



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

November 14, 2023

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:02 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:

Brad Fowler, Brighton Fire Chief
Johnathon Briles, Brighton Public Works Director
Mark Daughtery, Brighton Code Enforcement
Blaine Max, Brighton Police Chief
Charity Parimore, Town Recorder
Shelby Combs, Eckel Law Office
Nicole Flowers, Eckel Law Office
Brandi Hunter, Brighton Town Clerk

Guests: John Pate, 35 Wylie Dr. Brighton, TN; Robert Loyed, 1707 Mt. Lebanon, Covington, TN; Leonard Deverall, 136 Hill Ave., Brighton, TN; Mary A. Smith, 136 Hill, Brighton, TN; Stacy Thompson, 2814 McCulley St., Bartlett, TN; Brian Thompson, 2814 McCulley St., Bartlett, TN; Kristen

Washam: Sarah Croker 145 Ben Lane, Brighton, TN; Emily Schmitz, 145 Ben Lane, Brighton, TN; Gus Smith; Linda Chapman 863 Munford Giltedge Rd., Munford, TN; Darryl Starnes, 200 W. Woodlawn, Brighton, TN;

Special Recognition for Mayor Stephanie Chapman-Washam presented by all Alderman and Alderwomen as read by Vice Mayor Melissa Sartain and Recognized by Governor Lee.

APPROVAL OF MINUTES

**Minutes Approval: Regular Scheduled Board Meeting - October 3, 2023
Special Called Meeting – October 30, 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. Vice Mayor Sartain seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

Robert Loyed, 1707 Mt. Lebanon, Covington, TN – Mr. Loyed who drives a school bus is concerned about coming out of Brighton Elementary School parking lot in the morning around 7:00 a.m. The crossing guard is not present and it is causing traffic to back up and the buses are not able to exit the parking lot safely. The buses are having to go down the wrong side of the road with their lights on. In the afternoon his concern was that the Crossing Guard is stopping them at the flashing speed limit sign and letting all of the cars out of the parking lot before letting them into the parking lot. He said if she would let the buses in they could load while she directs the cars out of the parking lot. Mayor Chapman – Washam replied and Chief Max agreed they would come together and go to the principal about their issues and concerns.

Mary Smith, 136 Hill Ave., Brighton, TN – Ms. Smith expressed concerns about pot holes and the condition of the asphalt on Hill Ave. Mayor Chapman Washam stated that she has already spoken to Public Works Director Briles about this issue. Director Briles replied. Mayor Chapman Washam told Ms. Smith that Public Works would get up there to fill the potholes, but the budget for paving this year has already been used, so it would be a little longer before they could have it paved. Alderman Foster asked about the water leak that had already been reported. Ms. Smith confirmed that the leak had already been taken care of.

Floor is closed.

DEPARTMENTAL REPORTS

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

Tipton County Ambulance -Tipton County moved an ambulance into the Brighton Fire Department Monday November 13 and Chief Fowler stated that they have had nothing but positive feedback within in the county in regards to the ambulance being housed at the Fire Department.

Permits – Brighton is still considered under a drought so the Fire Department is not issuing permits at this time.

Alderwomen asked about the status on the structure being built to house the pump truck and air trailer – Chief responded that it will be 6-8 weeks.

POLICE DEPARTMENT: Chief Blaine Max, Brighton Police Chief, presented the monthly status report.

Chief Max had 3 items he needs approval for the grant (1) Ballistic Plates for vest \$6,540 (2) Stalker Lidar Units – State Contract \$5,140 (3) Rifles – 3 quotes - \$9,612, \$11,214 and \$8,092.08

LESO Program – Surplus property items must be posted for 30 days at Town Hall and on the Town website. Vice Mayor Sartain made motion to approve all items listed Alderman Huffman seconded the motion
Motion Carried.

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

Alderman Foster asked ETA Mr. Briles about the leak on Hill Ave. Mr. Briles confirmed that the leak had been repaired. He stated that as of today 11/14/2023 all leaks that they know of have been repaired.

Ordinance 2023-11-14 – 2nd Reading – to set fees for customer activation and tap fees for water and sewer service.

Alderwoman Gardner made a motion to approve the 2nd Reading for Ordinance 2023-11-14. Alderman Foster seconded the motion. All approved. Motion Carried.

Ordinance 2023-11-14-2 – 2nd Reading – to set customer rates for water and sewer services.

Alderwomen Gardner made a motion to approve the 2nd Reading for Ordinance 2023-11-14-2. Alderman Foster seconded the motion. All approved. Motion Carried.

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.

CODE ENFORCEMENT DEPARTMENT: Mr. Mark Daughtery, Brighton Code Enforcement, presented the monthly status report.

Ordinance 2023-11-14-3 – 1st Reading – to amend the Brighton Municipal code related to various fees, rates and other revenue structures regarding the building and planning departments.

Alderman Foster made a motion to approve the 1st Reading for Ordinance 2023-11-14-3. Vice Mayor Sartain seconded the motion. All approved. Motion Carried.

Ordinance 2023-11-14-4 – 1st Reading – adopting the 2018 edition of the International Property Maintenance Code.

Vice Mayor Sartain made a motion to approve the 1st Reading for Ordinance 2023-11-14-4. Alderman Foster seconded the motion. All approved. Motion carried.

Resolution 11-14-2023 – to establish a fee structure for the Town of Brighton

Vice Mayor Sartin made a motion to approve Resolution 11-14-2023. Alderwoman Gardner seconded the motion. All approved. Motion carried.

PARKS DEPARTMENT – Christmas Parade, December 4th at 7:00 p.m.

Basketball is on hold, because of roof and floor repair.

PLANNING COMMISSION

None

OLD BUSINESS

Resolution 11-14-2023-1 – to amend Resolution 11-14-2023-1 – to adopt a plan of service for areas to be annexed into the Town of Brighton, TN.

Vice Mayor Sartain made a motion to approve amending Resolution 11-14-2023-1. Alderwoman Gardner seconded the motion. All approved. Motion carried.

Resolution 11-14-2023-2 – to amend Resolution 11-14-2023-2 – to annex certain territory and incorporate boundaries of the town of Brighton, TN.

Vice Mayor Sartain made a motion to amend Resolution 11-14-2023-2. Alderwoman Gardner seconded the motion. All approved. Motion carried.

Ordinance 2023-11-14-5 – to amend Ordinance 2023-11-14-5 – to zone certain territory and incorporate the same within the corporate boundaries of the Town of Brighton, TN.

Alderman Foster made a motion to amend Ordinance 2023-11-14-5. Alderwoman Gardner seconded that motion. All approved. Motion carried.

Mayor Chapman Washam asked for approval to remove the former Town Recorder, Tammy McKinney from all bank accounts and to add the current Town Recorder, Charity Parimore to those bank accounts.


Vice Mayor Sartain made a motion to remove Ms. Tammy McKinney from all accounts and add Mrs. Charity Parimore to all accounts. Alderwoman Gardner seconded the motion. All approved. Motion carried

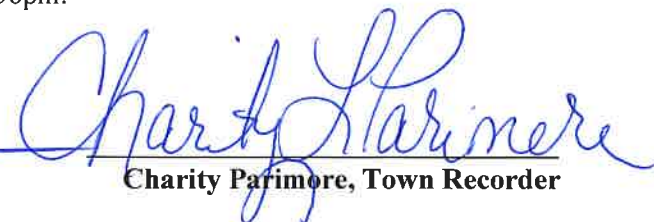
NEW BUSINESS

None

ADJOURNMENT

Vice-Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:36pm.


Stephanie Chapman-Washam, Mayor


Charity Parimore, Town Recorder