



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

January 10, 2023

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:05p.m.

ROLL CALL

Present

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

Absent

Others Attending:

Tammy McKinney, CMFO
Scott Dodge, Interim Brighton Police Chief
Tyler Daniels, Brighton Fire Dept
Brad Fowler, Brighton Fire Chief
David Braden, Poplar Grove Utility
Ricki Herbert, Eckels Law Firm
Chase Gibson, Brighton Fire Dept
Blaine Max, Brighton Police Sergeant
Monty Temple, Brighton Police Dept

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Jack and Miranda Baker, 1464 Brighton Clopton Rd, Brighton, TN; Aubrey Foreman, 278 Miss Helen Circle Dr, Brighton, TN; Alice Wakefield, 33 Huffman Dr, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regularly Scheduled Board Meeting December 13, 2022

Alderman Gardner made a motion to approve the minutes. Vice Mayor Sartain seconded the motion. Mayor Stephanie Chapman Washam mentioned she found a couple of typos. All approved with corrections mentioned by Mayor Stephanie Chapman Washam. Motion carried.

FINANCIAL REPORTS/PAYMENT OF BILLS

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

CITIZEN CONCERNS

Jack Baker, 1464 Brighton Clopton Rd

Mr. Baker revisited the issues concerning the ditch washing on his property located at 1464 Brighton Clopton Road. Several years ago, he contacted the Corp of Engineers about rock. The Corp of Engineers told him that the Town could bring rock at no charge but he (Mr. Baker) could not ask for it. Mr. Baker said he would move it with his own equipment if the Town would request it. There was a brief discussion that followed. Mayor Chapman Washam had some questions for legal services before making a decision.

DEPARTMENTAL REPORTS

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

New Employee

Chief Fowler would like to start the process of hiring a new firefighter. He needs two employees per shift. However, it will be a gradual process. This new employee will be a floater. Chief Fowler has found some money in the budget that he would like to move to salaries to pay for this employee.

POLICE DEPARTMENT: Mr. Scott Dodge, Interim Brighton Police Chief, presented the monthly status report.

SRO

All of the schools are very happy with the SRO's.

Police Academy

Officer Temple and Office McNeal will be attending the Police Academy on January 16, 2023.

PUBLIC WORKS DEPARTMENT: David Braden, Poplar Grove Utility District, presented the monthly status report.

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.

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

The AWWA Water Audit has been completed and delivered to Mr. Wood @ Alexander, Thompson, and Arnold for publication in the Town's FY 2022 Financial Audit.

Mayor Chapman Washam gave updates on issues from previous month's Board Meeting.

Mayor Chapman Washam read an email aloud complimenting Brighton Public Works that was onsite at a structure fire in Brighton on January 6th. The email came from the Fire Inspector of the Atoka Fire Department.

CODE ENFORCEMENT DEPARTMENT: Mayor Chapman Washam presented the monthly status report.

Mayor Chapman Washam gave updates on issues from last month's Board Meeting.

Animal Control Ordinance

The Animal Control Ordinance was presented to the Board of Mayor and Aldermen. **A motion was made by Alderwoman Gardiner to approve the First Reading of this Ordinance. Vice Mayor Sartain seconded the motion. Vice Mayor Sartain mentioned a correction that needed to be made. All approved. Motion carried.**

PARKS DEPARTMENT:

None

PLANNING DEPARTMENT:

None

OLD BUSINESS

Speed Limit Ordinance

An ordinance to reduce the speed limit on Old Hwy 51 and Tanner Drive was presented to the Board of Mayor and Aldermen. **Alderman Gardner made a motion to approve the First Reading of the Speed Limit Ordinance. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

NEW BUSINESS

FYE 2022/2023 Budget Amendment Ordinance

The FYE 2022/2023 Budget Amendment Ordinance was presented to the Board of Mayor and Aldermen. **Vice Mayor Sartain made a motion to approve the First Reading of the 2022/2023 Budget Amendment Ordinance. Alderman Foster seconded the motion. All approved. Motion carried.**

FROM THE BOARD OF MAYOR AND ALDERMEN

Alderman Position

The deadline for the Alderman seat has passed. There were two applicants. One applicant, Mr. Huffman, was previously interviewed by the Board. The other applicant, Mr. Foreman, is here attending the meeting if the Board would like to ask him any questions.

Alderman Foster asked Aubrey Foreman why he is interested in being an alderman. Mr. Foreman replied that he has lived in Brighton for 13 years. He loves this Town and would like to see it grow. He is not at all bitter with the Town concerning his dismissal from his position with the Town. Mr. Foreman continues to answer any questions if needed from the Public Works Department.

The Mayor asked for a roll call vote. Alderman Foster was asked first. He replied that he wasn't ready to make his vote yet. The Board decided to postpone the vote for another meeting.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 8:08pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO