



TOWN OF BRIGHTON

1270 Old Hwy 51 SOUTH * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

October 3, 2023

7:04 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:03 p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Eunice Foster, Alderman
Kristin Gardner, Alderwoman
Dave Huffman, Alderman

Absent

Others Attending: Johnathon Briles, Brighton Public Works Director
M.O. Eckel, Eckel Law Office
Brandi Hunter, Brighton Town Clerk

Guests: Amanda Huffman, 669 E. Kenwood Ave. Brighton TN;

APPROVAL OF MINUTES

Minutes Approval: Regularly Scheduled Board Meeting September 12, 2023 Vice Mayor Sartain made a motion to approve the minutes. Alderwoman Gardner seconded the motion. All approved. Motion carried.

FINANCIAL REPORTS/PAYMENT OF BILLS

Alderwoman Gardner made a motion to approve the bills as presented. Alderman Foster seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

NONE.

Floor is closed.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: ON A CALL. Mayor Chapman-Washam advised Chief Fowler was going to talk to the board regarding the ambulance that was discussed last month. Vice-Mayor Sartain had asked if the ambulance service could pay anything towards the housing of the ambulance and they are willing to pay \$5,000 towards it. The ambulance service has a goal of November 1 to be able to start housing the ambulance at the Brighton Fire Dept. Chief Fowler has started working on the office upstairs so the ambulance service can have his office at the Fire Dept. The ambulance service has asked for a contract in writing stating the ambulance can stay there. Town attorney, Mr. Eckel, has advised there needs to be a resolution securing their position at the Fire Dept.

Vice-Mayor Sartain made a motion to accept the \$5,000 from the ambulance service as well as approve the \$5,000 additional needed to house the pumper as long as Chief Fowler stays in between the quotes provided. Alderman Foster seconded. All approved. Motion Carried.

POLICE DEPARTMENT: ON A CALL

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

Alderman Foster asked about the leak by Dale Smith's shop. Mr. Briles advised there was one leak and one repaired another leak appeared a few feet away from the original. Public Works Dept went out and replaced the whole line.

Mr. David Braden was absent. Mr. Johnathan Briles presented on his behalf. The draw down test at Dale Smith Pump Station has been completed and the results are in the Ken's report. These results indicate that the pump station's efficiency has improved with the replacement of the four air release valves but it is still not what it should be. Our Focus has now shifted to the abandoned booster pump station located at Hwy. 51 and McLaughlin. As soon as possible, this station will be checked to determine if all valves at the station are 100% open.

The total Trihalomethane and Halo Acidic Acid testing samples have been collected and we are currently awaiting the results.

CODE ENFORCEMENT DEPARTMENT:

No report Corey is no longer employed with the Town of Brighton.

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.

Update 10/11/22: Affidavit of Publication was received by KEC on September 26th. Bid package was sent to CDP on that same day and CDP forwarded the bid package to the State on October 11th. We are now waiting on bid package approval by the State.

Update 11/08/22: The contract has been awarded to Portland Utilities and they started to work on October 31st. They have completed the cleaning and videoing of the drainage pipes on Windward Place.

Update 12/13/22: The contractor, Portland Utilities, has cleaned and CCTV'ed the pipe, prepping it for the liner installation. They are currently awaiting delivery of the liner materials.

Update 01/10/23: Portland Utilities is approximately 50% complete with the CIPP along Windward Place. All 4 inlets have been repaired with the Bulldog Process.

Update 02/14/23: Portland Utilities has completed this portion of the drainage repair project.

Update 03/28/23: On March 10th, KEC submitted the project's Final Pay Request to CDP for processing and submittal to the State.

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 have 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

30. It has recently come to our attention that the Dale Smith Pump Station is probably not pumping at its rated capacity which causes the pumps to run longer, increases wear on the pumps and motors, increases energy consumption and long term, limits the Town's ability to grow. After consulting KEC, we believe the issue may be the 4 air release valves improperly working on the 10" force main (from the station to the McLaughlin Drive meter) which allows air to remain trapped within the pipe. These valves have been located and with the Board's permission, will soon be tested and serviced and replaced. After the air release valves are working properly, we would also like the Board's permission to have KEC do a draw down test on the Dale Smith Station to determine the pumps actual pumping capacity.

PARKS DEPARTMENT:

Two companies have contacted Mayor Chapman-Washam regarding the roof on the gym, once they went on the roof and looked there is a lot of wood damage so its not just replacing the shingles. We reached back out to the insurance company to see if they will cover some of that and they have not responded. One company has reached out about the flooring and they are coming out on Friday at 9am. There have been many calls. Facebook messages, emails and texts regarding basketball sign-ups we do not feel comfortable doing sign ups. If the roof is not replaced it will be impossible to play since the floors are so damaged someone will end up getting hurt. We have to make an announcement soon so that the kids do not miss sign-ups elsewhere.

Fall Festival is Oct 28 from 10-4, we are low on vendors right now which is typical of the last few years then towards the last two weeks everyone signs up. If anyone knows anyone interested in being a vendor or if anyone would like to take some flyers to hang up. Mayor Chapman-Washam will also be signing a proclamation for WRAP (Women Rape Assault Prevention). There will be no alternative locations if it rains.

PLANNING DEPARTMENT:

797 Distillery came and spoke to the Planning Commission regarding rezoning old Brighton Elementary and the Community Center. They did not vote it has been tabled until the next meeting on October 24, 2023. Once they vote then it will come to the board for us to vote on. There is one open position from Alderman Greer and he has not been replaced. Vice Mayor Sartain nominated Alderman Foster for the position.

Alderman Gardner made a motion nominate Alderman Eunice Foster for the open position on the Planning Commission. Vice Mayor Sartain seconded the motion. All approved. Motion Carried.

OLD BUSINESS


Water Ordinances were discussed with MTAS there has to be two readings we told MTAS we would have it completed by December 01, 2023. Due to moving the Board Meeting up we will need to have a special called meeting just to approve those ordinances for the water rate study.

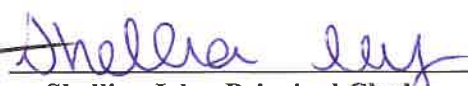
NEW BUSINESS

Brighton Middle School Volleyball team is leaving tomorrow morning they are going to state in Franklin TN. This is the first time in history that Brighton Middle School has gone to state.

ADJOURNMENT

Vice-Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:51pm.


Stephanie Chapman-Washam, Mayor


Shellina Irby, Principal Clerk