



TOWN OF BRIGHTON

139 NORTH MAIN * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

September 13, 2022

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:01p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Eunice Foster, Alderman
Kristin Gardner, Alderwoman
Shane Greer, Alderman

Absent

Others Attending:

Tammy McKinney, CMFO
Mike Durham, Brighton Police Chief
Blaine Max, Brighton Police Sergeant
Johnathon Briles, Brighton Public Works Director
Brad Fowler, Brighton Fire Chief
Ricki Herbert, Town Attorney
Corey Gatlin, Code Enforcer
David Braden, Poplar Grove Utility District

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; David & Debbie Yarbrough, 92 Elizabeth Drive, Atoka, TN; Scott Fletcher, 240 Gladney Road, Covington, TN; Alice Wakefield, 33 Huffman Dr, Brighton, TN; Joe Washam, 124 Woodlawn Plantation Drive, Brighton, TN

APPROVAL OF MINUTES

Vice Mayor Sartain made a motion to approve the following minutes:

Regularly Scheduled Board Meeting, July 13, 2022

Special Called Meeting, July 14, 2022

Regularly Scheduled Board Meeting, August 9, 2022

Alderman Foster seconded the motion. All approved. Motion carried.

FINANCIAL REPORTS/PAYMENT OF BILLS

Vice Mayor Sartain made a motion to approve the bills as presented. Alderwoman Gardner seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

Scott Fletcher, Tipton Amateur Radio Society (TARS)

Mr. Fletcher gave a short presentation to the Board. Since 2016, the Town of Brighton has allowed TARS to locate their 2-meter amateur radio band repeater on the old water tower located on E Woodlawn Ave. He is requesting the Town to approve them adding a second radio to that repeater system.

Alderman Greer asked if the solar panels were located directly on the roof of the old wastewater plant building. Mr. Fletcher replied. Alderman Greer had concern about them climbing the water tower. Mr. Fletcher stated he would have someone from the Town to be there. Industrial Crane assisted them with the installment of the previous antennae. Vice Mayor Sartain asked the Town Attorney about Industrial Crane's liability insurance? If Industrial Crane were to assist in the installation again, would their insurance cover if an accident were to happen? Mrs. Herbert stated she would need to read their policy. Mrs. Herbert stated that the Town might resolve the liability issue by signing a waiver. **Vice Mayor Sartain made a motion approving the installation of a second radio based on our Town Attorney providing a liability waiver. Alderwoman Gardner seconded the motion. All approved. Motion carried.**

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Mr. Brad Fowler, Brighton Fire Chief, presented the monthly status report.

Ordinance

An ordinance regulating open burning within the city was presented to the Board of Mayor and Aldermen. **After a brief discussion, Alderman Greer made a motion to approve the First Reading of this Ordinance. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

POLICE DEPARTMENT: Mr. Mike Durham, Brighton Police Chief, presented the monthly status report.

Alderman Foster asked how many officers are working per shift. There was a brief discussion concerning this.

Police Department Building Painting

Chief Durham asked if he could paint the Police Department again. He will paint while he is on duty. He is requesting the Town to purchase the paint. He is estimating it to be \$500 to \$600. The Board verbally approved based on his budget.

WRAP

Sergeant Max explained the domestic violence class (WRAP) he attended.

Tow Ticket

Alderman Greer asked what tow tickets were that are shown on the monthly report. Sergeant Max replied.

PUBLIC WORKS DEPARTMENT: Mr. Johnathon Briles, Brighton Public Works Director, presented the monthly status report.

Alderman Foster asked Director Briles if he was back to being full staffed. Director Briles replied.

Carrington Estate Sink Holes

Director Briles is requesting to get the pipes videoed again at Carrington Estates.

254 Woodshire Lane

Alderwoman Gardner stated Ms. Wanser expressed concerns about the holes that weren't filled after the drainage work was completed. Director Briles replied. He stated that the homeowner signs off on the project when it is finished.

Water Usage

Alderman Greer asked for an update on the water loss at Sherrill Street. Director Briles replied. There was a brief discussion.

Mr. Braden was given the floor.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.)

RESOLVED

2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters.

RESOLVED

3. Set up a methodical water meter change out program instead of changing out all small water meters.

RESOLVED

4. Stop using private lab for quarterly wastewater sample and use Munford's lab.

RESOLVED

5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention
RESOLVED
6. Evaluate the number of employees needed in the field.
RESOLVED
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes.
RESOLVED
8. Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them.
RESOLVED
9. All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay)
RESOLVED
10. Institute a chain of command and make every employee aware of it.
RESOLVED
11. Consider changing out the meters that have 1.0 million gallons usage.
RESOLVED
12. Johnny is preparing a list of potential sewer system infiltration sites. This list will be prioritized according to the volume of infiltration and the repairs will be made accordingly.
RESOLVED
13. The Town has at least one company that has been given permission in the past to use the Town's hydrants to fill tanks.
RESOLVED
14. Johnny has started organizing all water and sewer records in an orderly fashion.
RESOLVED
15. All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.
RESOLVED
16. Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule.
RESOLVED
17. The town has to have a Drought Management Plan approved and submitted to TDEC by June 30th 2017. David Braden was verbally given approval to begin this plan.
RESOLVED
18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time.
RESOLVED
19. The State Revolving Fund Loan has approved the Town for funding to replace the old asbestos cement pipe. This loan will be for \$698,400.00, paid back over 20 years at an interest rate of 0.19%. They are requesting a resolution from the Town to authorize them to undertake the rate study.
RESOLVED
20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017.
RESOLVED
21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person.
RESOLVED
22. The Town's Water & Sewer System is under an order from the State's Water and Wastewater Financing Board to improve its financial standing.
RESOLVED

23. The Tipton County School System has requested to connect to the Town's sewer system. In order to do this, some improvements to the Town's existing sewer system are required.
RESOLVED
24. The Town has recently experienced problems with the High School and Dale Smith Pump Stations.
RESOLVED
25. Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.
RESOLVED (PHASES 1 & 2 Completed)
Update 06/08/21: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.
Update 11/09/21: Last week, I spoke to Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.
Update 12/14/21: Last week, I spoke with Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.
Update 01/24/22: We have been told by E&CD that the grant awards will be announced in mid to late January 2022.
Update 02/22/22: The Town has been awarded \$326,679.00 in the most recent round of grants for drainage repairs within the Town.
Update 04/12/22: Things are progressing on schedule with the Town having to acquire one temporary easement to expand a catch basin.
Update 05/10/22: Plans and Specifications by KEC are 98% complete. CDP is drafting one temporary easement that is required and should be completing the environmental review within the next 30 days.
Update 06/14/22: Plans and Specifications by KEC are complete and have been reviewed/approved by the Town. The environmental review has been completed by CDP, submitted to TDEC and we are expecting the Letter of Release of Contract Conditions any day now.
Update 08/09/22: TDEC has allowed the project to go out for bids with an ad in the Jackson Sun on August 11th and bids to be received at Town Hall on August 26th at 2:00pm.
Update 09/13/22: Bids were received on August 26th. We are currently awaiting the affidavit of Publication from the newspaper so that the bid package can be sent to CDP to forward to the State for approval.
26. I think that the Town desires to resolve the issue of the old car tires on the Fosters' property. In an attempt to help resolve this matter, I have received information from Mr. Leland Harris at TDEC that the State may have some grant money for such cleanup project. I am currently making contact with TDEC's Nashville office to learn more about this program. **Update 07/09/18:** Mr. Bob Fletcher with TDEC has contacted me, requesting location information for the Foster property which I have provided. I expect that a site visit will be made by TDEC within the next 30-45 days. **Update 08/14/18:** On Monday, July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.
27. The Town's Water System does not have an up to date Emergency Operation Plan as required by TDEC (the health department). The proposed plan that you have before you tonight has been developed using TAUD's template. I would ask that you consider the adopting of it at this time.
RESOLVED
28. The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.
RESOLVED

29. In our efforts to resolve #24, it has been discovered that an active, ongoing septic tank pumping program may be necessary to completely resolve the problem of solids in the Town's main pumping stations. Sometime in the near future, KEC, Mr. Briles and I will probably be making recommendations as to implementing this maintenance program.

RESOLVED

Disinfectant Byproducts samples have been collected from the distribution system and analyzed by Pace Analytical. The results were well below the Maximum Contaminant Level. I have results if anyone desires a copy.

Mr. Braden also discussed the Resolution being presented at this board meeting later. The Resolution is approving the Contract Award of the Storm Water System Restoration. Alderman Greer stated he has an issue with the Cured-In-Place Pipe (CIPP) being used in this grant repair.

Letter of Agreement

A letter of agreement between MTAS and the Town of Brighton was presented to the Board of Mayor and Aldermen. **Alderman Foster made a motion approving the Mayor to sign this Letter of Agreement. The motion was seconded by Alderwoman Gardner. All approved. Motion carried.**

CODE ENFORCEMENT DEPARTMENT: Mr. Corey Gatlin, Code Enforcer, presented the monthly status report.

Ordinance

An ordinance to establish a municipal offense for blowing grass and debris into public streets was presented to the Board of Mayor and Aldermen. **Alderwoman Gardner made a motion to approve the ordinance. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

PARKS DEPARTMENT:

Fall Festival

The Fall Festival will be held on October 29, 2022 from 10:00am to 4:00pm in the park. There is only one food truck currently registered. If you know anyone with a food truck, please reach out to them. There will also be live entertainment this year. This is strictly on a volunteer basis. Please contact anyone that can sing or play an instrument to see if they are interested.

Youth Basketball

Basketball registration has started for the youth basketball league. It will continue until October 21st for ages 5 to 18. Coaches are always needed.

PLANNING DEPARTMENT:

The Planning Commission Meeting minutes from July 26, 2022 and August 23, 2022 were included in the

packet.

OLD BUSINESS

Ordinance 20220913

An ordinance to adopt by reference State Traffic Offenses and Rules of the Road was presented to the Board of Mayor and Aldermen for a Second Reading. **Vice Mayor Sartain made a motion to adopt the State Traffic Offenses and Rules of the Road for a Second Reading. Alderman Greer seconded the motion. All approved. Motion passed.**

Budget Drain Master Contract

The Budget Drain Master Contract for the next two years was presented to the Board of Mayor and Aldermen. **Alderman Greer made a motion to approve. Alderwoman Gardner seconded the motion. All approved. Motion carried.**

NEW BUSINESS

Resolution 09132022

A resolution for American Rescue Plan Act (ARPA) allocation was presented to the Board of Mayor and Aldermen. This resolution is concerning the first half we received. **Vice Mayor Sartain made a motion to approve the resolution for American Rescue Plan Act (ARPA) allocation. Alderman Foster seconded the motion. All approved. Motion carried.**

Resolution 09132022-1

Two versions of a resolution tentatively approving contract award of Storm Water System Restoration, 2021 Community Development Block Grant, was presented to the Board of Mayor and Aldermen. One resolution is for the *Base Bid*. The second bid is for the *Base Bid Plus Additive Alternate No. One*. There was a brief discussion. **Vice Mayor Sartain made a motion approving the Resolution to include the Base Bid. Alderwoman Gardner seconded the motion.**

YAY – Vice Mayor Sartin

Alderman Foster

Alderwoman Gardner

NAY - Alderman Greer

Motion passed.

FROM THE BOARD OF MAYOR AND ALDERMEN

Microphones for the Boardroom

The Mayor has received one quote for microphones for the boardroom. The quote includes having a speaker at each station. The Board would like to get another quote before approving.

Municipality Clean-Up

The Municipality Clean-Up is scheduled for this Saturday at the Tipton County Landfill at 8:00am. Each municipality is in a competition to see who can collect the most trash by noon. Our assigned street is Portersville Rd.

Sewer Workshop

The Mayor would like to schedule a workshop to discuss the sewer issue with Munford and Atoka and also to discuss the TDEC money. She will send the Board some dates and times.

Tanner Lane

There was a discussion about reducing the speed on Tanner Lane to 25mph.

Sherrill Street

There was a discussion about paving Sherrill Street.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 8:50pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO