



# TOWN OF BRIGHTON

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

## BOARD OF MAYOR AND ALDERMEN MEETING

June 9, 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  
Mike Durham, Brighton Police Chief  
Johnathon Briles, Public Works Director  
David Braden, Poplar Grove Utility  
M.O. Eckel, Eckel & Associates  
Rikki Erwin, Eckel & Associates  
Ricky Russell, Brighton Fire Chief  
Daniel Moore, Brighton Fire Department

**Guests:** Gus Smith, 147 Phillips Dr., Brighton, TN; Ann Blackmon, 164 Shady Lane, Brighton, TN;  
Russ and Gail Goode, 338 Old Hwy 51, Brighton, TN; Gwen Farmer, 18 Alexander Drive, Brighton, TN;  
Kyle Smith, 120 Phillips Drive, Brighton, TN; David Scott, Scaleman of Tennessee

## **APPROVAL OF MINUTES**

### **Minutes Approval: Regular Board of Mayor and Aldermen Meeting March 10, 2020**

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

## **FINANCIAL REPORT/PAYMENT OF BILLS**

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

## **CITIZEN CONCERNS**

### **Russ Good,**

He expressed concerns about the ditch on the west side of Old Hwy 51. He would like to see it cleaned out to help the water drain.

He expressed concerns about the buckled asphalt in front of Brighton Elementary School.

He also expressed concerns about a pothole on Portersville Road. Mayor Crocker stated she spoke to Public Works about this pothole yesterday.

He asked that Chief Durham start patrolling for speeding vehicles from the 4way stop to Hwy 51 in front of his home. Chief Durham agreed.

He is also expressing concerns about Blalack property on Woodlawn Ave. Mayor Crocker stated that she will ask Code Enforcement to send a letter.

He wanted to know if it was legal to burn inside the city limits. Fire Chief Russell replied.

### **David Scott, Scaleman of Tennessee**

He expressed concerns about the Dale Smith Pump Station located on his property. The Town has requested for him to sign an easement in order to complete a repair. The plan is to add septic tanks for the sewer to hit before the pump station. Mr. Scott does not believe the plan will work. He would like to have another engineering firm (other than the Town Engineer) lay out plan of repairs. But, he was told that he would have to pay for that. He has reached out to the County and Pat Hardcore with H2H for advice. Mr. Hardcore said he would come look at it at no cost. Mr. Braden replied. The Town is mimicking the design at the Town of Atoka's pump station on Main Street. Since they introduced the holding tanks, they've had no problem with solids carrying over into their wet well.

He also mentioned the foul odor. He has a rental property that he can't rent due to the smell. Mr. Braden stated that carbon packed filters can be installed which can alleviate some of the smell. Alderwoman Chapman-Washam asked Public Works Director to check on those filters.

He also expressed concerns about the Storm Water Fee and how it was calculated. Mayor Crocker replied.

## **DEPARTMENTAL REPORTS**

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

The Brighton Fire Department has received their new fire truck.

Alderman Greer asked why water had to be “toted” to the BCI fire. Fire Chief Russell said there was not a fire hydrant available. Fire Chief Russell is assuming if the building is rebuilt then it would need to be brought up to code including sprinklers. David Braden said it would be his suggestion that the building could not be rebuilt unless at least an 8’ line is provided (property owner’s expense) to the building along with multiple fire hydrants.

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

Chief Durham stated that the department’s Use of Force Policy has been signed off by all the officers.

Lieutenant Max and Officer Baskin made a traffic stop that included a lot of meth. He provided a picture of what was confiscated.

Lieutenant Max pulled a man from a burning house on Huffman Drive.

Officer Baskin performed CPR on a Brighton citizen which may have potentially saved his life.

Chief Durham advised the Board that they have received their new vehicle.

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

Alderman Hall mentioned the drain beside his house. It needs to be mowed to help with the water drainage.

Mayor Crocker asked Director Briles if he knew when TDOT was going to be mowing along Hwy 51 in Brighton. Some of the areas are starting to get pretty high.

Alderman Greer stated the “orange fencing areas” need to be weeded.

Mayor Crocker said the area between the straight tunnel and the tax office needs to be mowed. She asked Director Briles to find out who is responsible for mowing it.

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 15<sup>th</sup>.
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 30<sup>th</sup> 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 8<sup>th</sup> 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.

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 13<sup>th</sup>. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13<sup>th</sup> 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 15<sup>th</sup>. **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. **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.

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 30<sup>th</sup>, 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 2<sup>nd</sup>, 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.

**Resolution 06092020** approving the contract award for solids settling tanks, main wastewater pumping station was presented to the Board. After much discussion, the Board of Mayor and Aldermen decided to table this resolution until a later date.

#### **Parks Department**

#### **Planning Commission**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Resolution 06092020-01** stating the Atlanta Office of the Economic Development Administration (the “EDA”) has been awarded \$248,000.00 in supplemental program funds through the CARES Act in order to provide financial support in the form of grants to local and regional stakeholders adversely affected by the coronavirus pandemic was presented to the Board. **Alderman Chapman-Washam made a motion to approve the Resolution as presented.** After much discussion, Alderman Chapman-Washam rescinded her motion and the resolution was tabled until a later date.

**Resolution 06092020-02** which is a resolution for the “Call to Election” was presented to the Board of Mayor and Aldermen. **Alderman Hall made a Motion to Approve the Resolution as presented. Alderman Chapman-Washam seconded the motion. All approved. Motion carried.**

An **Ordinance** to amend the 2019-20 Budget Ordinance was presented to the Board of Mayor and Aldermen for the First Reading. **Alderman Chapman-Washam made a Motion to Approve the First Reading of the 2019-20 Budget Amendment Ordinance. Alderman Hall seconded the motion. All approved. Motion carried.**

An **Ordinance** to adopt the annual budget and tax rate for the fiscal year beginning July 1, 2020 and ending June 30, 2021 was presented to the Board of Mayor and Aldermen for the First Reading. After much discussion, the ordinance was tabled until a later date.

The Board of Mayor and Aldermen was presented estimates for the FY 2020 audit. Alderman Greer made a **Motion to Approve the Estimate from Whitehorn, Tankersley and Davis, PLLC. Alderman Hall seconded the motion. All approved. Motion carried.**

## **MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN**

The Board of Mayor and Aldermen set a Budget Meeting for Monday, June 15<sup>th</sup> at 6:30pm. They will meet with Department Heads at this meeting.

## **ADJOURNMENT**

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 9.15pm.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Town Recorder**