



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

September 14, 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

Absent

David Boone, Alderman
Shane Greer, Alderman

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Scott Dodge, Brighton Police Captain
Ricky Russell, Brighton Fire Chief
Corey Gatlin, Brighton Code Enforcement
Daniel Moore, Brighton Fire Lieutenant
Brad Fowler, Brighton Fire Department
Blaine Max, Brighton Police Lieutenant
Doylen Baskin, Brighton Police Department

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Gus Smith, 147 Phillips, Brighton, TN; Janie Max, 77 Rolling Oaks Cove, Munford, TN; Tommy Hicks, 22910 Main St, Huntingdon, TN; Jennifer Sutphin, 66 Mundell Cove, Brighton, TN; Jeri Taylor, 251 Portersville Rd, Brighton, TN; Joyce Price, 249 Portersville Rd, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, August 10, 2021

Vice Mayor Sartain made a motion to approve the minutes as written. The motion was seconded by Alderman Foster. 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

Tommy Hicks and Janie Max, 183 North Main Street, Brighton

They inherited the house at 183 North Main Street, Brighton, TN. To sell the property, they had to obtain a survey. They were advised by the Real Estate Attorney, that there was an alleyway (behind the house) and easement (from the street to the railroad tracks) that belongs to the Town of Brighton. They presume this occurred when the city was laid out. They are requesting that the Town sign a Quit Claim Deed so they can sell the property. Mr. Briles, Public Works Director, verified that there aren't any lines running through this area. **Vice Mayor Sartain made a motion to approve the quit claim deed from 183 North Main St that will put back into their ownership a 50' gap and 15' alleyway. Alderman Foster seconded the motion. All approved. Motion passed.**

Jennifer Sutphin, 66 Mundell Cove, Brighton

Ms. Sutphin expressed concerns about the pallet fence on Mundell Cove. Mr. Gatlin, Code Enforcement, responded.

Joyce Price, 249 Portersville Rd, Brighton

Mrs. Price expressed concerns about the property across from her. The owner have been staying in RV over the weekend. She wants to know if that is considered "living" on the property. Mr. Gatlin, Code Enforcement, responded.

Mr. Price would also like to get a street sign added. The maps show it as Old Portersville Rd but her address is Portersville Rd. It is a dead end street. Mr. Briles, Public Works Director, stated they will research and get back with her.

Gus Smith, 147 Phillips, Brighton

Mr. Smith expressed concerns about the property taxes rate. Mayor Chapman Washam responded.

Mr. Smith expressed concerns about Mathis Street being repaired. Mayor Chapman Washam responded.

DEPARTMENTAL REPORTS

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

Chief Russell informed the Board of Mayor and Alderman that the van was sold for \$3,250.00. He would like to increase the salary budget based on the sale of the van. The \$3,250.00 is the net amount. Govdeals fee has already been deducted from that price.

Chief Russell asked about fire subscriptions. He wanted to know where the Town was on adopting an ordinance so they can get started. Mayor Chapman Washam responded. In the meantime, they will start working on the addresses. He is also requesting the subscription fee to be \$70.00.

Chief Russell asked about the decals for his fire chief truck. He would like to follow the police department and have ghost decals. Alderman Foster did not agree. The Board of Mayor and Alderman would like for him to get a decal that identifies the vehicle as Brighton Fire Department.

Police Department: Mr. Scott Dodge, Brighton Police Captain, presented the monthly status report (see attached report).

Captain Dodge expressed it was a slow month. They had an officer out with training and another officer out with COVID. Dispatch was also hit hard with COVID. An emergency crew came in from Nashville to help out with dispatch. During that time, they requested officers to only do emergency stops.

Lieutenant Max gave an update on the new police cars.

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

Mr. Briles expressed concerns about three trees in the city limits that need to be cut down. Two are on Kenwood and one is on Timbs. He has only received two quotes. He will try to get a 3rd quote.

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.

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

- **The Lead and Copper Sampling Certificate has been submitted to and accepted by the State with all samples being well below the Action Levels. Also, the Town's Total Trihalomethane (TTHM) and Halogenated Acetic Acids (HAA) sample results have been received and are all below the Maximum Contaminant Levels.**
- **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.**

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

Parks Department

Fall Festival

Mayor Chapman Washam reminded everyone that the Brighton Fall Festival will be held on October 23, 2021 at the park. It will include vendors, food trucks, a cornhole tournament, a car show benefiting Amanda's Way, a petting zoo and a kid zone. The vendor booth rental is \$40.00

and the food truck rental is \$100.00. Applications can be picked up at Town Hall or via email at parkandrec@townofbrighton.com.

Basketball

Registration for the Brighton Basketball League will begin in October. Coaches will be needed.

Southwest Electric

Vice Mayor Sartain advised everyone that Southwest Electric offers a grant every quarter. She will be applying for a grant on behalf of the Brighton Parks Department to get LED lighting.

Planning Commission

Mayor Chapman Washam stated that there will be a Planning Commission Meeting next month. One item on the agenda will be a discussion on the Hwy 51 fence. The results and suggestions based on the findings of a study will be presented.

OLD BUSINESS

None

NEW BUSINESS

ADP Payroll Software

Ms. McKinney, Brighton Town Recorder, discussed the information provided by the payroll software company. They would be a third party vendor completing our payroll. The employees would be able to clock in/out from their mobile device, see their check stubs, W2's, and etc. This company would be responsible for processing the payroll, paying the employees, completing payroll tax payments, and quarterly reporting. Vice Mayor suggested finding a mobile company like "On the Clock" that you could use for clocking in/out and then importing that information into our software. After a brief conversation, no motion was made.

First Citizens Bank

Ms. McKinney, Brighton Town Recorder, discussed a meeting she had with First Citizens Bank of Atoka regarding moving all accounts to their financial institution. After a brief discussion, the Board decided to wait to see if any other financial institutions replied back before making a decision.

FROM THE BOARD OF MAYOR AND ALDERMEN

Angel Tree

Mayor Chapman Washam learned recently that Angel Tree will no longer be servicing the schools. She spoke with a couple of school guidance counselors and stated that the Town of Brighton will step up to help them. The Town of Brighton will be sharing posts on ways for the citizens to help. She would also like to see each department and their employees sponsor a family.

Vacant Building Across from Brighton Elementary School

Mayor Chapman Washam mentioned to the Board that she, Ms. McKinney and Mr. Gatlin visited the vacant building across from the Brighton Elementary School. Since our Town Hall is not currently ADA Compliant and/or Pandemic Compliant, she thought that may be a great location to relocate Town Hall. A price has not been quoted by the owner at this time.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Foster. All approved. Motion carried. The meeting adjourned at 8:15pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO