



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

August 10, 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
Mike Durham, Brighton Police Chief
Daniel Moore, Brighton Fire Department
Justin Spitler, Brighton Fire Department

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Gus Smith, 147 Phillips, Brighton, TN; Rachel Young, 386 Old Hwy 51, Brighton, TN;

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, July 13, 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. Vice Mayor Sartain made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Foster. All approved. Motion carried.

CITIZEN CONCERNS

Gus Smith, 147 Phillips, Brighton, TN

Mr. Smith again expressed concerns about East Mathis Street. Mayor Chapman-Washam responded.

Mr. Smith expressed concerns about the brush extending into the street by Oaklawn Garden Center.

Mr. Smith expressed concerns about the 2021 property taxes. He heard the rate was increasing. Mayor Chapman-Washam responded.

DEPARTMENTAL REPORTS

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

Chief Russell expressed concerns about the 4Way Stop at Uncle Sam's. He suggested painting lines at the intersection.

Chief Russell expressed concerns about how dark it is in front of Alderman Foster's house. Alderman Foster verified that it has been out for about a year.

Chief Russell is requesting to sell their van on govdeals. After a brief discussion, the Board verbally approved to sell the van on govdeals.

Alderman Greer asked if Chief Russell's truck had decals. Chief Russell verified the truck currently doesn't have decals. Alderman Greer would like Chief Russell to get estimates to add decals.

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

Alderman Greer asked what they classify as an incident report. Chief Durham replied.

Alderman Greer asked if the Town had the need for a fulltime police investigator. Chief Durham said he shares his time as a patrolman. Patrolman duties does take priority. Chief Durham stated that all shifts are currently being covered. He added that Investigator Specht will also be covering for officers out on vacation.

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

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. Chlarsen 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

- **All lead and copper samples (collected every 3 years) have been collected and sent to Pace Analytical for testing. Also, the Town's Total Trihalomethane (TTHM) and Halogenated Acetic Acids (HAA) samples (collected annually) were collected last week and sent to Pace as well. We should have all these results back in a couple of weeks.**
- **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.**

Alderman Foster asked for an update on the speed limit sign on Kenwood that was brought up at last month's meeting. Director Briles responded.

Building / Code Enforcement: Corey Gatlin, Code Enforcer, presented the monthly status report (see attached report).

Alderman Greer mentioned a house in his neighborhood that needed a Code Enforcement Letter mailed to them for trash. He couldn't recall the exact address.

The Board was presented the following ordinances to adopt:

- Ordinance #20210810-01 2018 Edition of the International Building Code
- Ordinance #20210810-02 2018 Edition of the International Energy Conservation Code
- Ordinance #20210810-03 2018 Edition of the International Existing Building Code
- Ordinance #20210810-04 2018 Edition of the International Fire Code
- Ordinance #20210810-05 2018 Edition of the International Fuel Gas Code
- Ordinance #20210810-06 2018 Edition of the International Mechanical Code
- Ordinance #20210810-07 2018 Edition of the International Plumbing Code
- Ordinance #20210810-08 2018 Edition of the International Residential Code

Alderman Greer made a motion to adopt Ordinance #20210810-01 2018 Edition of the International Building Code, Ordinance #20210810-02 2018 Edition of the International Energy Conservation Code, Ordinance #20210810-03 2018 Edition of the International Existing Building Code, Ordinance #20210810-04, Ordinance #20210810-05 2018 Edition of the International Fire Code, Ordinance #20210810-06 2018 Edition of the International Fuel Gas Code, Ordinance #20210810-06 2018 Edition of the International Mechanical Code, Ordinance #20210810-07 2018 Edition of the International Plumbing Code, and Ordinance #20210810-08 2018 Edition of the International Residential Code. The motion was seconded by Alderman Foster. All approved Second Reading. Motion carried.

Parks Department

Mayor Chapman-Washam stated that she has received all the medals ordered for the Brighton 5k.

Planning Commission

None

OLD BUSINESS

Back to School Supplies

The Mayor has extended the Back to School Supply Drive to August 13th. Her goal is to have one box for each school.

Fall Festival

The anticipated date for the Town's Fall Festival is October 23rd.

Financial Institutions

Alderman Greer asked for an update on the Town changing financial institutions. Ms. McKinney, Town Recorder, responded.

NEW BUSINESS

None

FROM THE BOARD OF MAYOR AND ALDERMEN

Phone System

The Town will be updating the phone system. This will included obtaining a "call out" service for our utility customers.

Patriotic Day

Brighton Elementary School will be having a Patriotic Day on Friday, September 10th. She would like to see the Town participant in this event.

New Committee

Alderman Greer asked if the Town would consider creating a new volunteer committee to possibly get the straight tunnel widened.

Vice Mayor Sartain wanted to share that last month she received compliments concerning all the departments.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8:00pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO