



# TOWN OF BRIGHTON

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

## BOARD OF MAYOR AND ALDERMEN MEETING

April 9, 2024

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:**

Jonathan Briles – Brighton Public Works  
David Braden – Poplar Grove  
Mark Daughtery, Brighton Code Enforcement  
Blaine Max, Brighton Police Chief  
Charity Parimore. Town Recorder  
Jacob Blevins, Brighton Police Department  
Jeffrey Lamar, Brighton Police Department  
Doysten Baskin, Brighton Police Department  
Mike Kirkpatrick, Brighton Police Department  
David Goodman, Town Attorney

**Guests:** Kenneth A. Deer, 111 Brighton Village Loop, Brighton, TN; Reagan Beasley, 136 Brighton Village Loop, Brighton, TN; Ivy Beasley, 136 Brighton Village Loop, Brighton, TN; Gus Smith, 147

Phillips Dr., Brighton, TN: Edward Brammer. 467 E. Kenwood, Brighton, TN: Alice Wakefield. 33  
Huffman Dr., Brighton, TN: Ronald Long. 151 Woodlawn Trail, Brighton, TN.

### **APPROVAL OF MINUTES**

#### **Minutes Approval: Regular Scheduled Board Meeting – March 12, 2024**

Vice Mayor Sartain made a motion to approve the minutes. Alderman Foster seconded the motion. All approved. Motion carried.

### **FINANCIAL REPORTS/PAYMENT OF BILLS**

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

### **DEPARTMENTAL REPORTS**

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

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

2 applicants for the open position at the Brighton Police Department (1) certified (1) not certified.

Request for approval to change dash cameras to computers for (4) police vehicles through the VCIF grant. This has already been cleared through the Grant Coordinator.

Vice Mayor Sartain made a motion to approve the change to the VCIF grant. Alderman Foster seconded the motion. All approved. Motion carried.

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

Alderman Foster asked about the pothole on Kenwood that keeps coming back.

Mr. Briles responded: The pothole is in a low-lying area and in the winter when it holds water underground. The water freezes and once it thaws it forms a pocket, once it settles it causes the pothole to come back. To permanently fix the problem the road would have to be built back up and a large section repaved. Once the new budget comes out and Brighton receives the money from the state for repaving, Mr. Briles will give the board a list of roads that are in need of paving. The Board will determine then which roads will be repaved.

Mr. Foster asked about the bridge that was damaged on Kenwood there is a bracket that is too close to the road. He wanted to know if there was anyway that Public Works can push that bracket back.

Mr. Briles responded: The bridge Mr. Foster is referring to is actually referring to is owned by the State.

Mr. Foster responded: That the Board would look into what could be done.

David Braden from Poplar Grove Utility Read his monthly report:

Mr. Braden asked if there were in questions regarding the CDBG Phase Four Engineering report that was received in the Boards packet.

Vice Mayor Sartain made a comment about the price increase.

Mr. Braden responded: The construction price is \$604,544.00. Total cost of the project is \$826,904.00. With the volume of work maybe that price can come down. There is really no way to know until they put it out for bid, however the longer we wait to put it out to bid the price could continue to increase.

Suggestions to improve operations-Updated (not necessarily in order of importance):

- 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 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

**RESOLVED**

- 6) Evaluate the number of employees needed in the field.
- 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) #New: 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) New: 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) New: Johnny has started organizing all water and sewer records in an orderly fashion.
- 15) New: All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.

**RESOLVED**

- 16) New: 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) New: The Town has to have a Drought Management Plan approved and submitted to TDEC by June 30<sup>th</sup> 2017. With the Mayor and Board's permission, I'll begin working on this after Poplar Grove's is approved.

**RESOLVED**

- 18) New: Apparently both pressure reducing valves at the master meter are not operating properly from time to time.

**RESOLVED**

- 19) New: The State Revolving Fund Loan has approved the Town for funding to replace the old Asbestos

Update: The Town has been awarded \$326,679.00 in the most recent round of grants for drainage repairs within the Town.

Update: Things are progressing on schedule with the Town having to acquire one temporary easement to expand a catch basin.

Update: Plans and Specification by KEC are 98% complete. CDP is drafting the one temporary easement that is required and should be completing the environmental review within the next 30 days.

Update: 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: TDEC has allowed the project to go out for bids with an ad in the Jackson Sun on August 11<sup>th</sup> and bids to be received at Town Hall on August 26<sup>th</sup> at 2:00 p.m.

Update: Bids were received on August 26<sup>th</sup>. 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: Affidavit of Publication was received by KEC on September 26<sup>th</sup>, Bid Package was sent to CDP on that same day and CDP forwarded the Bid Package to the State on October 11<sup>th</sup>. We are now waiting on Bid Package approval by the State.

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

Update: 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: Portland Utilities is approximately 50% complete with the CIPP along Winward Place. All 4 inlets have been repaired with the Bulldogs Process.

Update: Portland Utilities has completed this portion of the drainage repair project.

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

- 26) New: 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 clean-up project. I am currently making contact with TDEC's Nashville office to learn more about this program.

Update: 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: On Monday, July 30<sup>th</sup>, 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 2<sup>nd</sup>, 2018.

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27) New: 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 adoption of it at this meeting.

**RESOLVED**

28) New: The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.

**RESOLVED**

29) New: 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) New: 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. Mr. John Gentry has inspected the valves at the abandoned booster station and determined that all valves are in their correct position. The next, least expensive option to increase the pumping rate of the Dale Smith station is to pig the 10" forced main from Dale Smith to McLaughlin and US 51 (and possibly to Munford's lagoon). Once TDEC approval is received, Munford will be pigging their 14" line to the Mississippi River. I suggest that we see the results of this project before proceeding.

David Braden

The Town's water system has been selected by EPA to participate in UCMR 5 which is testing for Lithium and PFAS (forever chemicals). Later this month and then again in September, Public Works will be collecting water samples from the master meter at Old Memphis and Brighton-Clopton Roads. In 2023, Poplar Grove UD conducted this very same testing at the WTP. Neither Lithium nor PFAS was detected in the District's samples and we anticipate that the Town's sampling will produce the same results. These samples were collected on 02/21/2024 and shipped to the lab. We are currently awaiting the results.

I currently have no updates concerning any of the unresolved items above. I'm happy to answer any questions that the Mayor & Board might have.

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

**PARKS DEPARTMENT** – None

**PLANNING COMMISSION** – None

OLD BUSINESS – Review and approve CDBG phase four Engineering report.

Vice Mayor Sartain made a motion to approve CDBG phase four Engineering report. Alderwoman Gardner seconded the motion. All approved. Motion carried.

NEW BUSINESS – Proclamation for National Donate a Life Month.

### CITIZEN CONCERNS

The mayor went over the new Board Meeting Rules passed at the previous Board Meeting.

#### Mr. Gus Smith - 147 Phillips Dr., Brighton, TN –

Mr. Smith asked if the Town of Brighton had anything to do with the fence built on Lucy Kelly.

The board responded: The town had no expense in the building or construction of that fence. Chief Max confirmed that he built the fence on his personal time for Ms. Ann the owner of the property.

#### Mr. Ed Brammer – 467 E. Kenwood, Brighton, TN

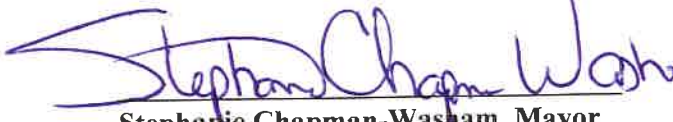
- He would like to know how often the Town of Brighton checks Septic tanks. He was told in the past they would check his tank often because Uncle Sams is on his septic tank.
- He asked why the Police Department needed to spend money on the computers mentioned by Chief Max.

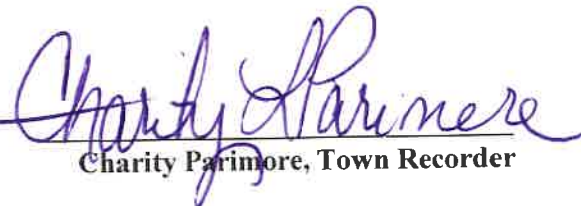
The Board responded in regards to the Computers the Town would not have to spend any money, because it was a Grant from the State.

Floor is closed.

### ADJOURNMENT

Alderman Huffman made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:33 pm.

  
Stephanie Chapman-Washam, Mayor

  
Charity Parimore, Town Recorder