



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

March 9, 2021

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:06p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice-Mayor
David Boone, Alderman
Eunice Foster, Alderman
Shane Greer, Alderman (via phone)

Absent

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Aubrey Foreman, Brighton Public Works
David Braden, Poplar Grove Utility
Blaine Max, Brighton Police Lieutenant
Corey Gatlin, Brighton Assistant Fire Chief
MO Eckel, Eckel & Associates

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN;

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, February 9, 2021

Vice Mayor Sartain made a motion to approve the minutes as written. The motion was seconded by Alderman Boone. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

The financial report was presented. Alderman Greer made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Boone. All approved. Motion carried.

CITIZEN CONCERNS

None

DEPARTMENTAL REPORTS

Fire Department: Mr. Corey Gatlin, Assistant Fire Chief, presented the monthly status report (see attached report).

Police Department: Mr. Blaine Max, Brighton Police Lieutenant, presented the monthly status report (see attached report).

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

Alderman Greer asked what happens since the contractor missed the deadline of February 26th that was already extended. Mr. Braden said that would be up to the Board of Mayor and Aldermen to decide whether or not to enforce penalties based on the contract. Mr. Braden verified that the work and punch list is completed. Mayor Chapman-Washam stated that Mattie Cushman with CDBG was in Brighton today and she didn't express any concern with this project hindering the Town from applying for the next round of grants. Alderman Greer asked when the Town would know for certain that nothing has been jeopardized. Mr. Braden thinks it's when the final report comes from King Engineering. He will talk with Mr. King and try to have the report by the end of the week.

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.
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. 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. **Update 03/10/2020:** Events over the past month have indicated that the installation of the septic tanks ahead of the Dale Smith Pump Station Wetwell are most definitely needed. Several options are being explored as to the best placement of these tanks. **Update 06/09/2020:** Bids have been taken for the installation of septic tanks. The low bidder is W & T Contracting Corp. Public Works is requesting that the Board approve these bids and award the contract tonight. We are anticipating that the easement from Mr. David Scott will be secured very soon, allowing the project to go forward. **Update 07/14/2020:** W & T Contracting Corp. has agreed to keep their bid good until July 31st in anticipation of the secured easement from Mr. Scott. Mr. Scott wants his attorney to consult with Mr. Eckel before Mr. Scott signs the easement. **Update 08/11/2020:** Mr. Scott's requested changes to the easement have been made and the revised easement has been submitted to Mr. Scott and the Town's attorney. W & T Contracting has agreed to extend their bid until August 15th. **Update 09/08/2020:** The easement from Mr. Scott has been secured. W & T has submitted the shop drawing for the project and KEC has approved them. The contracts have been executed by W & T and are on the way to Town Hall via UPS. When they are fully executed, W & T will be given a Notice to Proceed by KEC.
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 bid 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. **Update 03/10/2020:** Of the 21 inlets on the plan for repair, 15 have been repaired to date. Also after reviewing the CCTV footage, Mr. Mike Woodcock with Portland Utilities Construction Company says that the

CIPP will solve the problem with the drainage pipe at 254 Woodshire Lane. Community Development Partners is preparing the easements for 254 & 230 Woodshire for the replacement of the inadequate junction manhole in their back yards. **Update 06/09/2020:** The 21 inlets shown on the plan have all been repaired. The easements at 254 & 230 Woodshire have both been secured allowing the Town to move forward with this repair. KEC has sent these plans and specs to CDP for their review before they go to E & CD (the State). Marbury Construction Company has stated that they will be at 520 Wiley Drive to make that repair in late June/early July. **Update 07/14/20:** Marbury Construction Company has begun work at 520 Wylie Drive. The street should be reopened for traffic by Friday, July 10th. We are still awaiting the approval of plans by E & CD for the work at 230 & 254 Woodshire. KEC has inquired as to the date of approval plans but has not received an answer. **Update 08/11/20:** The construction at 520 Wylie has been completed. Bids were taken on Thursday the 6th for the repairs at 230 & 254 Woodshire with the bids for Cured In Place Pipe being less expensive than digging and replacing the pipe. The resolution is on the agenda tonight. **Update 09/08/2020:** Portland Utilities Inc. has signed the contract for the CIPP at 230 & 254 Woodshire. KEC is attempting to schedule a preconstruction conference on September 16th for this project. **Update 10/13/2020:** Portland Utilities Inc. has completed the prep work (clean out) of the pipe at 230 & 254 Woodshire and materials for the repair/replacement are on order. KEC is preparing plans for the next round of grants and will need the Town's input for problem areas and priorities. **Update 11/10/2020:** At 230 & 254 Woodshire, Portland Utilities Inc.'s subcontractor will be replacing the junction box and 3 catch basins this week so that Portland can still install the CIPP. KEC needs the Town's input for the next round of grants. **Update 12/08/2020:** The junction box and 3 catch basins have been replaced and Portland Utilities, Inc. will be starting the CIPP process on Monday, December 7th. Also, I am presenting a map of pipe failure areas that need to be prioritized by the Town and returned to KEC. **Update 01/12/2021:** Portland Utilities Inc. continues to work at 230 & 254 Woodshire and are currently 65% complete. Last week, the Town held its public hearing for the next round of drainage funding. You have the application resolution before you tonight. **Update 02/09/2021:** Portland Utilities has completed the CIPP installation. The 3 inlets and 1 junction box are currently being enlarged according to the plans. KEC has instructed the contractor to complete the project by March 10th and request that the Board authorize the Mayor to sign a change order extending the time of completion to March 10th at the latest. **Update 03/09/2021:** The 3 inlets and the junction box at Bloomington and Woodshire are completed, the dirt work is completed and all but 1 of the inlets and sod has been ordered. With the nice weather, it is anticipated that the contractor will complete this week.

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. **Update 07/14/20** – In an email dated June 18th, Mr. Eckel states that the proposed Sewer

Backup Prevention Program is in order. It appears that this program is ready to be adopted by the Board and implemented in Public Works.

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. **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. **Update 01/12/2021:** Public Works' personnel have determined that the 2 additional septic tanks need to be installed to help prevent wet wipes and other solids from entering the Dale Smith Pump Station Wetwell. Under the contract with W & T Contracting Corp., the cost is \$38,500.00. **Update 02/09/2021:** The Town has signed and sent Change Order #1 to W & T Contracting Corp. We are expecting that W & T will have it back to KEC at any time. KEC is in the process of reviewing and approving the shop drawing. **Update 03/09/2021:** The contractor has completed the installation of the 2 additional septic tanks. Johnathon and I met with the foreman on Monday morning, and he anticipates that he will have the project completed by Wednesday.

- **With the assistance of TAUD, the Town's 2020 Water Quality Report is completed and being scheduled to be published in the Covington Leader.**
- **The Town's AWWA Water Audit for FY 2020 will be completed as soon as I receive the Total Annual Operating Expenses for the water system from Jeff Hunter.**

Mr. Braden wanted to mention there was a meeting today at the Tipton County EMA building about the disaster declaration because of the snowstorm. It looks like Tennessee is going to be declared a disaster but Tipton County is right on the border. Mr. Briles attended the meeting for Brighton.

Parks Department

Cardinal Clean Up Day will be held on Saturday, March 13th, at 8:00am. A PayPal account has been set up for donations.

Planning Commission

None

OLD BUSINESS

Huffman/Hill Street

Mayor Chapman-Washam spoke to Southwest Electric about the lighting situation. They said Huffman was good. If you want one on Hill Street, the citizen can put one in and pay for it under

a one year contract. If the Town decides a light is needed, then the Town will be responsible for paying for it.

51 Corridor

Mayor Chapman-Washam had a meeting with Mayor Huffman and TDOT concerning the 51 Corridor. The Town will need to do a study before TDOT will consider taking the fence down. The study should last until September/October. The study consists of how dangerous it would be without the fence; what do the residents want; and what kind of businesses would Brighton want. An independent company hired by TDOT is doing the study.

Judge Applications

Alderman Greer inquired about Judge Applications. He would like to extend the application deadline until we get a larger pool of applicants. Ms. McKinney, Town Recorder, stated that it was posted on the Town's website and Facebook page and letters were mailed to the Bar Association. Mr. Eckel, Town Attorney, said the general consensus with the local Bar Association is that no one is going to participate.

NEW BUSINESS

Inclement Weather Policy for Public Works

Mr. Foreman, Brighton Public Works, he expressed concerns about not getting overtime even though they do not work a complete 40 hours due to a Holiday or when Town Hall is closed for inclement weather. For example, if they have a water leak during the same week of a Holiday. Alderman Greer said the Town policy changed by Board motion some time ago to reflect FLSA guidelines that you must work 40 hours before any overtime could be paid. The Board agreed that they need to work on new Town policies with MTAS policy writers.

Budget Workshops

The Board of Mayor and Aldermen will be having three upcoming Budget Workshops. See below:

April 14th – 5:00pm

April 21st – 6:00pm

April 28th – 6:00pm

MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN

Grandview Drive

Vice Mayor Sartain stated that she's had several complaints about Grandview Drive. Alderman Greer said the road doesn't have its "top coat" due to the area not being completed by the developer.

247 Portersville

The property owners mentioned to Vice Mayor Sartain that they would like someone to come out and look at their culvert. It's washed out. They want to verify it's their issue and not the Town's responsibility.

Sherrill Street

Property owners on Sherrill Street have complained to Alderman Foster about not having natural gas. Mr. Braden said based on the Town's franchise agreement that any property inside the city limits will be serviced by the City of Munford for natural gas.

Town Hall

Alderman Greer expressed concerns about former employees and/or former elected officials going behind the counter at Town Hall. He would like to propose a Resolution which prohibits individuals from entering behind the counter and/or unattended Town offices. Mr. Eckel suggested that this should just be a town policy. **Alderman Greer made the motion. Alderman Foster seconded the motion. All approved. Motion carried.**

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Foster. All approved. Motion carried. The meeting adjourned at 8:37pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO