

**TOWN OF BRIGHTON
BOARD OF MAYOR AND ALDERMEN MEETING**

July 11, 2017

7:00 PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The meeting was called to order by Mayor Sarah Crocker at 7:01 p.m. The Pledge of Allegiance to the flag was led by the Board of Mayor and Aldermen. Ms. Ann Blackmon gave the invocation.

ROLL CALL

Present

Sarah Crocker, Mayor
Stephanie Chapman-Washam, Alderwoman
Jason Dittrich, Alderman
Kenny Hall, Alderman
George Smith, Alderman

Absent

Others Attending: Tammy McKinney, Town Recorder Mike Durham, Brighton Police Chief
Ricky Russell, Brighton Fire Chief
Johnny Payne, Brighton Public Works
David Braden, Poplar Grove Utility District

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Joseph Knight, 312 Carrington, Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; Denise Kinnaly, 161 Tipton St, Brighton, TN; June Spoonamore, 107 Tipton St, Brighton, TN; Jamesia Foucek, 15 N Main, Brighton, TN; Ron Mallory, 505 Donna Dr, Brighton, TN; Deborah Barbee, 72 Mathis St, Brighton, TN; Vanessa Boykin, 30 Hill Ave, Brighton, TN; Dorothy Dunn, 74 Hill Ave, Brighton, TN; Carolyn Buford, 98 Huffman Dr, Brighton, TN; Lisa Delancey, The Leader

APPROVAL OF MINUTES

**Minutes Approval: Regular Board of Mayor and Aldermen Meeting June 13, 2017
Special Called Meeting June 26, 2017**

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 Dittrich made a motion to pay the Town's bills. The motion was seconded by Alderman Smith. All approved. Motion carried.

ACKNOWLEDGEMENT OF GUESTS

Joseph Knight, 312 Carrington Ave – Mr. Knight is concerned about the drainage. There is a curb drain in front of his home and it has been washing out the dirt underneath the street and on either side of the drain.

Alderman Dittrich: Have we been out to look at it?

Mr. Payne (Brighton Public Works): Yes sir. We were out last year. There was some concrete poured around it and it's just like the rest of them; it didn't hold.

Alderman Dittrich: When we're pouring concrete, are we doweling it in to the existing structure at all?

Mr. Payne: That was actually the first time I was introduced to flowcrete. They came out prepared the surfaces and just pump it in. The major one they fixed in the subdivision...it's still holding. It's 20 months in and it's still holding.

Alderman Dittrich: Have we been out to look at this one recently?

Mr. Payne: I have not. Mr. Clayton (Brighton Public Works employee) went out and he said they put some blacktop down...to try and just help the water and they back some dirt back into it.

Alderman Dittrich: When was that?

Mr. Payne: I would have to look into it. I don't know the exact date.

Alderman Dittrich: Can we make a point to go out and inspect it sometime this week?

Mr. Payne: Tomorrow

Denise Kinnaly, 161 Tipton St – Ms. Kinnaly has several issues that she wanted to approach the Board about. First...Mr. Butler came to her house with an easement agreement and saying that he was going to tear up her yard. "That's not happening. There is no agreement on my property." She provided a map for the Board. "I think he's confused. On this map, it clearly states in here what property he's talking about." She showed the Board her property and the property behind her house. The property behind her house is completely vacant and has no access to it. She points to another property. "This property here is a rental...where I think it's free. It's through the Church." Still pointing to the map. "This is where the original driveway was 60 years ago...where it's states on here. She's not supposed to leave...put anything in there...he supposed to be able to come through here and do whatever he wants. Somehow she's not letting him do it. So anyway I thought it was settled. I told him we could go to court. I've got my deed. Everything is clear. Now, two or three weeks ago, he sent the guy that owns the tractor place over. He talked to my husband. He was saying the same thing. He's going to give me if I let him come through 15 extra feet here (pointing to the map)." Alderman Dittrich said "you have a recorded deed. You are right. The easement clearly says it's Church property."

Ms. Kinnaly continued "the other thing, I want to commend him (pointing to Mr. Payne) for taking care of the problem, the sewage thing but...the street drainage thing on the street where the big drainage thing is by the processing plant...there's a huge hole now. Under it, the metal pipe, it's all a huge hole and it's rusted. With all the big trucks and stuff that come through there, someone's going to get a busted tire."

"Another thing is...I have a police officer that lives on our street now which is cool but there's too much speeding on that street for it to be really a one way thing. The one police officer told her the speed limit is 25mph. There's no speed limit sign on that street."

Mayor Crocker: I've got some ordered. And I'm pretty that Tipton St. was on that list.

Alderman Dittrich: Do you know when they are supposed to be delivered?

Mayor Crocker: We might have a temporary fix. One that's non-reflective.

Mr. Payne: I can have a speed limit sign up tomorrow.

Alderman Dittrich: And then just replace it with a reflective one whenever we get it.

Mr. Payne: I should have a reflective one.

Alderman Dittrich: Even better.

Alderman Hall: Do you know what speed limit is supposed to be over there?

Mr. Payne: I do not.

Mayor Crocker: I feel certain that Shawn Anderson, with Tipton County GIS, has something showing the speed limit.

June Spoonamore, 107 Tipton St – Ms. Spoonamore has several things to cover. “One is our road. We’ve got to be the most neglected road in this Town. It’s falling apart. People speed down there. We’ve got dump trucks coming down. We’ve got the guys from the butcher place flying down there. We’ve got holes everywhere and either end is just dangerous. You’ve already covered the speed limit. I think it needs speed bumps and it needs to be repaved. We need our ditches to be cleaned out and made deeper and the drain things where they’ll drain. There’s been water standing in our ditches since February. They’re breeding mosquitoes and she’s (looking at Ms. Kinnaly) killed 5 snakes in her yard.” “They’re not draining. Last year when I asked them to clean out the ditches, little guys came with their rakes and raked it up on top. So the first big rain we had, right back in the ditch it went. There’s got to be a solution to that problem.” “The guy behind us also needs to cut his weeds. His trees are falling apart. One is about to fall on her (looking at Ms. Kinnaly) house. In fact, she had to have the electric company to come out and do something to it.” Ms. Kinnally continued by saying “they took a limb out so that it wouldn’t wipe someone out on the street. He said there were these three trees in this one corner that’s like a swamp and that’s probably where the snakes are coming from. He said they are water logged.” Ms. Spoonamore said she was told to come here to complain so she will be here every month until something happens. She added “they don’t come out and mow the sides of the roads anymore. Just the side where the farmer has his stuff.”

Mr. Payne: I’m on the schedule now with Mr. Gary Jackson. They are coming out ditching both Tipton and Mundell that we are both having drainage issues with.

Alderman Dittrich: What are they going to clean it out with? Like a backhoe?

Mr. Payne: With the same thing....have you seen at Old Memphis what they are doing? They are ditching it right now.

Alderman Dittrich: Like a Hydra Hoe?

Mr. Payne: Yeah

Alderman Dittrich: (Looking at Ms. Spoonamore) So it’ll be better than some guy out there with a rake. It will be an actual piece of machinery.

Mr. Payne: They will actually be cutting new ditches.

Ms. Spoonamore: Oh ok....are they ever going to come pave our road? It’s falling apart y’all.

Mr. Payne: Unfortunately, that’s a cut through for a lot of big equipment.

Ms. Spoonamore: Right and that’s tearing it up. You can’t put a weight limit on it?

Alderman Dittrich: We can put a sign on it that says No Trucks. Do we have a sign that says No Trucks. A couple of them.....maybe two....one on each end.

Mr. Payne: If not, we can get them. I don’t believe I have one hanging at the shop.

Alderman Dittrich: As far as the trees, that’s on private property and I don’t believe there’s anything we can do about that. If it were in the “right of way”, then we can. If it’s on an electrical wire, then Southwest can trim it. If they are not taking care of the grass, we have a new ordinance where a warning can be issued to him.

Jamesia Foucek, 15 N Main St – Mrs. Foucek has several issues that she is concerned about. “One of them is the fire hydrant across the street does not work. Most of the houses in that area are over 100 years old. If we go up, we’re gone and that’s a big concern for us.

Alderman Dittrich: Is that the one with the cap painted black?

Brighton Fire Chief Russell: If it’s black, then its dead.

Ms. Foucek: From my understanding, it's not working. It's not functioning. And that's a concern for us.

Alderman Hall: Johnny, do y'all work on fire hydrants?

Mr. Payne: No sir. We have a gentleman that is qualified in this area and he does our hydrant work. He is aware that it is out of service. It is noted down at the station. He's just so covered up. He's highly recommended in the State of Tennessee.

Chief Russell: Being in that particular area it is a concern. It needs to be fixed. But for y'all's concern if there was a fire, we would hit the next hydrant. There would be no delay.

Mrs. Foucek: The light at the tunnel on this side and about 15 or 16 of these new lights that they put all of this money into are out. Somebody get me a truck and some bulbs and I'll do it. We ride up and down here at night. We get out and want to enjoy our town and the lights are out. I can change a light bulb.

Mr. Payne: It's wasn't a light bulb. It was actually a control panel that a squirrel built a nest in. And when it burnt the control panel, it short sided one side of it.

Mrs. Foucek: Well whatever. How are they sporadic? It was like 15 or 16. The light at the tunnel has been out or over a year and its dark down there. We had one guy run up the far left side of the tunnel one night. That's another thing the height size for the tunnel?

Mayor Crocker: I've got it ordered.

Mrs. Foucek: Jeff Scott told me he had it ordered. Try to expedite it.

Mayor Crocker: I have it ordered for each side too.

Mrs. Foucek: I don't mind it being in my yard but it kinda needs to be before the 4 way. There was a tunnel ahead sign, height sign and we need some speed limit signs through there.

Mayor Crocker: I don't have the paper in front of me but there were 8 or 12 signs to be added to Kenwood.

Mrs. Foucek: And another one I just have a question. It's come to my attention that there was a city worker that was arrested in a company vehicle on company time and he's still employed. Is this true?

Mayor Crocker: All charges were dropped. He was arrested. He was technically not in the truck but he was arrested. All charges were dropped. He's been cleared of all wrongdoing. Does that answer your question?

Mrs. Foucek: For now...thank you.

Alderman Hall: The fire hydrant thing...could you get an estimate from the guy on when he thinks he might could get out her to work on it?

Mr. Payne: He did tell me he was several weeks out.

Alderman Hall: And then the lights, you said there was a squirrel thing?

Mr. Payne: Jeff Scott had to repair some wires in the control box. He was working on that today.

Alderman Hall: So the street lights should be good as of today.

Mrs. Foucek: Even the one by the tunnel? Where it's pitch black?

Mr. Payne: Ummm...I'm not sure about that one. I will follow up with Jeff Scott.

Vanessa Boykin, 30 Hill Ave – Ms. Boykin is concerned about her rising water bill. She started by saying “15 years ago or whenever they put in that sewer system, they told us that the bill would actually go down. But our bill is steadily going ups. When is it going down?”

Mayor Crocker: Never

Ms. Boykin: I heard it was going up again.

Alderman Hall: Yes ma'am. There's been an increase because the State Comptroller told us we had to.

Ms. Boykin: The people down here...only they needed the sewage worse than we did. We had septic tank. They had running problems. And we didn't but a lot people I talk to down here is only paying \$40 to \$50. We paying \$80, \$90 to \$100.

Alderman Hall: That's what I pay. Are they paying sewage though?

Ms. Boykin: They in the city limits

Alderman Hall: That don't mean they're paying sewage.

Ms. Boykin: Why not?

Alderman Hall: That's the way it as done.

Ms. Boykin: Why are we paying sewer and water? And they are just paying water?

Mayor Crocker: Because they are not on our sewer system.

Ms. Boykin: They needed it.

Mayor Crocker: I don't have any idea. I wasn't here 15 years ago.

Ms. Boykin: I know but look back. Look back in the paperwork.

Mayor Crocker: I mean where particularly are you talking about?

Ms. Boykin: Here. This area right here.

Mayor Crocker: Everybody around here is on the system, right? As far as I know. If you are talking about someone specific, I don't know how to answer it?

Ms. Boykin: No, I'm not calling any names.

Mayor Crocker: I mean are you talking about a street? Are they on Tipton Street?

Ms. Boykin: Some on Tipton Street.

Mr. Braden of Poplar Grove Utility District: One of things that may be an issue here and it's all about to be cleared up. All of your water/sewer usage both is based on your meter reading. Some of the meters in Town are very very old and the older a meter is especially if it's over 20 years old, it has really slowed down. So, it's possible that some of the meters are very very slow. And so water and sewer both being billed off how much water usage shows on that meter. The Town is about to install new water meters for everyone. Therefore, everybody will be paying for the water and the sewer that they get which should resolve those issues.

Alderman Hall: But like he was saying....not to say that's exactly what's happened that the meters are so old and that they are running slow and not as accurate but it's a possibility. So all in all when the meters are replaced, they are going to be really accurate.

Ms. Boykin: So theirs is gonna go up and ours going to be even higher?

Alderman Hall: It could stay the same. As long as your meter is right.

Ron Mallory, 505 Donna Drive – Mr. Mallory is concerned about a busted water line on Donna Dr. He asked “Apparently there is a request for grant to replace that line....do we know where that's at? Do we know what that's going to in tale once they go into replacing all that?

Mayor Crocker: On Donna? I'm not aware of a project for Donna. We have a project going on from Old Hwy 51 to the old water tower. That's the only project we have for water lines.

Mr. Mallory: When I called yesterday, because the water main has been busted for over a month now. Water is standing in front of my house where it goes to the storm drain and runs behind my house to the storm drain. They said they couldn't repair it anymore. It's been busted about 3 times.

Alderman Hall: To Mr. Payne....do you know where he's talking about?

Mr. Payne: There's a 6" main running down Donna; service coming off of it in the middle of the cul-de-sac. Locates have been called in for both Donna and McLister. Both have been located and are ready to repair.

Mr. Mallory: So it's not really a main line?

Mr. Payne: No sir. It's a service line that's actually feeding your neighbor.

Alderman Dittrich: When will those leaks be fixed on Donna and in McLister?

Mr. Payne: We are starting McLister at 7:00am in the morning. Donna as soon as we got through with McLister. They are both service lines but McLister has more water loss than Donna. Currently we have no backhoe. It's down. John Deere has been out today to repair it but couldn't. We had a 4" sewer main hit on the highway so we had a mini x brought in so we could dig it to repair. So we will have a mini x here with the Mayor's approval for the next 2 days to try to get Donna and McLister.

Alderman Dittrich: Ok

Deborah Barbee. 72 Mathis St – Ms. Barbee is revisiting the issue about the sewer being put in on the wrong side of the road in front of her house. This happened many years ago. It has caused her issues ever since.

Mayor Crocker: Is it in your driveway?

Ms. Barbee: It ain't in my driveway. It's in my yard but it's supposed to be on the other side but I let it went because it was progress. It causing the water to come to my front door. Brighton came on to my yard and dug a trench put a little ole bitty pipe in there expecting for that to work. After that didn't work, the previous Mayor said we can't go in your yard. But they dug on my yard twice. I need for someone to fix the main. I can buy my own pipe.

Mayor Crocker: I remember you coming in.

Alderman Hall: Well, they should have never come in your yard.

Ms. Barbee: The sewer should have never been in my yard in the first place. They made a mistake on that. So who's responsible for that?

Alderman Hall: To Mr. Payne.....do you know where she's talking about on that?

Mr. Payne: We've taken gravel out over the last 2 years. We've been out a couple of times to put gravel where it's washing beside the road. But it's actually where the water runs down Mathis. It's the natural water flow right into her yard.

Ms. Barbee: That ain't where I'm talking about where it comes down there. I'm talking about where it come off the other street where the road is broken at.....right up from the sewage thing.

Alderman Dittrich: I'm just not familiar with the area. I just can't picture what the....

Ms. Barbee: You need to come visit. Then, you'll see what I'm talking about.

She showed pictures to Mr. Payne to explain where she was talking about.

Mr. Hall: To Mr. Payne...Do you think it's a culvert issue?

Mr. Payne: I don't think it's a culvert issue. Back when years ago when they were having drainage issues, Matt went out and put in a 3" pipe to help divert water. At that time, the discussion was about the pump station was supposed to be located across the street. However, it was put on her side. To help the drainage issue that they felt by the pump station being put in, they went in and installed a 3" pvc pipe. All it's done is wash around it as well and where the water falls off the road is eroded. Again, it's been awhile since we've been up there. We have taken rock up there too.

Alderman Hall: Would you mind sometime taking a look to see in your opinion what would be a permanent fix?

Mr. Payne: There's a turn around and the road has washed and the pipe has been rode over and broken.

Alderman Dittrich: Is there any way we could put in a larger pipe?

Mr. Payne: The pipe has been put into her yard to divert water her way. It's just running under ground. The 3" pipe basically where it comes down the hill...they tried to catch the water with a 3" pipe and divert it across her front yard and into the rear of her property. That's the pipe she's talking about.

Alderman Dittrich: Is it laying there? Not even covered?

Mr. Payne: Yes. Some of it is covered...most of it is covered. But over the years, it's been rode over. It's been broke. And again...this is also in her yard.

Ms. Barbee: And y'all did it. And y'all are responsible.

Alderman Dittrich: We are going to work to fix it. I just need to go up there and look at it.

Mr. Payne: I can send you pictures tomorrow.

Mayor Crocker: It's been awhile since she was last here to talk about it.

Ms. Barbee: I call myself giving y'all time.

Alderman Dittrich: If you will send me pictures so I can take a look at it and see if we can't figure something out.

DEPARTMENTAL REPORTS

Fire Department: Mr. Ricky Russell, Brighton Fire Chief, presented the monthly status report (see attached report).

Chief Russell mentioned about 97 Huffman. A couple of months ago, the owner attended a Board Meeting and mentioned he would be tearing the house down. On July 5th, they received a call at 97 Huffman. Upon their arrival, we found that they had basically tore the house down and burned it. After our investigation, shingles, insulation, household trash, furniture and other nonburning products were set on fire. They did report this to the EPA the following morning due to illegal burning. They did get the company's name (subcontractor) so we will be billing him. The EPA will more than likely fine them. You can burn anything that is grown on your land...trees, shrubs, limbs, etc.

Police Department: Mr. Mike Durham, Brighton Police Chief, presented the monthly status report (see attached report).

Public Works: Mr. Johnny Payne presented the monthly status report (see attached report).

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.) **Update 07/11/17: RESOLVED**
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters. **Update 07/11/17: RESOLVED**
3. Set up a methodical water meter change out program instead of changing out all small water meters. **Update 07/11/17: RESOLVED**
4. Stop using private lab for quarterly wastewater sample and use Munford's lab. **Update 07/11/17: RESOLVED**
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention **Update 07/11/17: RESOLVED**
6. Evaluate the number of employees needed in the field. **Update 07/11/17: RESOLVED**
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes. **Update 07/11/17: 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. **Update 07/11/17: 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)
Update 07/11/17: RESOLVED
10. Institute a chain of command and make every employee aware of it. **Update 07/11/17: RESOLVED**
11. Consider changing out the meters that have 1.0 million gallons usage. **Update 12/08/15:** Two or three of these meters will be pulled for testing. One of the 55 meters with over 1.5 million gallons has been replaced. This testing will determine whether these meters need to be changed out at this time. **Update 02/09/16:** Since the meter change out to automated meters is so close, I would recommend that the meters with 1.0 million gallons usage on them not be changed out at this time. **Update 05/10/16:** State Revolving Fund Loan has been approved. Mayor Crocker has more information. **Update 06/14/2016:** The grant amount has increased by 80%. The payback amount is approximately \$80,000.00. KEC is revising the Cost Estimate. 5 year to 20 year payback. **Update 08/09/16:** The State Revolving Fund Loan is requesting the Adopted Ordinance authorizing the increase in rates so that they can proceed. The Ordinance is being voted on tonight. **Update 10/11/16:** Tammy has sent the Ordinance to the State Revolving Fund Loan. We are awaiting further instructions from SRFL in order to proceed. **Update 12/13/16:** SRFL is requesting two resolutions be adopted tonight in order to move this project forward. One resolution to authorize KEC to proceed with plans and specifications for the project and the other resolution authorizing the execution of applications and agreements. **Update 01/10/17:** SRFL is now reviewing the Plans and Specifications. **Update 02/14/17:** The SRFL's committee will be meeting in early March to approve and sign grant agreements. The Town should receive the signed contract and authorization to proceed shortly after that, hopefully by the second week in March. **Update 04/11/17:** Contracts are signed and projects are out for bid. **Update 05/09/17:** The SRFL did not like the wording in the Advertisement for Bids although they had preapproved it. Because of that, the bids must be rejected and the project rebid. Rebid date May 26, 2017. **Update 06/13/2017:** New bids were received on May 26th with National Waterworks (Badger Meter) being the low bidder at \$282,216.30 which is slightly under budget. You will be voting tonight on a resolution authorizing the Mayor to sign a contract with the low bidder. That contract will then go to the SRFL in Nashville for their approval. We can expect an approval letter from the SRFL by the end of the month. The telemetry portion of this project was bid on June 9th with only one bidder, KEC, knowing that this would be unacceptable to the SRFL and the Town's Board, has set a new bid date of June 30th. Two additional contractors have obligated themselves to bid this project bringing the total number of bidders up to three which should be acceptable to everyone. **Update 07/11/17:** The Town is awaiting the approval of the SRFL for the AMR bid package. The resolution for the awarding of the telemetry contract will be presented tonight for the Board's consideration.
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. **Update 07/11/17: RESOLVED**
14. Johnny has started organizing all water and sewer records in an orderly fashion.

15. All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected. **Update 07/11/17:** TDEC conducted a Sanitary Survey on May 19th, 2017 with the Town receiving a score of 97%.
16. Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule. **Update 07/11/17: 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. **Update 07/12/16:** Poplar Grove Plan has been submitted to TDEC for approval. As soon as that approval is granted, I will begin working on the Town's Plan. **Update 10/11/16:** TDEC has approved the Plan for Poplar Grove and I have begun working on the Town's Plan. I should have it completed and available for the Board's review by January 1st, 2017. **Update 11/08/16:** Proposed Drought Management Plan is included in your packets tonight. Please give me feedback so that I may begin revising it according to the Town's desires. **Update 02/14/17:** This matter will be discussed at the Town's work session with TML on February 23rd. **Update 04/11/17:** Drought Management Plan is ready to be adopted by Board tonight. **Update 05/09/17:** Drought Management Plan has been sent to TDEC for their approval. It is also available on the Town's website. **Update 06/13/17:** The Drought Management Plan has been approved by the TDEC with a few minor additions requested. This minor revision request is ongoing. **Update 07/11/17:** The Town's revised DMP has been submitted to TDEC after the requested material was added.
18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time. **Update 07/17/17: 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. The Resolution is being voted on tonight. **Update 10/11/16:** The SRFL has changed its financing deal with the Town by offering 20% grant and 80% financed at 0.26% for 20 years. This equates to approximately \$140,000.00 in grant. King Engineering, Johnny and I have reviewed the originally proposed route for the new water mains and determined that these routes are impractical because of their utilities in the area. New routes have been determined and seem feasible according to the area evaluation however, the final field work required during the design process may require acquisition of private easements because AT&T did not locate their cables as requested. We do believe that most if not all of their cables are aerial and therefore, will not present a problem. **Update 11/08/16:** King Engineering has begun the field work for the preparations of the Plans and Specification. A resolution to hire KEC for this project is to be considered at tonight's meeting. **Update 01/10/17:** King Engineering has completed the field work. The Plans and Specifications are being developed now which has led to some questions. King Engineering will be soon presenting these questions to the Town. **Update 05/09/17:** Plans and Specifications have been sent to TDEC for their approval. Easement acquisition is underway with 8 of the 14 easements signed, 5 awaiting signatures and 1 may be unnecessary. **Update 06/13/17:** 10 of the 13 easements are secured. Attempts are still being made to secure the 3 remaining easements.
20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017. **Update 07/11/17: RESOLVED**
21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person. **Update 07/11/17: 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. A letter from the Mayor outlining the Town's Plan of Corrective Action will be submitted to the State tomorrow. I expect that the State will

approve this Plan. See attached. **Update 02/14/17:** The W & WFB's January meeting was rescheduled for March 13th. **Update 03/14/17:** At their March meeting, the W & WFB's will not consider the Town's Letter of Compliance. This letter from the Town will be considered at their next meeting in May. **Update 04/11/17:** The W&WFB has been notified that the Town has approved an Employee Secession Policy and a new Water Supply Contract. **Update 05/09/17:** The water and sewer ordinance will be considered tonight. **Update 07/11/17:** Tammy and I are working with Local Government to update billing codes and rates. As soon as this is done, the Town will have met all the requirements of the Water and Wastewater Financing Board.

- 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 at an estimated material's cost of \$16,000.00. The County has requested that the Town fund 50% of this cost (\$8,000.00). If the Board agrees to do this, the next step would be to request permission from the Water and Wastewater Financing Board to spend these funds. ***Alderman Dittrich recused himself from discussing this topic. He is employed with A2H as an engineer.*** The Board of Mayor and Alderman (minus Alderman Dittrich) is concerned about the project cost not being in the 16-17 Budget. They would like to table this until a later date. **Update 04/11/17:** Tonight the Board will consider the funding of this project in its FY 2018 Budget. **Update 05/09/17:** The Town's share has been revised from \$8,000.00 up to \$10,500.00. The TDEC required Plans and Specifications are being developed. **Update 06/13/17:** The Board of Education has taken bids for the installation of their portion of this sewer project. Material bids have been received for the Town and TCBOE's joint portion of this project. The total material cost came in at \$24,028.00 making the Town's portion \$12,014.00. **Update 07/11/17:** Tipton County Board of Education has completed its portion of the project by connection BEC to the Donald Jackett pump station. Materials for the force main are currently being received. We are awaiting plans approval from TDEC to begin installing force main.

Alderman Dittrich made a Motion to Approve Resolution No. 07112017 Tentatively Approving Contract Award of SCADA System, Water System Improvements, State Revolving Fund Project Number DG3 2016-180. Alderman Hall seconded the motion. All approved. Motion Carried.

PARKS AND RECREATION REPORT

We are going to have fall ball. No sign up date yet.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Alderman Hall: I have one thing. After going through so many budget meetings that we've been through so far...7 or 8...and we are still not ready to have a first reading yet. But one thing that was brought to our attention by the auditor last night when we had our meeting is that we are getting a "ding" for overtime as a whole for the whole city. We would like to ask each department head, that's including police, fire, public works and even inside the building here to cut back on overtime. Ummm...it's something that's killing our budget that's not really budgeted for. And we would like for you guys to handle it so that we don't have to make any kind of mandate on it. To make it where you have to have...you know. And because of that we are going to start every Alderman Meeting every month, we are going to have a report because from what I understand you guys get....not exactly sure how time sheets work but does that go to the department head and then to the city? Then there's explanation of the

overtime and why there was overtime or what the overtime was for? Well those reports are going to start being in here so we can review them each month just because we got a “ding” last night about it. So we would hope as a Board that you guys could handle it on your own and we don’t have to involved because we don’t want to. You know what I mean?

Chief Russell: So as far as what?

Alderman Hall: Overtime. So if it got to a point that nothing was getting better then we would have to start mandating to where you would say...like you would have to get approval before you could even work overtime. And we don’t want to go that far. So...me personally and I think we would all agree that we would rather you guys handle it than us be involved. So...that’s all I have. I guess that’s a note to you Tammy if you can get that in our reports for monthly meeting or however that needs to works.

Town Recorder: What exactly are you wanting?

Alderman Hall: Well they already have time sheets right? That show why they worked overtime with an explanation?

Town Recorder: So you are wanting everyone written down individually and how many hours and why listed with dates?

Alderman Dittrich: Just overtime basically

Town Recorder: Well that’s going to cause me to have overtime

Alderman Hall: But it’s already on the timesheets

Alderman Chapman-Washam: Like if Chief had overtime due to court or if Ricky had overtime because he went to a fire...

Alderman Hall: Or if every department head brings it to the meeting then that’s fine too...whatever you think is best. But we need to start having that as part of our meeting every month.

Mr. Payne: I can take of my department no problem. I can have it in my report to you.

Alderman Hall: Everyone good with that? There you go. No overtime for you.

Chief Russell: We do have overtime built in our budget.

Alderman Hall: Well not the all the overtime that has been worked in the last...see what we were looking at being audited was from 5-16 year right? So...

Chief Russell: Well we can work however but ours a little tricky

Alderman Hall: So everybody is...everybody’s tricky...I mean he may get a water main busted in the middle of the night and have to get it repaired...or a fire call...or you got somebody sick and somebody else has got to cover it. Not saying just try your best...like in his case if there’s something he can do for a small quick fix til the morning. In your case try changing a shift around or something. I’m not saying it’s going to be perfect but we need work on it.

Chief Russell: We will work on it but as far as my department though if someone takes off on vacation we have one part time person. So if that one part time person isn’t able to work it then someone else has to.

Alderman Dittrich: We don’t think we will be able to eliminate all but let’s just keep a mindful watch on it.

Mayor Crocker: Besides the department heads, I see it. I know what it’s for.

Alderman Hall: Tammy, is there much inside the building here...the workers here...do they get much overtime usually?

Town Recorder: Candy and I get overtime because everyone else is part time. We are full time. But I don’t know what you consider much?

Alderman Hall: We just want to be in the know.

Alderman Dittrich: I have something too that is being directed to Public Works. Someone had contacted me that lived in McLister and they brought up water leak. I understand that is being worked on

tomorrow morning. So I can tell them that's being handled. The other thing is the grass at the retention pond area. They are wondering when that is going to be mowed. Apparently, it's gotten long and it's a breeding area for snakes and there are a lot of children that like to play in that area.

Mr. Payne: We have actually started back cutting grass this week. Due to the weather and shorthanded we've gotten behind.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Alderman Dittrich made a motion to adjourn the meeting. The motion was seconded by Alderman Hall. All approved. Motion carried. The meeting adjourned at 8:30p.m.

Sarah Crocker, Mayor

Tammy McKinney, Recorder