



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

June 8, 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

Absent

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Aubrey Foreman, Brighton Public Works
Daniel Moore, Brighton Fire Department
Scott Dodge, Brighton Police Captain
Blaine Max, Brighton Police Chief
Corey Gatlin, Brighton Assistant Fire Chief
MO Eckel, Eckel Law & Associates
DJ Specht, Brighton SRO
David Braden, Poplar Grove Utility

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Danielle Specht, 152 Miss Helen Circle, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: **Special Called Meeting, May 10, 2021**

Regular Board of Mayor and Aldermen Meeting, May 11, 2021

Vice Mayor Sartain 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. Vice Mayor Sartain 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. Daniel Moore, Brighton Fire Department, presented the monthly status report (see attached report).

Police Department: Mr. Scott Dodge, Brighton Police Captain, presented the monthly status report (see attached report).

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

Director Briles announced that he passed his sewer test.

Alderman Greer asked if they were monitoring the orange fencing around the sinkholes or only going by complaints as they come in. Director Briles responded that they are doing a little bit of both. Complaints actually come in faster.

Vice Mayor Sartain asked if Mr. Briles ever went out to the Dawson property at Carrington Estates. Director Briles replied no.

Vice Mayor Sartain has received complaints due to an empty flag pole on Woodlawn Ave. Mr. Foreman, Brighton Public Works, responded. That particular location can't support a flag because the buses or big trucks tear them down because the pole is closer to the road. Vice Mayor Sartain will relay the message to the homeowner.

Mr. David 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. **Update 04/13/2021:** All work in this phase has been completed.

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.

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

- **We are in the process of setting up for the collection of the Town's lead and copper samples. This sample collection process should begin this week.**
- **The Town's Water Quality Report was in the Covington Leader on April 29th. By the end of the week, we anticipate that we will have the certification documents filed with TDEC.**
- **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.**

Resolution 06082021

Resolution 06082021 was presented again to the Board of Mayor and Aldermen. This resolution is approving contract award for roadway improvements, 2021. It was already tabled until next budget year at the May Board Meeting.

Parks Department

Summertime Fest

The Mayor stated it went very well and thanked everyone that helped. The Town is going to try a do another one in the fall.

Virtual 5K

The link can be found on the Town of Brighton website, Town of Brighton Facebook and the Brighton Park and Rec Facebook. The cost is \$35.00. When you register, you enter how far you want to commit to walk, run, bike, swim, etc. A medal will be mailed to you for participating. Deadline to sign up in June 30th.

Planning Commission

Minutes from the Planning Commission Meeting and the Zoning Appeals Meeting were included.

Ordinance

An ordinance establishing compensation for the members of the Board of Zoning Appeals for the Town of Brighton was presented to the Board of Mayor and Aldermen. **Alderman Greer made a motion to approve the ordinance establishing compensation for the members of the Board of Zoning Appeals for the Town of Brighton. Vice Mayor Sartain seconded the motion. All approved. The motion passed on the First Reading.**

OLD BUSINESS

FY 2021-2022 Budget Ordinance 20210608-1

The FY 2021-2022 Budget Ordinance was presented to the Board of Mayor and Aldermen. This ordinance is to adopt the annual budget and tax rate for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The Mayor added that the police vehicles did not include radar. The cost will be \$1500.00 for two radars. **Alderman Foster made a motion to approve the Second Reading with the revision of adding \$1500.00 to the police capital outlay general ledger account 110-42100-900. Alderman Boone seconded the motion. All approved. Motion carried.**

FYE 2020-2021 Budget Amendment Ordinance 20210608-2

The FYE 2020-2021 Budget Amendment Ordinance was presented to the Board of Mayor and Aldermen. **Vice Mayor Sartain made a motion to approve the Second Reading. Alderman Foster seconded the motion. All approved. Motion passed.**

Mayor Chapman-Washam reminded the department heads and those filling in for department heads that the 2nd Reading of the Amendment was just approved. Please make sure you have all your invoices in by June 30, 2021.

Fence in Alley on Main Street

Alderman Greer asked for a status update on the fence removal. After much discussion, the Board of Mayor and Aldermen decided to send a letter notifying Ms. Flanagan that the fence will be removed based on the suggestion of the Town Attorney.

Gas on Sherrill Street

Alderman Foster asked for an update pertaining to the gas line being ran to Sherrill Street. Mayor Chapman-Washam stated there was enough participation on Sherrill Street to get the pipe ran. However according to the City of Munford, there is a backorder on the pipe. No one knows when it will be available. Mr. Braden told the City of Munford that the town is requesting the pipe to be completed by fall. Mr. Braden said he will update the town if he hears anything new.

NEW BUSINESS

None

FROM THE BOARD OF MAYOR AND ALDERMEN

None

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 8:21pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO