



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

March 10, 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
MO Eckel, Eckel & Associates
Billy Ridgell, Brighton Public Works
Mike Durham, Brighton Police Chief

Guests: Gus Smith, 147 Phillips Dr., Brighton, TN; Ann Blackmon, 164 Shady Lane, Brighton, TN; Jeremy and Lauren Edwards, 1678 Liberty Church Smith Rd, Brighton, TN; Lee Downing, Brighton Baseball League; Vicki Coone, Spitfire Bar and Grill

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting February 11, 2020

Special Called Meeting February 25, 2020

Alderwoman Chapman-Washam made a motion to approve the minutes as written. The motion was seconded by Alderman Greer. 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 Smith. All approved. Motion carried.

CITIZEN CONCERNS

Lee Downing, Brighton Baseball League

Mr. Downing gave the Board an update on the previous year's baseball season. He would like to see the Town help with electric bills and/or grass cutting so they make field improvements. They are losing participants due to not having the upgrades like our surrounding municipalities. Alderman Hall stated that if the Parks budget had money left over at year end then maybe the Town could help out with something. The Town also suggested talking with the Tipton County Commissioners for this area. Maybe, they will be able to help with some funding. The existing contract with the Town of Brighton will need to be renewed and resigned. Mr. Eckel will work on completing the new contract.

Gus Smith, 147 Phillips Dr, Brighton, TN

Mr. Smith again expressed concerns about the lack of silt fencing at the new development on Kenwood Avenue. Mr. Braden gave a TDEC update. TDEC is wanting Mr. Braden to get a picture/video during a potential rain.

Vickie Coone, Spitfire Bar and Grill

She is expressing concerns about annexation issue that she brought up in a prior meeting. She would like the Town to annex her property located on Hwy 51. Mr. Eckel read the State law which states it must be contiguous. The Town currently does not have annexation access to her property.

DEPARTMENTAL REPORTS

Fire Department: Mayor Crocker presented the monthly status report. (See attached report).

Alderman Greer asked for an update on the recent fire at Thomas/Old Hwy 51. Mayor Crocker said they are still investigating. The structure did not have electricity.

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

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. **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.

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. **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.

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.

Mr. Braden mentioned that the "bull dog" company doing the work on the inlets will have about \$8,000.00 in contingency funds on this project. They are wanting to know if the Town wants them to come back and finish the remaining 6 inlets (according to the plan). The Town spoke about using the TML funds to finish the inlets if the contingency money runs out. When the Town borrowed money from TML, it was noted then that any funds after completing West Oaklawn/ Marshall Rd could be used to repair storm drains in Woodlawn Subdivision. The Board of Mayor and Aldermen verbally agreed to finish all the remaining 6 inlets. Change order included in this board meeting packet.

Parks Department

"Touch a Truck" will be held on April 4th from 10:am to 2:00pm at Brighton Middle School.

Glow in the Dark Easter Egg Hunt is scheduled for April 11th at the Brighton Walking Track at 7:30pm.

Planning Commission

None

OLD BUSINESS

Ordinance #2020-03-10 was presented to the Board of Mayor and Aldermen. This ordinance is to amend the 2019-2020 budget ordinance due to the addition of a Stormwater Fund. Alderman Greer made a motion to approve the ordinance as presented. Alderman Hall seconded the motion. All approved. Motion passed.

NEW BUSINESS

Ms. McKinney, Town Recorder, mentioned that Oaklawn Heights is being sold. The new potential owner came in to the office to discuss the water service. He requested to change all the apartment meters to be connected to one master meter that can be paid by his office instead of individual renters. After talking to Mr. Braden, we discovered this can't be done. She also wanted to talk about the \$150.00 nonrefundable water activation fee pertaining to this new owner. They would like to be able to come in between renters to properly clean each unit. Right now, we charge rental owners \$150.00 and they provide us a list of their properties. This allows them to put the water back in their name for any of their Brighton properties when a renter leaves. The rental owner is only charged for the water they use. Instead of charging him (1) \$150.00 for the entire complex; would the Board of Mayor and Alderman agree to \$150.00 per building? The Board of Mayor and Aldermen verbally agreed to this. Mr. Braden said he would send Ms. McKinney a copy of Poplar Grove's landowner agreement.

MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN

None

ADJOURNMENT

Alderwoman Chapman-Washam made a motion to adjourn the meeting. The motion was seconded by Alderman Hall. All approved. Motion carried. The meeting adjourned at 8.45pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder