



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

May 16, 2023

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:08p.m.

ROLL CALL

Present

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

Absent

Others Attending:

Tammy McKinney, CMFO
Brad Fowler, Brighton Fire Chief
Johnathon Briles, Brighton Public Works Director
Rikki Herbert, Eckel Law Office
Lee Tate, Brighton Public Works

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Dave and Amanda Huffman, 669 E Kenwood Ave, Brighton, TN; Mike and Angela Huffman, 699 Kenwood East, Brighton, TN; Tom Barton, 141 South Poplar, Brighton, TN

*******SWEARING IN OF ALDERMAN *******

THE NEWLY APPOINTED ALDERMAN, MR. DAVE HUFFMAN, WAS SWORN IN BY MAYOR CHAPMAN WASHAM.

APPROVAL OF MINUTES

Minutes Approval: Postponed Board Meeting March 28, 2023

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

FINANCIAL REPORTS/PAYMENT OF BILLS

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

CITIZEN CONCERNS

None

DEPARTMENTAL REPORTS

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

Budget Amendment

Chief Fowler is requesting his Equipment line (110-42200-312) to be increased by \$10,000.00 due to the Southwest Grant the fire department received earlier this fiscal year. **Vice Mayor Sartain made a motion to approve increasing the Equipment line by \$10,000.00. Alderman Foster seconded the motion. All approved. Motion carried.**

POLICE DEPARTMENT: Mayor Chapman Washam presented the monthly status report.

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

Online Work Orders

Vice Mayor Sartain has entered several online work orders over the last few weeks through the Town of Brighton website. She wants to know how the online process worked because it looks like it goes to the

Codes Department first. Director Briles replied that any work orders for the Public Works Department are forwarded by the Codes Department.

Water Leak Policy

A Water Leak Policy was presented to the Board of Mayor and Aldermen. **Alderman Gardner made a motion to approve the Water Leak Policy as presented. Alderman Foster seconded the motion. All approved. Motion carried.** Ms. McKinney, Brighton CMFO, asked if a pool adjustment will be considered a separate adjustment. The Board verbally approved it to be a separate adjustment.

Director Briles reviewed the updates 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.

Update 02/14/23: Portland Utilities has completed this portion of the drainage repair project.

Update 03/28/23: On March 10th, KEC submitted the project's Final Pay Request to CDP for processing and submittal to the State.

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 Town's Consumer Confidence Report (Water Quality Report) for the water system is scheduled to be published in The Leader on May 18th. After it is published and we have the affidavit of publication from The Leader, we will be submitting the compliance documents to TDEC.

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

PARKS DEPARTMENT:

None

PLANNING DEPARTMENT:

None

OLD BUSINESS

None

NEW BUSINESS

Resolution 05162023

Resolution 05162023 was presented to the Board of Mayor and Aldermen. This resolution is requesting the Municipal Technical Advisory Service to codify and revise the ordinances of the Town of Brighton at the earliest possible date. **Vice Mayor Sartain made a motion to approve Resolution 05162023 as presented. Alderman Foster seconded the motion. All approved. Motion carried.**

FYE 2024 Budget Ordinance

The FYE 2024 Budget Ordinance was presented to the Board of Mayor and Aldermen. **Vice Mayor Sartain made a motion to approve the First Reading of the 2023-24 Budget Ordinance. Alderman Foster seconded the motion. All approved. Motion carried.**

FYE 2023 Budget Amendment Ordinance

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

FROM THE BOARD OF MAYOR AND ALDERMEN

Cyber Security Policy

Mayor Chapman Washam mentioned that a Cyber Security Policy is currently being assembled. The policy will need to take effect as of July 1, 2023. It may be necessary to have a Special Called Meeting to get this approved.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:27pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO