



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

June 13, 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
Eunice Foster, Alderman
Kristin Gardner, Alderwoman
Dave Huffman, Alderman

Absent

Melissa Sartain, Vice Mayor

Others Attending:

Tammy McKinney, CMFO
Brad Fowler, Brighton Fire Chief
Johnathon Briles, Brighton Public Works Director
MO Eckel, Eckel Law Office
Corey Gatlin, Brighton Code Enforcer
Jacob Blevins, Brighton Police Dept
Shellina Irby, Brighton Principal Clerk
Doylen Baskin, Brighton Police Sergeant
David Braden, Poplar Grove Utilities

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Alice Wakefield, Huffman Road, Brighton, TN;
Mr. & Mrs. Lester Reed, 163 Stacy Lane (Cub Scouts); Sam Carson, 541 Carrington, Brighton, TN; Mr.

&Mrs. James Wheeler, 491 Carrington, Brighton, TN; Mr. & Mrs. Larry Marshal, 459 Carrington, Brighton, Tn

APPROVAL OF MINUTES

Minutes Approval: Rescheduled Board Meeting May 16, 2023

Alderman Gardner made a motion to approve the minutes. Alderman Foster seconded the motion. All approved. Motion carried.

FINANCIAL REPORTS/PAYMENT OF BILLS

Alderman Foster made a motion to approve the bills as presented. Alderman Gardner seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

Scout Hut Roof

Mr. Lester Reed, Cub Master of Troop 260, asked for the Town to cover the cost of wood replacement to the roof of the cub scout building. The amount requested was \$1,04.21 opposed to the \$8,163 he originally asked for. There was a brief discussion among the board, about other town facilities that are used by everyone and not just one group, needing roof repairs also. The discussion was tabled.

Sam Carson

Mr. Carson questioned why the Town has not used any funds to make repairs to drain holes. Mayor Chapman Washam responded with the amounts of the grants that have already been used on storm drain repairs; \$315,000, \$244,873, \$326,679 plus the match the town had to pay and any change orders that were made. She also listed properties. Mr. Carson asked why money was used for purchasing a new town hall. Mayor Chapman Washam responded that the money used for the purchase of Town Hal was ARPA money that had set restrictions on what it could be spent on and that storm drainage was not on the list. Mr. Carson asked about the money used on empty lots, Alderman Gardner responded. Mr. Carson asked if the Cub Scout building was a city building, Mayor Chapman Washam responded. Mr. Carson asked if the ARPA money could be used on it. Mayor Chapman-Washam responded only if it fell under the pandemic restrictions, they were given. Mr. Carson asked if the city has a storm water drain fund, Mayor Chapman Washam responded yes and it has approximately \$30,000, the last time she checked but does not check it daily. She also stated that account was established to be eligible for grants.

DEPARTMENTAL REPORTS

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

Alderman Foster asked if he still needed two more, Chief Fowler responded.

POLICE DEPARTMENT: Mr. Blaine Max, Brighton Police Chief, presented the monthly status report. Chief Max and Officer Huggins completed first of four steps for the drug and commission expert program, currently one in the county and the state pays for that. One officer quit and took a job at Lauderdale County after graduating the academy he continued to work 1.5 month. There is a lot of competition for police officers, Munford got a raise as a whole they pay \$26-\$29 for patrol and \$29-\$32 for Sgt, they offer free med ins and 6% match for retirement, Atoka pays \$25.83 for patrol and \$29.09 for Sgt., Tipton County gave an \$8000 raise pay is \$64k approximately \$30 per hour for patrol. Covington pays \$25 an hour for patrol, with our pay it will be hard to find someone to fill the position we will try our best. Currently have 7 officers outside of Brighton PD that we have paid to train and now serving other agencies.

Alderman Foster asked how long the officer worked with us after the academy, Chief Max responded. There was a brief discussion among the board and Chief Max about contracts for new employees.

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

Pump Stations

Alderman Foster asked for an update on the pump stations. Director Briles replied that the parts are still on backorder.

Alderman Foster stated there was a water leak right on the hill from the crooked tunnel what happened, Director Briles responded that it was a service leak and has been taken care of.

Mr. David Braden was given the floor. He only had one new item. It has recently come to our attention that the Dale Smith Pump Station is probably not pumping at its rated capacity which causes the pumps to run longer, increases wear on the pumps and motors, increases energy consumption and long term, limits the Town's ability to grow. After consulting KEC, we believe the issue may be the 4 air release valves improperly working on the 10" force main (from the station to the McLaughlin Drive meter) which allows air to remain trapped within the pipe. These valves have been located and with the Board's permission, will soon be tested and serviced and replaced. After the air release valves are working properly, we would also like the Board's permission to have KEC do a draw down test on the Dale Smith Station to determine the pumps actual pumping capacity.

Alderman Foster made a motion to adopt the air release valve service or replacement, Alderman Huffman seconded. All approved. Motion Carried

CODE ENFORCEMENT DEPARTMENT: Mr. Corey Gatlin, Brighton Code Enforcer/Building Inspector presented the monthly status report. Alderman Foster asked for one situation that was resolved, Mr. Gatlin responded.

Resolution 06132023

Resolution 06132023 was presented to the Board of Mayor and Aldermen. This resolution is to adopt a Water Leak Adjustment Policy for the Town of Brighton. **Alderman Gardner made a motion to approve the Water Leak Policy as presented. Alderman Foster seconded the motion. All approved. Motion carried.**

Resolution 06132023-01

Resolution 06132023-01 was presented to the Board of Mayor and Aldermen. This resolution is to adopt a Meter Reread Policy for the Town of Brighton. **Alderman Gardner made a motion to approve the Meter Reread Policy for the Town of Brighton. Alderman Foster seconded the motion. All approved. Motion carried.**

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.
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

PARKS DEPARTMENT:

None

PLANNING DEPARTMENT:

None

OLD BUSINESS

Ordinance 20230613

Ordinance No. 20230613 to amend the 2022-23 Budget was presented to the Board of Mayor and Aldermen. **Alderman Foster made a motion to approve the Second Reading of the FYE 2023 Budget Amendment Ordinance. Alderwoman Gardner seconded the motion. All approved. Motion carried.**

Ordinance 20230613-01

Ordinance No. 20230613-01 adopting the annual budget and tax rate for the fiscal year beginning July 1, 2023 and ending June 30, 2024 was presented to the Board of Mayor and Aldermen. **Alderman Foster made a motion to approve the Second Reading of the 2023-24 Budget Ordinance. Alderwoman Gardner seconded the motion. All approved. Motion carried.**

Paving quotes

Mayor Chapman-Washam gave an update on the paving quotes received from Climber and Aspac. The Town has now received the state street aid. The mayor asked if we could move forward with one of the quotes before, they expired for Sherrill Street and Michelle.

Alderman Foster made a motion to approve the paving by Aspac on Sherrill St and Michelle. Alderwoman Gardner seconded the motion. All approved. Motion carried.

NEW BUSINESS

Mayor Chapman-Washam stated that she received an email from the Comptroller about municipality public board meetings, as of July 1, 2023 all municipalities must have a citizen's place to comment. The Town of Brighton already has this, where as other municipalities do not. The comptroller also provided guidelines to help with meetings. Examples: how long someone is allowed to speak such as 2-4 mins, number of speakers and how much time will be required to be put on the agenda, etc.

Mayor Chapman-Washam stated that every dept is struggling to keep employees due to pay and benefits. She said the biggest concern is we do not match 401k at all and other municipalities offer 5-7% match. She urged the board to consider doing some type of match.

FROM THE BOARD OF MAYOR AND ALDERMEN

The Cyber Security Policy

Mayor Chapman-Washam stated that we are still waiting on Sandstorm to finish up the cyber security policy. They are currently working on all the municipalities.

ADJOURNMENT

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

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO