



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

July 13, 2021

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:00p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice-Mayor
Eunice Foster, Alderman
Shane Greer, Alderman

Absent

David Boone, Alderman

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Aubrey Foreman, Brighton Public Works
Ricky Russell, Brighton Fire Chief
Corey Gatlin, Brighton Code Enforcement
MO Eckel, Eckel Law & Associates
DJ Specht, Brighton SRO
David Braden, Poplar Grove Utility
Mike Durham, Brighton Police Chief
Mallory Box, Town Clerk
Blaine Max, Brighton Police Lieutenant
Bradley Fowler, Brighton Fire Department
Daniel Moore, Brighton Fire Department

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Danielle Specht, 152 Miss Helen Circle, Brighton, TN; Amber Foreman, 278 Miss Helen Circle; Brighton, TN; David Copeland, 4110 Brighton Clopton Rd, Brighton, TN; Russ and Gail Good, 338 Old Hwy 51 S; Brighton, TN; Gus Smith, 147 Phillips, Brighton, TN; Lauren Flanagan, 82 S Main St, Brighton, TN; Sherry Bailey, 690 E Kenwood, Brighton, TN; Leslie Boberg, 156 Carrington Ave, Brighton, TN; Sarah Carmack, 98 Carrington, TN; Jennifer Sutphin, 66 Mundell Cove, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, June 8, 2021

Alderman Greer made a motion to approve the minutes as written. The motion was seconded by Vice Mayor Sartain. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

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

CITIZEN CONCERNS

Sarah Carmack, 98 Carrington Ave, Brighton, TN

She expressed concerns about a neighbor shooting pets. She and her other neighbor, Leslie Boberg, 156 Carrington, have previously made complaints to the Police Department. Chief Durham said his department will look into it tomorrow. They will get the Tipton County Animal Control involved too. Mayor Chapman-Washam asked Chief Durham to follow up with her after he gathers information.

David Copeland, Tipton County Commissioner

He is requesting to have Community Awareness at the Brighton Community Center on September 16, 2021 at 6:00pm. The topic will be Elder Law.

Russ and Gail Good, 338 Old Hwy 51 S, Brighton, TN

Mr. Good expressed concerns about the previous month's utility bills. The bills were not delivered in a timely manner. Mr. Good paid his utility bill on June 4th using his bank's website. The financial institution mailed the Town of Brighton a check for his payment. This payment was not received by the Town of Brighton prior to cut off. Therefore, his water was cut off due to nonpayment. However since he has proof that the payment was processed prior to the penalty date, he would like his late fee reimbursed. Alderman Greer explained that he had a similar situation happen as well. His financial institution refunded the fees back to his account.

Mr. Good expressed concerns about people speeding in front of his house. Chief Durham said the police department will patrol the area. The Goods' gave them permission to sit in their driveway if needed.

Mr. Good expressed concerns about a fence on Gladman. He wanted to know if the Town had an ordinance. Mayor Chapman-Washam stated the Town has a new Code Enforcement Officer for issues like this.

Mr. Good also expressed his concerns about a garage that was enclosed with pallets on Portersville. Mayor Chapman-Washam stated the Town has a new Code Enforcement Officer for issues like this.

Sherry Bailey, 690 E Kenwood, Brighton, TN

Mrs. Bailey apologized to the office staff for her poor behavior when her water was cutoff due to nonpayment. In her opinion, the citizens of Brighton were not treated fairly by having their water cutoff without some type of notice.

Gus Smith, 147 Phillips, Brighton, TN

Mr. Smith expressed concerns about the citizens not receiving their utility bills and their water bill cut off.

Mr. Smith expressed concerns about the conditions of East Mathis Street.

Jennifer Sutphin, 66 Mundell Cove

Ms. Sutphin expressed concerns about a fence in her neighborhood.

Ms. Sutphin also expressed concerns about the drainage in her neighborhood.

Lauren Flanagan, 82 S Main St, Brighton, TN

Ms. Flanagan expressed concerns about the alley next to her building.

DEPARTMENTAL REPORTS

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

He introduced Brad Fowler as the new fulltime Brighton Fire Department employee.

Alderman Greer asked if he was still hiring for another position. Chief Russell responded yes.

Alderman Foster asked if the chief's truck is "up to par". Chief Russell responded yes.

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

The two new vehicles should be here in September 2021.

Gary Bryant has graduated the Police Academy.

Public Works: Mr. Briles, Brighton Public Works Director, 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.)
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. There was a discussion about the sampling process.**
- **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.**

Building / Code Enforcement

The Mayor introduced Corey Gatlin as the new Code Enforcement Officer. Over the next few years, he will be in the process of obtaining his license to become a Building Inspector.

The Board was presented the following ordinances to adopt:

- 2018 Edition of the International Building Code
- 2018 Edition of the International Energy Conservation Code
- 2018 Edition of the International Existing Building Code
- 2018 Edition of the International Fire Code
- 2018 Edition of the International Fuel Gas Code
- 2018 Edition of the International Mechanical Code
- 2018 Edition of the International Plumbing Code
- 2018 Edition of the International Residential Code

Vice Mayor Sartain made a motion to adopt the 2018 Edition of the International Building Code, 2018 Edition of the International Energy Conservation Code, 2018 Edition of the International Existing Building Code, 2018 Edition of the International Fire Code, 2018 Edition of the International Fuel Gas Code, 2018 Edition of the International Mechanical Code, 2018 Edition of the International Plumbing Code, and 2018 Edition of the International Residential Code. The motion was seconded by Alderman Greer. All approved. Motion carried.

Parks Department

Brighton 5K

The Brighton 5K is over. There were 17 participants. You can still get a medal for a \$35 donation. All proceeds go to the Park & Recreation Department.

Planning Commission

Minutes from the Zoning Appeals Meeting held on June 8, 2021, were included.

Ordinance 20210713

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 an Alderman. **Vice Mayor Sartain made a motion to approve the ordinance establishing compensation for the members of the**

Board of Zoning Appeals for the Town of Brighton. Alderman Foster seconded the motion. All approved. The motion passed on the Second Reading.

OLD BUSINESS

None

NEW BUSINESS

Highway Fence

Mayor Chapman-Washam provided documentation for Congressman Kustoff to take to Washington.

Reach Alert

Mayor Chapman-Washam explained Reach Alert.

CODE RED

Mayor Chapman-Washam explained CODE RED offered by Tipton County EMA.

Tornado Sirens

Mayor Chapman-Washam presented information concerning the possibility of tornado sirens in the Town of Brighton. The pros and cons were both discussed.

Greater Shiloh Church

Tamika Taylor would like to partner up with the Town of Brighton to do a Community Outreach.

American Job Center

Sarita Alston with American Job Center is having a Job Fair at the Brighton Middle School on July 28th.

School Supplies

Mayor Chapman-Washam would like the Town of Brighton to be a donation drop off for school supplies.

Sewer Meeting

There is a meeting scheduled in Atoka on July 27th at 9:00am to discuss the sewer issue between Munford, Atoka and Brighton. Due to the overcapacity of sewer being pumped to Munford, the City of Munford is planning to repair the sewer pipe to the Mississippi River. Mr. Braden added some information to the discussion. This discussion lasted for some time.

Speed Limit

Alderman Foster stated the speed limit is 45mph on Kenwood (at McLister) heading out of Brighton but heading into Brighton in that same area (McLister to the 1st Bridge) it is a 30mph speed limit. There's a "gray area" where citizens are complaining about receiving speeding tickets. Someone stated that Tipton County placed the 45mph sign.

McLister Subdivision

Vice Mayor Sartain expressed concerns about the sewer smell at McLister Subdivision.

West Oaklawn

Vice Mayor Sartain expressed concerns about the "dip" in the road close to the pump station on West Oaklawn.

Utility Bill Issue

Alderman Greer expressed concerns about our financial institution not accepting ACH transfers. He would like to see the Town of Brighton shop other financial institutions or obtain a service that accepts ACH. Ms. McKinney, CMFO, will send rate quotes to other financial institutions.

He would also like to see some type of notice given to citizens prior to cutoff.

Highway Spill

Lieutenant Max stated the highway spill that caused several complaints the night before was rotten chicken. The spill happened in two areas; one in Brighton and one in Atoka. He is trying to investigate with cameras and an eye witness to find the truck at fault.

FROM THE BOARD OF MAYOR AND ALDERMEN

None

ADJOURNMENT

Alderman Greer made a motion to adjourn the meeting. The motion was seconded by Vice Mayor Sartain. All approved. Motion carried. The meeting adjourned at 9:24pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO