit bids from other suppliers were not successful as none were available in the locality. A motion was made by Chris Caldwell to accept the bid from Seamless Gutters for installation of gutters, utilizing ARPA fiscal recovery funds. Seconded by Linda Bennett, Motion passed.
6. Clerk reminded council members of the 7/1/22 deadline for Financial Disclosure forms.

7. Clerk reminded all that the office will be closed on Monday, 7/4/22, in observance of Independence Day.

**Bookkeeper – Charlene Thomas (absent):**

1. June reports will be provided at regularly scheduled July meeting.

**Water Department – Steve Acree:**

1. Nothing to report.

**Sanitation – Chris Caldwell:**

1. Nothing to report.

**Road/Streets – Joe Tolleson (absent):**

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 (absent):**

1. Nothing to report

**Town Council:**

1. Nothing to report

**Old Business:**

1. *American Recovery Plan Act (ARPA) – Fiscal Recovery Funds*  
Clerk provided a list of potential Fiscal Recovery Funds usage, along with estimated costs.

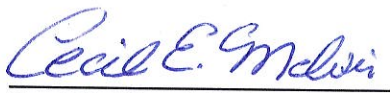
**New Business:**

None

Checks approved: General Fund: 7799-7824 Water Fund: 5754-5762

A motion was made by Chris Caldwell to approve the bills. Seconded by Linda Bennett. Motion passed.

Steve Acree made a motion to adjourn. Time: 7:22 p.m.

  
Cecil E. (Gene) Melvin, Mayor

  
Suzanne McRee, Town Clerk