



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING SEPTEMBER 11, 2018 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
Mike Durham, Brighton Police Chief
David Braden, Poplar Grove Utility District
Johnny Payne, Brighton Public Works Director
Officer Blaine Max, Brighton Police Dept
Ken King, Town Engineer

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Lori Coleman, 176 Brighton Village Loop, Brighton, TN; Eddie Foster, 170 Sharon Street, Atoka, TN; Steven Roest, 27 Miss Helen Circle, Brighton, TN; Alice Wakefield, 33 Huffman, Brighton, TN; Stacey Max; Laura Max; Charles Max; Jordan Max; Debbie Max, P.O. Box 672, Covington, TN, Stephanie Arender, 24 Miss Helen Circle, Brighton, TN;

Mayor Crocker and Chief Durham recognized Officer Blaine Max for his hard work and dedication to the Town of Brighton. He was promoted to Sergeant.

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting August 14, 2018

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

ACKNOWLEDGEMENT OF GUESTS

Lori Coleman, 176 Brighton Village Loop

Ms. Coleman expressed concerns about Brighton Village Loop subdivision. She had previously sent an email to the Board of Mayor and Aldermen concerning the high grass and the fence that needs to be repaired.

Steven Roest, 27 Miss Helen Circle

Mr. Roest expressed concerns about his new meter. His meter box has been full of water. As of today, this issue was fixed. He also had concerns about the billing. The bill doesn't show the rate being charged to the customer. A copy of the rate ordinance was given to Mr. Roest.

Sandra Jones, 75 Zachary

Mr. Jones expressed concerns about her high water bills. The maintenance man for the apartment complex verified that there weren't any leaks. She said the Town of Brighton had been out to check her meter as well. Since we don't have any of her billing information available tonight, Mr. David Braden offered to check her bill, meter and apartment at a later time.

Stephanie Arender, 24 Miss Helen Circle

Ms. Arender expressed concerns about her water bill. She also questioned why the Town has so many water leaks. She will also be making a complaint about a property needing the grass mowed.

Eddie Foster, 120 Sharon Street

Mr. Foster asked for an update on the accumulated tire project on the property located at 8547 Hwy 51 S. Mr. David Braden updated him and the Board of Mayor and Aldermen.

DEPARTMENTAL REPORTS

Fire Department: Mayor Crocker presented the monthly status report (see attached report).

The 50/50 grant that the fire department applied for was awarded to them. They will use it for some new equipment.

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

The department has hired two certified officers, Mr. Tim Glass and Mr. Nick McCarroll.

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

Alderman Hall inquired about the grinding pump that was installed at the school. There have been no issues since it was installed 6 months ago.

Alderman Greer asked that the overtime hours be on the monthly report.

Alderman Greer asked Mr. Payne about the sewer lids for the apartments. Mr. Payne spoke with the maintenance guy at the apartment complex. The maintenance guy is meeting with Budget Drain Masters about obtaining a lid that has a locking mechanism. The Town has already put in 2-3 lids due to safety hazard issues. The tank belongs to the property owner.

Alderman Greer wanted an update on the incident at 33 Bailey where the Town turned off water twice in error. It was due to a paperwork error during meter change. Ms. McKinney, Town Recorder, verified that the issue had been corrected. He asked if there has been anything implemented to ensure this did not happen again. Mr. Payne, Public Works Director, said he met with his staff and went over how important it is to have perfect paperwork for each meter exchange.

Alderman Greer asked if the water leak on Mathis had been fixed. Mr. Payne replied that it had. All except for the hot mix.

Alderman Greer inquired about the 30mph sign on W Woodlawn near Indian Creek. He wanted to know if there were regulations for acquiring a reduced speed ahead sign. Mr. Wooten, Town Attorney, would argue that legally the municipality is not required to put up any specific signs at any time due to liability purposes.

Mr. David Braden was given the floor.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.) **Update 07/11/17: RESOLVED**
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters. **Update 07/11/17: RESOLVED**
3. Set up a methodical water meter change out program instead of changing out all small water meters. **Update 07/11/17: RESOLVED**
4. Stop using private lab for quarterly wastewater sample and use Munford's lab. **Update 07/11/17: RESOLVED**
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention **Update 07/11/17: RESOLVED**
6. Evaluate the number of employees needed in the field. **Update 07/11/17: RESOLVED**
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes. **Update 07/11/17: RESOLVED**

8. Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them. **Update 07/11/17: RESOLVED**
9. All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay)
Update 07/11/17: RESOLVED
10. Institute a chain of command and make every employee aware of it. **Update 07/11/17: RESOLVED**
11. Consider changing out the meters that have 1.0 million gallons usage. **Update 12/08/15:** Two or three of these meters will be pulled for testing. One of the 55 meters with over 1.5 million gallons has been replaced. This testing will determine whether these meters need to be changed out at this time. **Update 02/09/16:** Since the meter change out to automated meters is so close, I would recommend that the meters with 1.0 million gallons usage on them not be changed out at this time. **Update 05/10/16:** State Revolving Fund Loan has been approved. Mayor Crocker has more information. **Update 06/14/2016:** The grant amount has increased by 80%. The payback amount is approximately \$80,000.00. KEC is revising the Cost Estimate. 5 year to 20 year payback. **Update 08/09/16:** The State Revolving Fund Loan is requesting the Adopted Ordinance authorizing the increase in rates so that they can proceed. The Ordinance is being voted on tonight. **Update 10/11/16:** Tammy has sent the Ordinance to the State Revolving Fund Loan. We are awaiting further instructions from SRFL in order to proceed. **Update 12/13/16:** SRFL is requesting two resolutions be adopted tonight in order to move this project forward. One resolution to authorize KEC to proceed with plans and specifications for the project and the other resolution authorizing the execution of applications and agreements. **Update 01/10/17:** SRFL is now reviewing the Plans and Specifications. **Update 02/14/17:** The SRFL's committee will be meeting in early March to approve and sign grant agreements. The Town should receive the signed contract and authorization to proceed shortly after that, hopefully by the second week in March. **Update 04/11/17:** Contracts are signed and projects are out for bid. **Update 05/09/17:** The SRFL did not like the wording in the Advertisement for Bids although they had preapproved it. Because of that, the bids must be rejected and the project rebid. Rebid date May 26, 2017. **Update 06/13/2017:** New bids were received on May 26th with National Waterworks (Badger Meter) being the low bidder at \$282,216.30 which is slightly under budget. You will be voting tonight on a resolution authorizing the Mayor to sign a contract with the low bidder. That contract will then go to the SRFL in Nashville for their approval. We can expect an approval letter from the SRFL by the end of the month. The telemetry portion of this project was bid on June 9th with only one bidder, KEC, knowing that this would be unacceptable to the SRFL and the Town's Board, has set a new bid date of June 30th. Two additional contractors have obligated themselves to bid this project bringing the total number of bidders up to three which should be acceptable to everyone. **Update 07/11/17:** The Town is awaiting the approval of the SRFL for the AMR bid package. The resolution for the awarding of the telemetry contract will be presented tonight for the Board's consideration. **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 15th. **Update 09/12/2017:** Industrial Controls and Electrical has begun the telemetry installation at the tank site. They anticipate completion by mid-October. **Update 10/10/2017:** One half of the meters have been delivered. The meter installation process should begin by November 1st. Industrial Controls and Electricals' installation of the telemetry stands at 75% complete. **Update 11/14/2017:** SRFL personnel will be conducting an inspection on Thursday the 16th. **Update 12/12/2017:** 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 01/09/2018:** 204 meters have been changed out, keeping us on track to meet the deadline. **Update 02/13/2018:** 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 7th, 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 13th, 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 10th, 951 meters have been changed out.

12. Johnny is preparing a list of potential sewer system infiltration sites. This list will be prioritized according to the volume of infiltration and the repairs will be made accordingly. **Update 02/09/16:** Johnny is in the process of identifying potential infiltration sites and locating manholes. **Update 07/12/16:** Infiltration sites have been identified. With the low rainfall amounts during the summer, this is a relatively low priority at this time. Johnny is prepared to address these sites before September 15th.
13. The Town has at least one company that has been given permission in the past to use the Town's hydrants to fill tanks. **Update 07/11/17: RESOLVED**
14. Johnny has started organizing all water and sewer records in an orderly fashion. **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 19th, 2017 with the Town receiving a score of 97%. **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. **Update 07/11/17: RESOLVED**
17. The town has to have a Drought Management Plan approved and submitted to TDEC by June 30th 2017. David Braden was verbally given approval to begin this plan. **Update 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 3rd 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 27th 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 06/12/2018:** The contract will be awarded to Dozertrax on Thursday, June 14th, 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 13th, 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 10th, 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.

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 10/10/2017: 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 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.

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.

Mr. Ken King was given the floor. He reviewed the results of the CCTV report as well as the billing. He took all the information from the videos and developed a spreadsheet. He has sent the spreadsheet to Mid-South twice and they haven't responded. The Mayor has already negotiated 15% discount off the bottom line balance for the delay in delivering the videos. Carrington and McLister generally speaking are in good condition. However, the pipe at Regency Drive and Brighton Clopton has collapsed. In his opinion, referring to Woodlawn Subdivision, the dvd's were not good enough for him to make a decision. So when he was out this way working on a change order, he went out to Woodlawn and got inside the pipe and took pictures. After looking at it, he verified that all the pipes are not rusted through. He wouldn't replace those. However if you would like, the Town could continue to go the route suggested by Mr. Chlarson and replace all the CMP. Mr. King is suggesting to use CIPP instead for the pipes that are still structurally sound. He has used this in other Towns and has verified that it is still holding. The places that have huge holes where it looks like the pipes have collapsed will need to be probed. Aldermen Greer did some research on the CIPP. He read that it was not considered a structural replacement. He's also concerned why Mr. King didn't bring this up at the drainage meeting months ago especially when he had already seen it successfully used. Mr. King said he didn't know the condition of the pipe. Alderwoman Chapman-Washam asked if he had spoken to Mr. Chlarson about the CIPP. He said he had and that Mr. Chlarson agreed that in the worst areas where the pipes had collapsed then CIPP would not work. The Board of Mayor and Aldermen asked what the cost estimate would be in comparison to the 1st estimate given by Mr. Chlarson. Mr. Wooten, Town Attorney, said the pros of using the CIPP would be that you wouldn't have to go through tearing up someone's yard and have citizen complaints. Mr. King was given the go ahead to get an estimate for the same properties included on the 1st estimate using HDPE so they could see the difference.

PARKS AND RECREATION REPORT

None.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

None.

OLD BUSINESS

Alderswoman Chapman-Washam asked if the school zone signs had been ordered. Mayor Crocker said she has looked at them and they are expensive. Two flashing signs will cost about \$4000.00.

Alderswoman Chapman-Washam will call Dr. Combs, Tipton County School Superintendent, to see if they will split the cost.

Alderman Hall inquired about the fencing on Hwy 51. Alderswoman Chapman-Washam has spoken to Mr. Huffman, Tipton County Mayor, about removing the fence. He said the TDOT employee who is against it is leaving so now would be the time to get it done. Mayor Crocker said she has a meeting with the Mayors on Tuesday so she will ask then.

NEW BUSINESS

Alderman Greer expressed concerns about the Town of Brighton property being tied up in governmental business such as the schools, Tipton County Public Works and etc. The Town does not receive any payments such as property tax. Why does the Town pay for the crossing guards? Mayor Crocker said the Board of Education doesn't pay any of the county crossing guards.

Alderswoman Chapman-Washam is on Team Tipton Healthier TN once again this year. They have asked that the Mayor and Aldermen walk with the public. She has signed them up for Mondays from September 17th through October 8th at the Brighton Walking Track. You can walk from one lap to as many as you want.

Mayor Crocker announced that our City Judge is retiring. Alderman Greer would like to choose from a panel. Ms. McKinney has spoken to Mr. Neill, MTAS, and he suggested that we write a letter stating we have an opening. We need to send that letter to the Tipton County Bar Association to send out to all the local attorneys. The Board of Mayor and Aldermen agreed.

ADJOURNMENT

Alderswoman Chapman-Washam made a motion to adjourn the meeting. The motion was seconded by Alderman Smith. All approved. Motion carried. The meeting adjourned at 9:15pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder