



TOWN OF BRIGHTON

1270 Old Hwy 51 SOUTH * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

September 12, 2023

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:03 p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Eunice Foster, Alderman
Kristin Gardner, Alderwoman
Dave Huffman, Alderman

Absent

Others Attending:

Jacob Blevins, Brighton Police Department
Brad Fowler, Brighton Fire Chief
Clay Short, Brighton Fire Captain
Tyler Daniels, Brighton Fire Department
Davin Barkelew, Brighton Fire Department
Johnathon Briles, Brighton Public Works Director
Lee Tate, Brighton Public Works Supervisor
David Braden, Poplar Grove Utilities
Rikki Herbert, Eckel Law Office
Brandi Hunter, Brighton Town Clerk

Guests: Mr. & Mrs. Byron James, 570 Bloomington Dr. Brighton, TN; Mr. & Mrs. Darren Chaney, 797 Baskins Rd. Burlison, TN; Kristan Williams, 312 Carrington Ave. Brighton, TN; Shawn Coleman, 240 Carrington Ave. Brighton TN; Amanda Huffman, 669 E. Kenwood Ave. Brighton TN;

APPROVAL OF MINUTES

Minutes Approval: Regularly Scheduled Board Meeting August 8, 2023

Vice Mayor Sartain made a motion to approve the minutes. Alderwoman Gardner seconded the motion. All approved. Motion carried.

FINANCIAL REPORTS/PAYMENT OF BILLS

Alderwoman Gardner made a motion to approve the bills as presented. Alderman Foster seconded the motion. All approved. Motion carried.

*******SWEARING IN OF NEW FIRE FIGHTER*******

Mayor Stephanie Chapman-Washam swore in Mr. Davin Barkelew as a new Fire Fighter for the Town of Brighton.

CITIZEN CONCERNS

Byron James

Mr. James questioned what is going to happen with the storm drains. Mayor Chapman-Washam advised that it had already been decided that the board will be meeting with Ms. Cushman regarding new options rather than using grants. Mayor Chapman- Washam explained that speaking with MTAS engineer the board was advised to never fill the holes with rocks or dirt as it will cause more damage and further issues, so that is why they are not filling holes. The town will not be “putting band aids” on the problem, but instead completely repairing a property. It is just very expensive from start to finish on each property. Mayor Chapman-Washam also had an engineer come out from the state less than a month ago to go back around the town and re-evaluate the holes since they are completed on a severity basis. She provided an example if someone has a hole near the foundation and someone else has a hole by the street but not causing issues with the street, the hole near the foundation would be a higher priority. She further explained the mayor and board does not have the ability to evaluate and create a priority list so we hire an engineer to evaluate and create the priority list. Mayor Chapman-Washam advised she knows the fencing is not pleasant but necessary to have in place so that we know for sure you are on the list as well as for safety.

Shawn Coleman

Mr. Coleman advised he will be speaking on the storm drains as well and stated some history. He also stated that he has researched and found that on our website there are notes of every single meeting that is held in the city month by month, he counted since 2014 and forty out of forty-eight meetings the topic of the conversation is sink holes. That is now a ten-year time frame in which this has consistently been addressed. He advised he is frustrated and angered

which is nothing personal toward any of the town leadership but it is getting to the point where the citizens do not need to be told loans and grants will be taking care of it. He stated that if his understanding is correct, if the grant process was started now, it would be submitted at the first of 2024 it will be approved by the end of 2024 and work can begin in 2025 the problem that we are running into is that the grant is \$300,000-\$500,000 per grant and there is \$100,000 that goes towards property this will be a decade long process. He advised he knows and understand that the Mayor and Board are doing what can be done to get these taken care of but in the past band-aids were put on these and this is a decade plus problem. He advised there was a meeting last month on Wednesday at 3pm and the town was told a grant had been done and we were able to get a couple properties taken care of, his wife was present as well as other citizens and he was unaware of there being any leadership at this meeting. Mayor Chapman-Washam advised what he stated about the grant process is not correct, we do not apply at the beginning of the year and have your money and job started at the end of the year. The meeting that was held on Wednesday was a 2021 grant close out by CDBG. There is multiple steps in just the paperwork, then if awarded a grant, you have to receive bids, then there is a selection process and even more steps to follow. You cannot start the work until a specific date, then there are change orders so it is not as simple as you apply one day and then find out the next, get your money and complete the job by the end of the year. Mr. Coleman questioned if we can start putting effort towards a grant right now. Mayor Chapman-Washam advised that you can't just apply anytime, each grant has an open and closing date to apply, also you cannot have any current grants open. Mr. Coleman asked when is the next time it will be open? Mayor Chapman-Washam advised we missed the grant application for 2023 as we still had the grant from 2021 open. Mayor Chapman-Washam further explained if the grant is \$300,000-\$500,000 we have only been able to fix one to two properties because of how much it cost. Mr. Coleman advised in 2018 the citizens were told winter to spring time early in the year then toward December January February range is when the funds would be granted for what had been applied for previously. Mayor Chapman-Washam advised that those funds were received and used. They were used in Woodlawn Plantation, based off of the priority list, created by the engineer. Mr. Coleman said when he came in 2018 the four years prior to that the only work that was done was putting band-aids on the situation and now five and a half years later there is hardly any progress. Over the past several years only six to seven properties maybe more have been done but what about Carrington there are properties that have not even been addressed yet. Alderman Foster advised you have to consider this whole society was shut down due to covid for almost 2 years that threw everything off and that has to be kept in mind when you bring up how many years this has been going on. Mr. Coleman advised he had an engineer of his own come out to his home and has spoken with Mayor Chapman-Washam personally and she has been very helpful. Vice-Mayor Sartain advised when we have applied for a grant, the town cannot do any work to any properties until we get the grant. Our hands are tied until the grant is approved and it is received. The grant money we received in December was a fast turnaround we got it in December and completed in February. This board has decided it is time to look at loans as we hate to create any more debt for Brighton but we have to look at loans. Vice-Mayor Sartain also addressed a statement from a previous meeting where the purchase of the new Town Hall was made, stating the money that was received then, criteria attached to it. Drainage and storm drains was not an option. She will give

credit to Mayor Chapman-Washam for selling the old town hall to use the money to match the grants. Otherwise, there may not have been a match. Citizens bring that up at board meetings, social media and even going above the Mayor and Board of Aldermen to email people in Nashville. The Mayor and Board of Aldermen go to trainings in Nashville, Chattanooga places like that to get the criteria and guidelines that they had to meet, storm water and drainage was not covered like it was on the ARPA funds then. Afterwards we got new guidelines same way with all the other grant money it's a possibility it could be used for that but at first it was not an option. We sold that property and had the money. We see the properties; we get tired of seeing the fences also but what are we supposed to tell everybody? The attorneys and insurance will not let us touch it so we can't do anything on our own while we are waiting on grants. That is why we decided months ago to look at a loan when that grant closed out. Now that we are seeking a loan we cannot apply for a grant or we will be sitting and waiting again we can only choose one or the other. At this point the loan seems to be of best interest to get more done. Mr. Coleman responded he can imagine how frustrating all of this is. The main point being it's been a very long time. Alderman Foster advised that is a very valid point. Mr. Coleman questioned what is the long-term approach. Can we put a 5,10,15-year plan together where when we get this loan process taken care of then we can start a payment plan on it and we can move on to the next loan. Vice-Mayor Sartain explained that this board can make a plan but the next board can come in and not like our plan and try to change it. It also depends on what type of loan we are eligible for, our eligibility as far as population, need, payback those also determine what type of money we can get to fix this. Years ago, when the town started having problems that we were made aware of it was fix it by filling them up. After that the engineers come in and tell the board that is the worst thing to do. Applying for a loan for the town is no different than anyone else applying for loan it's just on a larger scale, what is your payback, what is Brighton's debt to income ratio, what's the population all of those factors. Depending on what type of loan we are eligible for we will sit down and come up with a 5-10year plan that this board would like to see and put it on paper, but it could change depending on your next board. Mr. Coleman stated that he understands there are a lot of variable factors. Vice-Mayor Sartain advised she knows that is probably not what Mr. Coleman would like to hear but she wants to be realistic. Mr. Coleman advised he would rather the Mayor and Board of Aldermen be honest. Vice Mayor Sartain advised when she got in office, she wanted to know what they could start applying for and the mayor advised we have this in the works we are waiting on the state. Then we get it and we are waiting on the state to close it out and we can't do anything but we missed the deadline for the grant but don't worry because you don't want the grant anyway you want the loan. We hurry up and wait on everyone else and I know it seems like the citizens are waiting on the mayor and board of aldermen but we are waiting on people above us. All of us have tried our best the mayor has put in a lot of work to try to get things going with it and for lack of better word government. Mayor Chapman-Washam stated that the bids are always higher than what our grant amount is. Mayor Chapman-Washam advised she and the board understands Mr. Coleman's frustration, and all of the citizens, that they are really pushing to get new businesses in town to bring in more revenue that could help the town qualify for more money.

Floor is closed.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Mr. Brad Fowler, Brighton Fire Chief, presented the monthly status report. Mr. Fowler advised he has been working with Priority Ambulance to move an ambulance to be housed at the Brighton Fire Department. This would be a big help as it would give two more people around the station. They would not be fire personnel but they would make most of the scenes with the Fire Dept. It would still be a county ambulance so they would still go all over the county. The only requirement to make that happen is that the ambulance must be housed indoors due to the supplies in the ambulance as well as how it has to be stored. We have three bays for our equipment right now, that would put us with four apparatuses that need to be housed inside. We can house the ambulance inside and move the old pumper to the outside parking pad but it still needs to be covered. The Fire Dept. is asking to amend the budget soon to allow for an aluminum double structure to house the pumper and the air trailer that is currently located outside. Chief Fowler has gotten three quotes ranging from \$10,000-\$14,000 prices vary depending on size, style, etc. Vice-Mayor Sartain asked will having the ambulance benefit the town greatly? Chief Fowler explained it would be an asset as it typically takes 20-30 minutes for an ambulance to arrive on scene currently depending on where they are coming from within the county. Currently there is one ambulance in Drummonds, one in Atoka, and four in Covington. Vice-Mayor Sartain asked if the county is wanting the ambulance housed in Brighton FD? Chief Fowler advised, after speaking with the director of EMA and the VP of the ambulance company it makes sense to everyone to have an ambulance located in Brighton since it is centrally located in the county. Vice Mayor Sartain asked if the ambulance company would be willing to contribute any money towards housing the ambulance? Chief Fowler advised the ambulance company is on a contract with the county and when that contract expires, they may no longer be the ambulance service for the county. There have been four ambulance services since Chief Fowler has been with the fire dept. Mayor Chapman-Washam advised typically there is only one Fireman on shift, if there is an EMS call, Brighton FD will make the call but cannot leave until an ambulance makes the scene. This will free up the FD to be able to make other calls as the ambulance will be able to make the scene quicker. Alderman Foster asked where the ambulance is currently located. Chief Fowler advised it is currently located in Covington. Vice-Mayor Sartain advised she is on board with the ambulance since BFD is centrally located, response time can improve especially for life-or-death calls but she does want to know if they are willing to contribute. Alderman Foster asked if the ambulance must be housed inside the Fire Station. Chief Fowler advised yes, the ambulance personnel will be living at the fire house just like our firemen it will be in a bay so they can get in and go for their calls. Mayor Chapman-Washam advised that Chief Fowler will be giving up his office to accommodate more sleeping quarters.

POLICE DEPARTMENT: Mr. Brad Fowler, Brighton Fire Chief, presented the monthly status report on Chief Max behalf. Mayor Chapman-Washam further explained the itemized list provided for the VCIF grant that has been received. Chief Max needs a motion from the board to approve the itemized list before he can order. This order will be completed and an invoice provided so the grant can pay for the invoices.

Vice Mayor Sartain made a motion to begin purchasing the line items listed on the grant so the town can be reimbursed by the VCIF grant. Alderwoman Gardner seconded. All approved. Motion carried.

Mayor Chapman-Washam one of the older SUV's needs a transmission replaced. This was included in the budget but the total is over \$5,000 so he needs a motion. This will be an SRO vehicle so the money will come from the grant budget.

Alderman Foster made a motion to make the repair. Alderwoman Garder seconded. All approved. Motion carried.

PUBLIC WORKS DEPARTMENT: Mr. Johnathon Briles, Brighton Public Works Director, presented the monthly status report.

Alderman Foster asked about the leak by Dale Smith's shop. Mr. Briles advised there was one repaired and then another leak appeared a few feet away from the original. Vice-Mayor Sartain asked about the fire hydrant on Sherrill St. Mr. Briles advised there was a motor vehicle accident and dump truck hit it. He has called the hydrant service company and waiting for them to come out and inspect. Mayor Chapman-Washam asked who will be getting the bill from the hydrant service company. Mr. Briles advised he will get the invoice to the Police Dept when he gets it.

Mr. David Braden presented. The four air release valves on the 10' force main have been replaced with new valves. We are currently attempting to coordinate with the Town of Atoka and A2H in order to do a realistic draw. The Total Trihalomethane & Halo Acidic acid testing samples and we are awaiting results.

CODE ENFORCEMENT DEPARTMENT:

No report – there is not currently a code enforcement director.

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. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.

RESOLVED (PHASES 1 & 2 Completed)

Update 06/08/21: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.

Update 11/09/21: Last week, I spoke to Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update 12/14/21: Last week, I spoke with Ms. Mattie Cushman concerning the grant application.

Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update 01/24/22: We have been told by E&CD that the grant awards will be announced in mid to late January 2022.

Update 02/22/22: The Town has been awarded \$326,679.00 in the most recent round of grants for drainage repairs within the Town.

Update 04/12/22: Things are progressing on schedule with the Town having to acquire one temporary easement to expand a catch basin.

Update 05/10/22: Plans and Specifications by KEC are 98% complete. CDP is drafting one temporary easement that is required and should be completing the environmental review within the next 30 days.

Update 06/14/22: Plans and Specifications by KEC are complete and have been reviewed/approved by the Town. The environmental review has been completed by CDP, submitted to TDEC and we are expecting the Letter of Release of Contract Conditions any day now.

Update 08/09/22: TDEC has allowed the project to go out for bids with an ad in the Jackson Sun on August 11th and bids to be received at Town Hall on August 26th at 2:00pm.

Update 09/13/22: Bids were received on August 26th. We are currently awaiting the affidavit of Publication from the newspaper so that the bid package can be sent to CDP to forward to the State for approval.

Update 10/11/22: Affidavit of Publication was received by KEC on September 26th. Bid package was sent to CDP on that same day and CDP forwarded the bid package to the State on October 11th. We are now waiting on bid package approval by the State.

Update 11/08/22: The contract has been awarded to Portland Utilities and they started to work on October 31st. They have completed the cleaning and videoing of the drainage pipes on Windward Place.

Update 12/13/22: The contractor, Portland Utilities, has cleaned and CCTV'ed the pipe, prepping it for the liner installation. They are currently awaiting delivery of the liner materials.

Update 01/10/23: Portland Utilities is approximately 50% complete with the CIPP along Windward Place. All 4 inlets have been repaired with the Bulldog Process.

Update 02/14/23: Portland Utilities has completed this portion of the drainage repair project.

Update 03/28/23: On March 10th, KEC submitted the project's Final Pay Request to CDP for processing and submittal to the State.

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 have 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

30. It has recently come to our attention that the Dale Smith Pump Station is probably not pumping at its rated capacity which causes the pumps to run longer, increases wear on the pumps and motors, increases energy consumption and long term, limits the Town's ability to grow. After consulting KEC, we believe the issue may be the 4 air release valves improperly working on the 10" force main (from the station to the McLaughlin Drive meter) which allows air to remain trapped within the pipe. These valves have been located and with the Board's permission, will soon be tested and serviced and replaced. After the air release valves are working properly, we would also like the Board's permission to have KEC do a draw down test on the Dale Smith Station to determine the pumps actual pumping capacity.

PARKS DEPARTMENT:

Fall Festival Oct 28 2023. We are taking applications for food vendors and any other vendors for the fall fest. Central Church will be hosting the live entertainment and kid zone.

Basketball- we do not have anyone to fix the roof at the gym. We cannot have another season with the roof leaking like it is and also with the floors the way they are.

PLANNING DEPARTMENT:

None

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Vice-Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:51pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO