



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

February 11, 2020

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Sarah Crocker at 7:02p.m.

ROLL CALL

Present

Sarah Crocker, Mayor
Stephanie Chapman-Washam, Alderwoman
Shane Greer, Alderman
Kenny Hall, Alderman
George Smith, Alderman

Absent

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
David Braden, Poplar Grove Utility
Aubrey Foreman, Public Works Department
Ricky Russell, Brighton Fire Department
MO Eckel, Eckel & Associates
Billy Ridgell, Brighton Public Works
Ken King, Town Engineer

Guests: Gus Smith, 147 Phillips Dr., Brighton, TN; Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN; Ashley Mercer, 160 Brighton Village Loop, Brighton, TN; Tiare Stone, 249 Sterling Ridge Dr, Atoka, TN; Kristen Wanser, 254 Woodshire Lane, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting January 14, 2020

Alderman Hall made a motion to approve the minutes as written. The motion was seconded by Alderman Smith. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

The financial report was presented. Alderwoman Chapman-Washam made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Hall. All approved. Motion carried.

CITIZEN CONCERNS

Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN

Mr. Baker expressed concerns about the bridge issue that he brought up months ago. Mr. King obtained a recorded warranty deed which shows the State purchased a "State Owned ROW" from Mr. Baker which includes the area that Mr. Baker is concerned about.

Tiare Stone, Girl Scout and Amanda's Way

Ms. Stone, Girl Scout Service Unit Manager, wanted to let everyone know the Girl Scout Cookies will be out next week.

Ms. Stone is also the President of Amanda's Way. Amanda's Way is a domestic shelter in Tipton County. They are teaming up with a movie that's coming to Tipton County. The movie producer will be at the law firm; Huffman, Mason and Raynor, on February 18th at 6:00pm if you would like to meet her. She will be needing caterers, places to stay, etc during the filming of the movie. Amanda's Way will be receiving proceeds for this.

Gus Smith,

Mr. Smith expressed concerns about the lack of silt fencing at the new development on Kenwood Avenue. Mayor Crocker asked Mr. Braden to follow up with Ms. Brazile with TDEC.

DEPARTMENTAL REPORTS

Fire Department: Chief Russell presented the monthly status report. (See attached report).

Chief Russell updated the Board of Mayor and Aldermen on the truck purchase. The Report on Debt Obligation for the USDA loan was presented to the Board.

Alderman Greer requested an update on hiring replacements for the recently vacated positions. Chief Russell replied. One has been hired from their part-time pool. He is interviewing for the second position. Until then, he is covering the shift.

Police Department: Chief Durham presented the monthly status report (see attached report).

Alderwoman Chapman-Washam requested an update on hiring a Brighton Middle School SRO. Chief Durham replied. There have only had one applicant. Unfortunately, he didn't think he was qualified. Chief Durham stated they may not hire until next fiscal year. Alderwoman Chapman-Washam expressed concerns for needing an SRO at the school.

Public Works: Mr. Briles, Public Works Director, presented the monthly status report (see attached report).

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. **Update 02/09/16:** Johnny is in the process of identifying potential infiltration sites and locating manholes. **Update 07/12/16:** Infiltration sites have been identified. With the low rainfall amounts during the summer, this is a relatively low priority at this time. Johnny is prepared to address these sites before September 15th.

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. We believe that most of the problems are related to the lack of maintenance of the high school's and middle school's septic tanks. KEC and I have prepared a finding report and a suggested preventative maintenance program for the school's septic tanks and all pump stations. I recommend that the Mayor and the Board adopt this plan. **Update 12/10/19:** Upon recommendation of KEC, Public Works has begun having the schools' septic tanks and the three main pump stations (Southwest, High School and Dale Smith) cleaned semi-annually. At this time, this program appears to be working by controlling the volume of wet wipes. Mr. Briles, Mr. Foreman and I will continue to monitor this program and make regular reports back to the Mayor and Board. **Update 01/14/2020:** Approximately one week after the new pump was installed at the Dale Smith Pump Station, Public Works employees noticed that the intake screen was beginning to be clogged with wet wipes. The pump was immediately shut down and the intake screen was cleaned by Mid-South Septic. Because of this problem, Public Works entire staff, Ken King, Alex Somboona and I met at the station on Wednesday, January 8th to evaluate the problem and discuss solutions. After input from everyone, it was determined that the best resolution is a 5,000 gallon septic tank that all wastewater flows into before it goes to the Dale Smith Wetwell where the pumps are located. To test the effectiveness of this potential solution, it was determined that by installing an elevated outlet pipe with a screen on it in the existing manhole just prior to the Wetwell could indicate whether this would work or not. Public Works is currently waiting on quotes for the

installation of this pipe. KEC has prepared a report which you have before you tonight. **Update 02/11/2020:** The elevated pipe was installed in the manhole and is highly effective in keeping solids from entering the Dale Smith Wetwell. It has been determined that 2-2,000 gallon septic tanks placed in series will be the most effective, permanent solution to contain the solids. KEC is drafting plans for the septic tanks and is in communication with TDOT concerning the placement of these tanks.

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. **Update 02/13/18:** Mr. Chlarson has advised me that he is developing a cost estimate to repair the drainage problems and that this cost estimate should be available to the Town within the next 30-45 days. **Update 03/13/18:** Mr. Chlarson's report and cost estimate has been delivered to the Town. This report only includes the drainage structures that are failing. The Town should seriously consider replacing all the CMP in the areas where the failures are currently occurring. Also, I'm not sure whether Mr. Neill has given the Town a proposal for the Storm Water Ordinance. **Update 04/10/18:** Bids for the CCTV part of the project will be received at 2:00pm on Friday April 13th. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13th for the CCTV part of the project with Mid South Septic being the low bidder at a Base Bid of \$21,752.00. Their bid for the Additive Alternate is \$43,789.50 in case additional scoping is required at McLister and Carrington. **Update 06/12/18:** Some scoping of the drainage systems has occurred, but no reports have been delivered to the Town or KEC. KEC has requested these reports on two different occasions. McLister and Carrington appear to have catch basin problems with the drain pipes being sound. Woodlawn appears to have terrible pipe failures. **Update 07/09/18:** No reports from Mid-South have been delivered to the Town or KEC and no payment has been made to Mid-South. **Update 08/14/18:** No reports have been received from Mid-South, nor has any payment been made to them. Mr. Ault has assured KEC that they have acquired a new camera and will be back on the job soon. **Update 09/11/18:** The reports and videos have been received from Mid-South. KEC has done some spot, site visits to also determine the degree of rust deterioration of the pipes. These spot checks coupled with the video indicate that rather than pipe replacement, Cured-in-Place Pipe coating procedure should be seriously considered by the Board. KEC also believes that the inlet structures can be repaired using an injection process called Polyurethane Pour-in-Place system. Both of these processes are proven methods that require much less disruption to yards and streets. Also at this point, it is my opinion that the Town should start looking at financing options since any grant funding appears unavailable. **Update 04/09/19:** As everyone is aware, Ms. Mattie Cushman has secured an Imminent Threat Grant for Marshall Road and other severe drainage problems in hopes of following up with a similar grant through normal channels in order to repair all Town drainage problems. This IT grant consist of \$315,000.00 in grant and a matching local funding of \$35,041.00. This is obviously excellent news for the Town. **Update 05/14/2019** – Johnathon has secured the easements for the MarsThey instead paved over the concrete hall Road portion of the project. Securing the one for Wylie Drive has encountered a snag with the property owner requesting \$1,800 for this easement. Mr. Eckel is researching to see if the acquisition of this easement is actually necessary. **Update 08/13/19:** The bid date for the Imminent Threat portion of the project is scheduled for Thursday, August 15th. **Update 09/10/19** – As we are all aware, the bid for the West Oaklawn culvert replacement was extremely high and TCPW has agreed to do the culvert replacement with the Town handling the paving repair and guardrail installation. Also, we are waiting on the State to allow the Town to enter into negotiations with the bidder for the remainder of the bidded project to determine how many repairs can be done with the subdivision. **Update 10/08/19** – On West Oaklawn (Marshall Road), the water main has been replaced allowing TCPW the needed space to replace the culvert. Tomorrow at 2:00pm, the Town will be opening the mini rebid packet from Mr. Marbury. The Town has been awarded a second grant for the drainage repairs in the amount of \$244,000.00 with a local match of \$34,081.00. It is anticipated that most if not all the drainage repairs can be made with both grants if the bidding process is very

competitive and the repairs can be done during the dry, summer months. **Update 11/2/2019** – The West Oaklawn culvert has been replaced and Public Works is maintaining the gravel until the paving can be done. The mini bid process was successful and contract documents have been sent to the contractor. With this IT Grant money as many of the inlets will be repaired as possible with the contractor being paid on a per pound basis. **Update 01/14/2020:** KEC has prepared a report that you have before you tonight. A summary of this report is that the spacing between 254 Woodshire and the next door neighbor's home is too close to allow for pipe replacement therefore, Cured In Place Pipe appears to be the only viable option for making the repair.

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. I have completed the first draft and submitted it to Mr. Briles for his input and review before sending it to Town Attorney Eckel. I also have copies to distribute to the Mayor and Board tonight if anyone desires one.
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. **Update 02/11/2020:** If the installation of the septic tanks before the Dale Smith Pump Station is effective, this ongoing maintenance program may need to focus more on the monitoring of the solids' level in each septic tank allowing this monitoring program to dictate when each tank should be pumped.

Parks Department

The basketball league has approximately two more weeks left.

“Touch a Truck” will be on April 4th at Brighton Middle School.

On April 11th the “Glow in the Dark Easter Egg Hunt” will be around the track this year instead of the baseball fields.

The baseball league is currently taking signups every Saturday in February and the first weekend in March.

Planning Commission

A construction plan was presented for Oak Avenue Subdivision on Kenwood Ave.

Oliver Acres Subdivision on John Hill Road was discussed.

OLD BUSINESS

Wanser Property, 254 Woodshire Lane

Mr. King addressed the same issue that was tabled from the Board Meeting last month. Again, he would like to see the pipe for this project changed to CIPP. Ms. Wanser expressed her concerns about the potential plan. Everyone was in agreement that the Town will get this area videoed (CCTV) to verify the extent of the damage to the actual pipe. The decision concerning the plan of action will be decided after the video is viewed.

NEW BUSINESS

Resolution #02112020 approving “Residential Subdivision Contract” for Oak Avenue Subdivision was presented. **Alderman Greer made a motion to approve Resolution #02112020 as presented.**

Alderman Chapman-Washam seconded the motion. All approved. Motion carried.

Mr. King wanted to speak about the bond. The developer will be required to put down a \$75,000.00 bond. That money is there in case it’s needed. For instance, the developer taps into your water system and breaks something; and they say they aren’t going to fix it. Then the Town will have money in the bond to fix it. At the end of the job, that’s when the plat gets recorded. If the developer wants to record the plat, then they will need to put up a bond in addition to the \$75,000.00. However, that’s not a good way to do it. The bond is for the warranty period (one year on everything). The street warranty is extended year after year until the lots are sold and the surface course is put down. The surface course won’t be put down until the construction trucks stop running. That expense is in addition to the \$75,000.00 bond and should be placed into a cd.

He also discussed the HOA. They will be responsible for maintaining the detention basin. If they don’t, the Town has the right to tax those people. At the last Planning Commission meeting, it was discussed that the detention basin would be split between the two adjoining property owners making each one responsible for maintaining half. The Board of Mayor and Aldermen would like that to be changed and an HOA added. Mr. King will contact the developer’s engineer, Rusty Norville to let him know of the change.

MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN

19-20 Budget

Alderman Greer expressed his concerns about the departmental raises that were included in the 19-20 budget. Mayor Crocker replied that all the raises (including Department Heads) were

included in the detailed budget that was emailed to the Aldermen prior to the budget approval. The email was sent on June 10, 2019.

Alderman Greer also asked how the K9 gets compensated for overtime. Chief Durham replied that he gets 4 hours per week for K9 care. Alderman Greer stated that a Memphis K9 officer works 7 hours per day and gets paid for 8 hours. They also receive one extra paid day per month.

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8.38pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder