



# TOWN OF BRIGHTON

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

## BOARD OF MAYOR AND ALDERMEN MEETING

September 10, 2019

7:00 PM

### CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The meeting was called to order by Mayor Sarah Crocker at 7:02p.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  
Shane Greer, Alderman  
Kenny Hall, Alderman  
George Smith, Alderman

#### Absent

#### **Others Attending:**

Tammy McKinney, Town Recorder  
Johnathon Briles, Public Works Director  
David Braden, Poplar Grove Utility  
Aubrey Foreman, Public Works Department  
Ricky Russell, Brighton Fire Department  
Mike Durham, Brighton Police Chief  
Sergeant Max, Brighton Police Department & Zorro  
Scott Dodge, Brighton Police Captain

DJ Specht, Brighton SRO  
Doylen Baskin, Brighton Police  
MO Eckel, Town Attorney

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Gus Smith, 147 Phillips Dr., Brighton, TN; Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN; David Grape, 342 Miss Helen Circle, Brighton, TN; Cathy Kinney, 3318 Holly Grove Road, Covington, TN; Kenny Campbell, 819 Marshall Rd, Brighton, TN; Glenn Turner, Representing Tipton County Board of Education; David Copeland, Brighton Clopton Rd, Brighton, TN

## **APPROVAL OF MINUTES**

### **Minutes Approval: Regular Board of Mayor and Aldermen Meeting August 13, 2019**

Alderman Smith 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. Alderwoman Chapman-Washam made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Hall. All approved. Motion carried.

## **ACKNOWLEDGEMENT OF GUESTS**

### **Cathy Kinney, Amanda's Way**

Ms. Cathy is a representative of Amanda's Way. Amanda's Way is an advocate program for domestic violence victims. They work to educate communities for signs of domestic violence even as young as middle school. They would like to partner with surrounding municipalities, businesses, etc to become members. There will be a Purple Ribbon Campaign for businesses and individuals to participate in. For \$10.00, they will deliver a purple bow to display at your business or home to support change in domestic violence. Ms. Cathy also invited everyone to a Car Show on October 12<sup>th</sup>.

### **David Grape, 342 Miss Helen Circle, Brighton, TN**

Mr. Grape expressed concerns about the new subdivision being developed behind his home on Miss Helen Circle. He will be attending the next Planning Commission to get answers.

He also expressed concerns about the ditch at the entrance at Miss Helen Circle. It hasn't been mowed in a very long time. The Mayor stated that a Code Enforcement Letter will be mailed to the homeowner.

Mr. Grape expressed concerns about the Police Department. One issue is with them being on their cellphones while on duty. Alderman Greer stated that the Police Department is excluded from that law. The second issue concerns unmarked police cars writing traffic tickets. Chief Durham stated that it's not illegal for his department to patrol in unmarked cars. In Mr. Grape's opinion, he believes unmarked cars should be for investigating not patrolling, It's too dangerous these days.

### **Gus Smith, 147 Phillips, Brighton, TN**

Mr. Smith expressed concerns about the Tennessee Municipal Fund Loan requested by the Town to repair West Oaklawn Road. In his opinion, they are overloading the Town with too much debt that they will not be able to pay back. He stated he has spoken to "higher up" people who have told him the revenue will not be there to pay these debts back. Mayor Crocker replied that the current budget includes the new fire truck payment. The Tennessee Municipal Fund Loan will be repaid by a Storm Water Fee Ordinance. Alderman Greer added that this fee will attached to the utility bill but will not be associated with the water rates.

### **Kenny Campbell, 819 Marshall Road, Brighton, TN**

Mr. Campbell asked when they are going to get started on relocating the water line in order to fix West Oaklawn Road. Mr. Braden, Poplar Grove Utility District, replied. He has been communicating with Mr.

Reed, Tipton County Public Works Director, to determine how deep the bore will need to be. Brighton Public Works will also need to decide how the water will need to run on each side of the culvert before the bore profile can be completed. Once those things are determined, they can get the material ordered. Mayor Crocker also added that Tipton County Public Works is waiting for the Town's TMBF loan to become official before they begin repairing it. At this time, Mr. Reed doesn't believe the gas line will need to be relocated in order for the repairs to be made.

**Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN**

Mr. Baker expressed concerns about the bridge washout which is causing issues to his property. Mr. Briles replied that the Town will be putting down some riprap.

He also questioned why the Town won't go ahead and pay for West Oaklawn repairs prior to getting the loan funding. Mr. Braden, Poplar Grove Utility District, replied that whenever you deal with State or Federal funding there may be restrictions on when you are allowed to spend the money. Some may say if you spend the money before you have approval for the loan then you will not get reimbursed.

**Glenn Turner, Tipton County Board of Education**

Mr. Turner, Tipton County Board of Education, wanted to discuss the possible Brighton Middle School SRO with the Board. The State approved a SRO Grant in late June. It's guaranteed for 2 years at \$35,000.00 annually. It would be a fulltime position. The SRO would mainly be located at BMS but would also float over to BES. This officer would not accrue as much comp time as your current SRO. This officer would be able to help your police department out during school breaks and the summer which should help with OT. The TCBOE will provide a vehicle to be used while school is in session. Chief Durham stated that the car used by the crossing guard will be available when school isn't in session. The TCBOE also pays for an annual training class for SRO's.

SRO Specht stated that he an incident today at BMS that he worked on until 5:30pm. He also had two calls from BHS today that had to be deferred until tomorrow.

Alderman Chapman-Washam approves this additional SRO. When you are talking about spending taxpayer's money, children and their safety should be priority. Alderman Hall wants to know if the Town has the money in the budget without amending the budget. Alderman Greer fully trusts that an SRO is needed but is it the responsibility of the Town? Mr. Turner responded that he understands that the Town does incur the expense of whatever the State does not pay. But, positive community policing should be supported. Alderman Greer asked what would happen if the Town didn't approve it? Alderman Chapman-Washam said Dr. Combs, Tipton County Board of Education Superintendent, told her the funding would be offered to another school. SRO Specht added that Tipton County is the only county in the State that doesn't have an officer in every school. Chief Durham asked Mr. Turner if thinks the grant would continue after 2 years. He said the Safe School Act started back in the late 90's and it is still going today. Alderman Greer said the issue he has right now is that we don't have the financials in front of us to support a decision. Alderman Hall agreed. He also added that we pay Department Heads to

stay in within their budgets. If Chief Durham says he has the money available then I will have to go with him. If later it shows to be wrong, then maybe we need to find someone else to stay within the budget.

**Alderman Chapman-Washam made a motion to approve the additional SRO. Alderman Hall seconded the motion. Alderman Chapman-Washam and Alderman Hall both “ayed”. Alderman Greer and Alderman Smith both sustained from voting. Mayor Crocker voted in favor of the additional SRO. Motion passed.**

### **David Copeland, Brighton Clopton Road**

Mr. Copeland announced that the next Community Awareness Meeting will be held on September 19, 2019, at 7:00pm at the Brighton Community Center. The guest speaker will County Executive Jeff Huffman. He appreciates the Town putting this information on their website and social media page.

### **DEPARTMENTAL REPORTS**

**Fire Department:** Mr. Russell, Brighton Fire Chief, presented the report. (See attached report). Mr. Russell has sent in a request for the county grant money.

Mayor Crocker wanted to thank the fire and police departments for their response to an incident that happened last Thursday night.

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

Officer Baskin made a traffic stop on Lucy Kelly that resulted in confiscating a gun. It was found that the gun was used in a homicide close to the University of Memphis. An arrest was made from it.

Another gun was recovered by the Bartlett Police Department. That gun was used in the Brighton Dollar General shooting.

Chief Durham introduced the new Brighton Police Captain, Scott Dodge. He was employed with Munford Police Department for 15 years.

Mr. David Copeland added that County District 9, Brighton, is the 2<sup>nd</sup> safest district in the county.

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

Mayor Crocker requested Brighton Public Works to put something over hole on Wylie Drive.

Mr. Briles verified the trash at Oaklawn Heights has been resolved after speaking with Christine (manager) and Mr. Bob Allen (owner).

Mayor Crocker presented pictures to the Board that are 90% at Carrington Estates. They show how much worse it has gotten over time. When the Mayor looked back in her records, Ken King, Town Engineer, had estimated it to be \$2500.00 - \$2900.00 per inlet. Alderman Greer said he can look back and find several different quotes from Ken King. In his opinion, it would be hard to estimate how much the repairs for this would cost based on the variance of estimate amounts.

Alderman Greer asked Mr. Briles if tying in the 2" South Poplar to the 2" on Kenwood did that resolve the water leak? Mr. Briles replied that it did.

Mr. 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 06/14/16:** 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 06/13/17:** New bids were received on May 26<sup>th</sup> 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 9<sup>th</sup> 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 30<sup>th</sup>. 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. **Update 08/08/17:** SRFL approval has been granted, supply contract has been signed with Badger Meter and meters will be delivered within 60 days. The telemetry contract is scheduled to be signed with Industrial Controls and Electrical on August 15<sup>th</sup>. **Update 09/12/17:** Industrial Controls and Electrical has begun the telemetry installation at the tank site. They anticipate completion by mid-October. **Update 10/10/17:** One half of the meters have been delivered. The meter installation process should begin by November 1<sup>st</sup>. Industrial Controls and Electricals' installation of the telemetry stands at 75% complete. **Update 11/14/17:** SRFL personnel will be conducting an inspection on Thursday the 16<sup>th</sup>. **Update 12/12/17:** The meter change out process has begun with approximately 100 meters changed out to date. At this pace, the process should be completed in 12-14 months as originally planned. **Update 01/09/18:** 204 meters have been changed out, keeping us on track to meet the deadline. **Update 02/13/18:** 426 meters have been changed out. We're still on track to complete on time. **Update 03/13/18:** 456 meters have been changed out. Still on track to complete on time. **Update 04/10/18:** 627 meters have been changed out. We are still on track to complete on time. **Update 05/08/18:** 695 meters have been changed out. We are still on track to complete on time. **Update 06/12/18:** As of June 7<sup>th</sup>, 831 meters have been changed out. We are still on track to complete on time. **Update 07/09/18:** 870 meters have been changed out. We are still on track to complete on time. **Update 08/14/18:** As of August 13<sup>th</sup>, 950 meters have been changed out, keeping us on track to complete on time. For the first time, the Town was able to read some meters using the automated, drive by system in July 2018. This reading was very successful. **Update 09/11/18:** As of September 10<sup>th</sup>, 951 meters have been changed out. **Update 10/09/18:** As of October 5<sup>th</sup>, 1034 meters have been changed out putting us at approximately 80% complete. At this pace, the project should be completed sometime in January which is ahead of schedule. **Update 11/13/18:** As of 11/08/18, 1066 meters have been changed out keeping us on track to complete on time. **Update 12/11/18:** 1,135 meters have been changed out, leaving 83 to be changed. On track to complete on time. **Update 01/08/19:** As of 01/07/19, 1,178 meters have been changed out, leaving 83 to be changed. On track to complete on time. **Update 02/12/19:** As of 02/11/2019, 1,209 meters have been changed out, leaving 287 to change. Johnathon and I have spoken about the importance of completing the change out asap. **Update 03/12/19:** As of 03/08/2019, 1231 meters have been changed out, leaving 265 to change. **Update 04/09/19:** As of 04/08/2019, 1295 meters have been changed out, leaving 201 to change. **Update 05/14/19 –** As of 05/10/2019, 1348 meters have been changed out leaving 148 to be changed. **Update 06/11/19 –** As of 06/11/2019, 1375 meters have been changed out leaving 121 to be changed. **Update 07/09/19 –** As of 07/05/2019, 1405 meters have been changed out leaving 91 to be changed. **Update 08/13/19 –** As of 08/12/19, 1461 meters have been changed out leaving 35 to be changed. **Update 09/10/19 –** As

of 09/06/19, the meter change-out project is completed with all 1,496 meters have been changed. Johnathon is in the process of setting up the final inspection with Jerry Igiotzee at the State Revolving Loan Fund.

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 15<sup>th</sup>.
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. **07/11/17: RESOLVED**
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 19<sup>th</sup>, 2017 with the Town receiving a score of 97%. **Update 03/12/19:** TDEC conducted a Sanitary Survey on February 21, 2019 with the Town receiving a score of 96%. Johnathon and I have discussed the issues that need to be resolved and Johnathon is putting together a plan to resolve them. **Update 04/09/19:** Johnathon has either resolved or put together a plan to resolve all issues noted in the Sanitary Survey. Mr. Hoffman at TDEC has received this plan by email and is satisfied with it.
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 30<sup>th</sup> 2017. David Braden was verbally given approval to begin this plan. **Update 08/08/17: RESOLVED**
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. **Update 02/13/18:** We were able to eliminate the need for 2 of the 3 remaining easements. The 3<sup>rd</sup> easement is still required and has been secured. We are attempting to have the project out for bid no later than mid-March. **Update 03/13/18:** We are still waiting for TDEC approval of Plans & Specifications. **Update 04/10/18:** At tonight's meeting, Mr. Braden had a copy of the letter from TDEC approving the Plans & Specifications. The ad advertising

for bids will be in this Thursday's paper. **Update 05/08/18:** Bids for the project were received on April 27<sup>th</sup> with DozerTrax USA being the low bidder at \$456,964.90 which is \$99,845.10 below budget (including contingency). I've spoken with Johnny about identifying additional areas where AC pipe replacement is necessary if indeed funds are remaining at the end of the project. **Update 06/12/18:** The contract will be awarded to Dozertrax on Thursday, June 14<sup>th</sup>, at 2:00pm. At Town Hall. The Notice to Proceed will be issued at that time. **Update 07/09/18:** The contractor has installed approximately 2,200' of 8" main and 2 fire hydrants. According to KEC, the project is on schedule to complete on time. **Update 08/14/18:** As of August 13<sup>th</sup>, the contractor has installed approximately 3,900 of 8" water main, 4 fire hydrants and 3 live tap connections. According to KEC, the contractor is on schedule. There is approximately \$100,000.00 remaining in project funds which will allow for up to 900' of additional A/C pipe replacement. It appears that the best, additional places for pipe replacement are E. Woodlawn to Main Street and E. Kenwood, almost to the R.R. tracks. **Update 09/11/18:** As of September 10<sup>th</sup>, the pressure testing of the 3,900' of main installed revealed several fitting leaks that are currently being repaired (tightened more). It appears that these repairs will be made and the pressure testing completed this week. Once the pressure testing is complete, the contractor will begin installing the customer services on this new main. Also, the additional 900' of pipe change order will require several easements along Woodlawn and Kenwood. KEC is currently preparing these easements. I anticipate that we will be contacting the property owners next week. **Update 10/09/18:** The 6 easements have been presented to the 5 property owners with positive feedback from each property owner. Four owners have agreed to grant the Town the easements and one owner is still considering. I am to follow up with her later this week. **Update 11/13/18:** Of the 6 easements needed for the change order, 4 have been signed and I anticipate the other 2 being granted soon. Approximately, 700 feet of 8" water main and 1 fire hydrant has been installed on Woodlawn Avenue. **Update 12/11/18:** 5 of the 6 easements have been acquired. The Bailey easement is the only one outstanding however, since it is the most eastwardly easement on Kenwood, it is not actually required for the change order to be completed. As of 12/10/2018, we are awaiting word from CDP on how to proceed in the change order process. The initial contract is about 61% complete according to KEC. The contractor is currently connecting the new services along Old Hwy 51 and killing the old services. Once this is completed, the contractor will kill the old main along Old Hwy 51. **Update 01/08/19:** Currently the project stands at 70.15% complete according to King Engineering Consulting. The contractor is working on East Woodlawn preparing for the interconnect so that the pressure testing, connecting the new services and killing the old services can be done. Concerning Change Order #1, TDEC approved plans have been received, the change order has been signed by the contractor and Davina with CDP is working on the budget revision. **Update 02/12/19:** Currently, the project stands at 76% complete. The contractor has been conducting the pressure test on East Woodlawn. Five services on Old 51 still need to be removed from the old water main and connected to the new along with the water main that feeds Gladman. Major progress has been hampered by the rainy weather conditions. **Update 03/12/19:** Currently the project stands at 81% complete. The contractor has connected all services to the new water main on Woodlawn from the old water plant to Old 51. The only remaining connections on Old 51 are the main at Gladman and the service at Uncle Sam's. The rainy weather continues to hinder progress. **Update 04/09/19:** Currently the project stands at 77% complete overall. (The original contract before Change Order #1, stands at 83% complete.) An underground storage tank containing what is thought to be kerosene was hit in front of the Police Department. An environmental specialist (Mr. Dave Schmidt) has been to the site. Mr. Schmidt has been in contact with Ken King and Mr. Eckel to develop a plan to contain the tank and contents. The weather has improved somewhat but still continues to be a hindrance to progress. **Update 05/14/19** – As of 04/30/2019, the project stands at 82.2% complete overall. (The original contract before Change Order #1 stands at 88.1% complete). We are still waiting on word concerning the fuel tank in front of the PD. All new services have been installed and



it appears that the main on Gladman has been located so that interconnect can be completed. The killing of old mains, removing of old fire hydrants, dressing up and asphaltting should begin soon.

**Update 06/11/19:** As of 06/07/2019, the project stands at 88% complete overall. (The original contract before Change Order #1 stands at 91% complete.) The Town is still waiting on word from TDEC concerning the underground storage tank in front of the Police Department. Several unknown interconnects (S. Poplar & Woodlawn in 2 places) have been discovered that require the Town's personnel to excavate and determine where these interconnects are so that they can be moved over to the newly installed mains. This work will take place starting this week. **Update 07/09/19** – As of 07/08/19, not much has changed since last month's update with the exception of some dress up work has been done and concrete pads have been poured around some of the valves. **Update 08/13/19:** As of 08/10/19, nothing has changed since last month's update. We are still waiting on the State to tell us what to do on the fuel tank in front of the Police Department. Soil samples have been collected near the tank. Once these samples are tested, we'll know what the State will require. If there is no soil contamination, the project can resume as normal. However if the soil is contaminated, that soil will have to be removed and replaced with clean soil before the project may resume.

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. **Update 10/10/17: 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. **Update 10/10/17: 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. **RESOLVED**

25. Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs. **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 13<sup>th</sup>. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13<sup>th</sup> 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 Marshall 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 15<sup>th</sup>. **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 bid project to determine how many repairs can be done with the subdivision.

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 30<sup>th</sup>, 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 2<sup>nd</sup>, 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**

Alderman Greer stated that it says "active" water meters replaced. Are there "inactive" water meters that are going to be replaced? Mr. Braden replied by saying that when a customer comes in to sign up for service that has been inactivated for a while, they will get a new meter when it's activated.

### **PARKS AND RECREATION REPORT**

Mayor Crocker discussed the basketball program with the Board. Since the Town is no longer involved, the group that has been overseeing it for the last few years would like to continue it. She will recuse herself from voting since she is involved in it. However if the Board approves, the group would like to be under contract similar to the one the Town completed with the baseball program. Alderman Hall suggested that Mayor Crocker not be named President. Mr. Eckel, Town Attorney, said once he gets the President's name, he can complete a contract and email to the Board for review.

### **PLANNING COMMISSION REPORT**

None

## **MAYOR AND ALDERMEN REPORTS**

Mayor Crocker wanted to thank everyone who called, text, and prayed for her while she was ill. She also wanted to thank the Board for dealing with everything in her absence.

Alderman Greer discussed the email he received from Ken King stating his property was not included in plans for the Imminent Threat Grant. He believes the Board has not been included when decisions were made about what properties are to be included in each Phase; what is actually being repaired to each property (drain, inlet or both), etc. The original list of properties is what the Board thought was being covered in Phase I and Phase II. Mr. Braden said in the beginning everything was lumped together. When the Imminent Threat Grant was proposed that's when the Phases came into play. Ms. Cushman with CDBG then devised a plan where the Imminent Threat Grant (limited funds) would pay for repairing West Oaklawn first and whatever else it could. Mr. Braden stated she then said the Town can follow that up Phase II in the next round of grants to repair the remaining properties. Alderman Hall suggested the Mayor, Mr. Braden and Mr. Briles get together with Ken King to discuss the plans, phases and properties included.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

They discussed the Tennessee Municipal Bond Fund Loan that is being completed to repair West Oaklawn Road. They would like to use a 10yr term as payback.

## **ADJOURNMENT**

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 9:30pm.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Town Recorder**