



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

October 11, 2022

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:01p.m.

ROLL CALL

Present

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

Absent

Shane Greer, Alderman

Others Attending:

Tammy McKinney, CMFO
Mike Durham, Brighton Police Chief
Johnathon Briles, Brighton Public Works Director
Shelby Combs, Town Attorney

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Alice Wakefield, 33 Huffman Dr, Brighton, TN;

APPROVAL OF MINUTES

Minutes Approval: Regularly Scheduled Board Meeting September 13, 2022

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

FINANCIAL REPORTS/PAYMENT OF BILLS

Alderman Foster made a motion to approve the bills as presented. Vice Mayor Sartain seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

None

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Mayor Chapman Washam presented the monthly status report.

Ordinance

An ordinance regulating open burning within the city was presented to the Board of Mayor and Aldermen for a Second Reading. **Vice Mayor Sartain made a motion to approve the Second Reading of this Ordinance. Alderman Foster seconded the motion. All approved. Motion carried.**

POLICE DEPARTMENT: Mr. Mike Durham, Brighton Police Chief, presented the monthly status report.

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

Pump Stations

There was a discussion about developing a plan to update all of the pump stations.

Old Highway 51 S

There was a discussion about reducing the speed on Old Hwy 51.

Tree Removal on Sherrill Street

Director Briles received quotes for three trees to be removed prior to paving Sherrill Street. **Alderman Foster made a motion to accept the Ron's Tree Service bid. Alderwoman Gardner seconded the motion. All approved. Motion carried.**

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.

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

CODE ENFORCEMENT DEPARTMENT: Mayor Chapman Washam presented the monthly status report.

Ordinance

An ordinance to establish a municipal offense for blowing grass and debris into public streets was presented to the Board of Mayor and Aldermen for a Second Reading. **Alderwoman Gardner made a motion to approve the ordinance. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

PARKS DEPARTMENT:

Fall Festival

We have 45 vendors registered and three food trucks (Cousin's Main Lobster, Grillin and Chillin Something Different and Paradise Grill) registered for the event. We still need silent auction items and swag bag items for the vendors.

Youth Basketball

Basketball signups are still going on. The cost is \$90.00. That includes a jersey, 10 regular games and a tournament. Games will be played during the week.

PLANNING DEPARTMENT:

None.

OLD BUSINESS

Microphones for Boardroom

The Mayor is still waiting on a couple of quotes.

TDEC

The Mayor stated the County had their meeting last night. They passed a couple of resolutions.

However, no one knows the specifics of those passed resolutions. CDBG and our engineer suggested we wait until we have more information and have a Special Called Meeting.

NEW BUSINESS

Grand Opening

The tentative date for the Town Hall Grand Opening is October 28th at 11:00am.

Utility Board Training

The Mayor received a letter from the Comptroller stating the Board is not in compliance with utility board training. All board members need to get 12 hours of utility board training asap.

FROM THE BOARD OF MAYOR AND ALDERMEN

None

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Foster seconded the motion. All approved. Motion carried. The meeting adjourned at 7:30pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO