



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

July 14, 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:

Leah Hayse, Town Clerk
Mike Durham, Brighton Police Chief
Johnathon Briles, Public Works Director
David Braden, Poplar Grove Utility
Jeremy Armstrong, M.O. Eckel, Eckel & Associates
Ricky Russell, Brighton Fire Chief
Scott Dodge, Brighton Police Captain
Blaine Max, Brighton Police Lieutenant
DJ Specht, Brighton Police Dept
Doylen Baskin, Brighton Police Dept
Nathan Smith, Brighton Police Dept
Lydia Hubbard, Brighton Police Dept
Aubrey Foreman, Brighton Public Works
Billy Ridgell, Brighton Public Works
Lee Tate, Brighton Public Works
Mallory Box, Town Clerk
Tammy French, Town Clerk

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Randy McKinney, Grace Outreach; David Copeland, Tipton County Commissioner; Johnathan Murphy, Tipton County Commissioner; Steve and Lisa Braley, 60 Michelle Cove; Lance Forsdick, Grace Outreach; Charles Ennis, Grace Outreach; Reggie McDow, Grace Outreach, Jack Baker, 1464 Brighton Clopton, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: **Regular Board of Mayor and Aldermen Meeting June 9, 2020**
 Special Called Meeting, June 15, 2020
 Special Called Meeting, June 24, 2020
 Special Called Meeting, June 29, 2020

Alderman Greer made a motion to approve the minutes as written. The motion was seconded by Alderman Hall. 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

Grace Outreach

An unidentified spokesman for Grace Outreach informed the Board that they are undertaking a 3 phase assisted living project on 40 acres just off of Hwy 51. The property is currently owned by Patriot Bank. Grace Outreach will be purchasing the property. The 1st Phase will be five 12 bedroom cottages that will cost 17M. They have applied for two loans. One being an USDA loan. However, that will still leave them about \$1.5M - \$2M short. The Economic Development Agency has grant money available for those that have been effected by the pandemic, Grace Outreach is asking the Town of Brighton to partner with them on a grant application. According to the grant writer, the application would carry more weight if the Town is shown as the co-applicant. The Resolution that was tabled last month was presented again. Alderwoman Chapman-Washam stated that in last month's meeting, the Town Attorney had a problem with the wording within the resolution. Mr. Armstrong, representing Eckel Law Office, asked if it was a match funding grant or a direct fund. The spokesman replied that is a direct fund. Mr. Armstrong asked since they were wanting the Town to be the lead applicant on the grant then what would be the Town's obligation once it's approved? Spokesman replied their intent would be zero. Mr. Armstrong wanted to know if the Town be responsible for paying back the funds if the project did not get completed? Another unidentified spokesman replied that EDA's purpose is to retain jobs or create jobs and some grants do have a clause that if you don't create those jobs then it does have to be paid back. It's his understanding that this grant does not. He would need to verify whether or not it had a project completion clause. To ensure the Town doesn't get stuck paying back funds would be for Grace Outreach to get a bridge loan. The Town could hold the funds in an account and once they get occupancy then the funds can be released to them. Their intent is for the Town of Brighton to be "risk free" and "cost free". Mr. Armstrong said

that if they can build the indemnity clauses in the resolution then maybe an agreement could be made. The Board of Mayor and Aldermen agreed to table the decision to another meeting.

David Copeland, Tipton County Commissioner

County Commissioners David Copeland and Johnathan Murphy are interested in renewing the agreement with the Town of Brighton to continue having Community Awareness Meeting at the Brighton Community Center. Due to the COVID pandemic, they are hoping to start back in August. Meetings are held on the third Thursday. The August speaker will be the Director of the West Tennessee Alzheimer's Association. The Board of Mayor and Aldermen verbally agreed to continue allowing the use of the facility.

Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN

He expressed concerns about the ditch/creek issues that he brought up months ago. He wanted to know when the Town was going to start working on it. Mayor Crocker stated this property was verified in a previous meeting to be owned by the State.

Town of Brighton Employees

Mr. Foreman wanted to inquire as to why the Town of Brighton employees would not be receiving a 3% raise this year. Alderman Greer stated that just because there is money in the account doesn't mean we run it to a zero balance. Mr. Foreman stated that it seems like a slap in the face. It's perceived that the employees aren't doing their job so you won't be getting a raise. Alderman Greer said that wasn't the case. He continued "a raise every year is not a guarantee". Mr. Foreman said a cost of living raise is really not a raise because the cost of everything is going up. Alderman Greer said he couldn't speak for everyone on the Board but he appreciates everyone and he would love to give annually raises to all the employees. However with COVID and the uncertainty of all things financial right now, he doesn't think it's in the taxpayer's best interest to spend that money right now. Alderman Chapman-Washam apologized to all the employees. She was in favor of the raise and she does value the employees. Mayor Crocker said it's an approximate total of \$23,000 to include the raises in an almost \$7M budget. Alderman Hall agrees that everyone deserves a raise. He continued by saying that the Town didn't make all the revenue from the last budget so really you were paid from money the Town didn't have in the first place. It would be irresponsible for us to give you a raise based on money we are not sure is even going to be there. Officer Specht asked about doing a public safety tax in the Town of Brighton to support the police and fire. Lieutenant Max said we are just trying to keep our good employees from leaving to go to work at another municipality down the road. Officer Specht agreed with Lieutenant Max. Alderman Hall agreed that this tax would be a good idea for consideration. Mayor Crocker asked Mr. Armstrong to find out more about the tax and how it works. Mr. Armstrong said he would look into it. The employees continued to state their case for a 3% raise. Alderman Hall asked Mayor Crocker if she included an option of 3% (across the board) in her budget when it was presented. Mayor Crocker said yes. Alderman Chapman-Washam asked the citizens in the room what they felt about giving the employees a raise. The unidentified man responded that he was for the raise. After much discussion, Alderman Hall asked if the Mayor could get a total amount it would cost to add a 3% raise and revote. The Board discussed the budget and the projected raise amount.

DEPARTMENTAL REPORTS

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

They are currently looking for a new employee. One of their employees left to go with the new County Fire Department.

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

Chief Durham introduced their newest employee, Lydia Hubbard, to the Board of Mayor and Aldermen.

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

Alderman Hall asked if they were finished with the asphalt repair in front of Brighton Elementary School. Mr. Briles replied “no”.

Mr. Braden was given the floor.

Mr. Braden would like to thank all of those who responded to his wife’s wreck on Highway 51 recently. Not only the EMS, but all the employees who called and text about her condition. He appreciates it.

Concerning #24 below, Mr. Scott still hasn’t signed the easement. Mr. Foreman said when he last spoke to Mr. Scott, he said our attorney has not responded back to his attorney. Mr. Armstrong said that wasn’t the case. He has responded to every email that was sent from his attorney. The only question she has asked has been “are you the Town of Brighton’s attorney?”. The Town currently has an ingress/egress easement. This easement is only to modify the use of the current easement. There was discussion about how to proceed. Mr. Armstrong stated he could submit a letter to his attorney detailing the steps the Town’s currently taking such as the filters, the cleaning, and the cover-ups to improve the odor situation. Mr. Braden will contact the contractor to see if they extend their bid through August 31, 2020.

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 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.
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.
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 13th. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13th 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 15th. **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. **Update 07/14/20** - Marbury Construction Company has begun work at 520 Wylie Drive. The street should be reopened for traffic by Friday, July 10th. We are still awaiting

the approval of plans by E & CD for the work at 230 & 254 Woodshire. KEC has inquired as to the date of approval plans but has not received an answer.

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. 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. **Update 07/14/20** – In an email dated June 18th, Mr. Eckel states that the proposed Sewer Backup Prevention Program is in order. It appears that this program is ready to be adopted by the Board and implemented in Public Works.
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.

The Sewer Backup Prevention Program was presented to the Board of Mayor and Aldermen. **Alderman Hall made a Motion to Institute the Sewer Backup Prevention Program into our Public Works Department. Alderman Greer seconded the motion. All approved. Motion carried.**

Parks Department

None

Planning Commission

None

OLD BUSINESS

The FY 2020/2021 Budget was presented to the Board of Mayor and Aldermen for a Second Reading. **Alderwoman Chapman-Washam made a Motion to Approve the Second Reading**

of the 2020/2021 Budget Ordinance to Include a 3% Raise. Alderman Hall seconded the motion. Alderwoman Chapman-Washam and Alderman Hall “ayed” the motion. Alderman Greer and Alderman Smith “nayed” the motion. Mayor Crocker “ayed”. Motion carried.

NEW BUSINESS

None

MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN

None

ADJOURNMENT

Alderwoman Chapman-Washam made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8:37pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder