



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

October 12, 2021

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:02m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice-Mayor
Eunice Foster, Alderman
Shane Greer, Alderman

Absent

David Boone, Alderman

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Scott Dodge, Brighton Police Captain
Aubrey Foreman, Brighton Public Works
Corey Gatlin, Brighton Code Enforcement
Daniel Moore, Brighton Fire Lieutenant
Brad Fowler, Brighton Fire Department
Mike Durham, Brighton Police Chief
Joshua Mobley, Brighton SRO
Grayson Huggins, Brighton Police Dept

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Gus Smith St, 147 Phillips, Brighton, TN; David Copeland, 4110 Brighton Clopton Rd, Brighton, TN; Christi Meeks, 21 Roseland Hills Dr, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, September 14, 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. Alderman Greer made a motion to approve the Town's bills as presented. The motion was seconded by Vice Mayor Sartain. All approved. Motion carried.

CITIZEN CONCERNS

Gus Smith, 147 Phillips St, Brighton, TN

Mr. Smith expressed concerns about if the Board of Mayor and Aldermen had enough for a quorum at last month's meeting. Mayor Chapman-Washam responded.

Mr. Smith expressed concerns about the Town maintaining Mathis Street. Mayor Chapman-Washam replied.

Mr. Smith asked if City Hall was relocating. Mayor Chapman-Washam replied.

DEPARTMENTAL REPORTS

Fire Department: Mr. Daniel Moore, Brighton Fire Lieutenant, presented the monthly status report (see attached report).

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

Mr. Scott Dodge, Brighton Police Captain was given the floor.

Captain Dodge inquired about Halloween. Will it be celebrated on Saturday or Sunday this year? Mayor Chapman-Washam replied it will be on Sunday. They will pass out candy, hot dogs and drinks starting at approximately 6:30pm.

Captain Dodge expressed concerns about the additional funding needed to lease the two new vehicles ordered through Ford. The additional funding is based on extra fees added by the dealership and interest. Mayor Chapman-Washam responded.

Captain Dodge made the Board of Mayor and Aldermen aware of Officer Bryant's accident at the recent Brighton High School Football game. He was in pursuit and tripped over a small child which resulted with him breaking his wrist. He had surgery last Thursday. The issue is he was technically working for

the Tipton County Board of Education. Per the representative for the Tipton County Board of Education, they will not be paying for his surgery or for any time off. He and Chief Durham have donated some of their sick time to him. Captain Dodge would like to request the Town pay him until he is able to come back on light duty. There was a brief discussion. The first plan of action will be to meet with the Tipton County School Board.

Chief Durham introduced his new officer, Grayson Huggins.

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

Vice Mayor Sartain asked Director Briles if he would look to see what it would involve for Mathis Street to be maintained.

Alderman Greer expressed concerns about the fencing at 196 Woodlawn Trace. There's a sink hole between those two properties that needs a fence around it.

Alderman Greer expressed concerns about the hole at Wylie Drive and Bloomington Drive. The fencing has been removed but the posts are still sticking out of the ground. It's been like that awhile. The fencing needs to be put back up.

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 Town's AWWA Water Audit for FY 2020 has been completed and submitted to Mr. Hunter for inclusion in the Town's FY 2020 Audit. A copy of the audit is available tonight for your review.**
- **The EPA requires that all water systems serving between 3,000 and 50,000 persons submit an American Water Infrastructure Act Risk and Resilience Assessment. This assessment has been completed and submitted to the EPA. A copy is included in your meeting packet tonight.**

There was a discussion about the American Water Infrastructure Act Risk and Resilience Assessment. Alderman Greer asked if our pump stations had a backup power resource. Mayor Chapman-Washam stated she had applied for a grant to purchase generators through TEMA. Vice Mayor Sartain stated she could add generators to her Southwest Electric grant.

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

Mr. Gatlin is working with our City Planner, Will Radford, on updating our Municipal Zoning Ordinance.

Currently, the code violations letters are being mailed certified. The certified mailing cost is over \$7.00 per letter. Mr. Gatlin stated that about 80% of the letters are being returned. So, we are wasting that money. He would like to try sending letters via regular mail first before going the certified route. Alderman Greer suggested maybe a door hanger. After a brief discussion, the Board of Mayor and Aldermen agreed to try a door hanger prior to a certified mail.

Parks Department

Farmer's Market

Christi Meeks presented her thoughts about starting a Farmers Market in Brighton. She recently moved here from Bartlett where she was the Director of Communication and Farmer's Market Manager for the

Chamber of Commerce. When she moved here, she noticed there wasn't a market to serve Tipton County other than Covington, Bartlett or the AgriCenter. She would like to start a Farmer's Market in Brighton and possibly a community garden and classes. A Farmer's Market could open up grant options for the Town and support community involvement. You can register the market to accept SNAP and EBT benefits. She was thinking it would run from May to October with not only food vendors but limited artisan vendors as well. With the Farmer's Market just starting up, she would like to do the 1st and 3rd week of the month (Thursday from 5:00pm to 8:00pm and Saturday from 8:00am to 11:00am). The vendors would set up using "pop up tents". A market season fee of \$25.00 was suggested. You can get t-shirt and reusable bag sponsors along with regular market sponsors. She suggested that we team up with Baptist to have a wellness booth. If approved, we have plenty of time to develop it, lay it out properly and get a volunteer board before next year. The Board of Mayor and Aldermen verbally agreed to move forward with this idea.

Basketball

We are currently having basketball signups until November 5th for ages 4 to 18. The fee is \$85.00. Signups can be completed online. You can also sign up in person at the Fall Fest.

Fall Fest

The Fall Fest is being held on October 23rd between 10:00am and 4:00pm at the Park. There will be a cornhole tournament held in the gymnasium. The fee for beginners is \$40.00 and the fees for advanced is \$60.00. You can sign up in advance or at the door. All fees from the cornhole tournament will go to repairs for the gymnasium. Amanda's Way Car Show will be here. Central Baptist Church will be doing the kid zone. There will also be a petting zoo, food trucks and a silent auction. All proceeds from the silent auction will also go to repairs for the gymnasium. For a cash donation, you will get a banner that will be hung in the gym during basketball season.

Planning Commission

The minutes from the meeting held on September 28, 2021 were provided.

HWY 51 Corridor

Mayor Chapman-Washam wanted to invite everyone to next month's Planning Commission Meeting that will be held on October 26th at 6:00pm. The WSP and TDOT will be there to discuss the Hwy 51 Corridor.

OLD BUSINESS

Water Bills

Alderman Greer expressed concerns about the delivery of the water bills especially with the recent issues with the United States Postal Service. The Town is updating customer phone numbers so we can utilize the new phone callout service.

ADP

Alderman Greer asked for an update on the ADP Payroll Service. It was discussed at the last Board Meeting. **After a brief discussion, Alderman Greer made a motion to move forward with the original ADP proposal. Vice Mayor Sartain seconded the motion. All approved. Motion passed.**

Audit

Alderman Greer asked for an update regarding our audit. Mayor Chapman Washam stated that she actually spoke with Mr. Hunter today and he said they will have it completed ASAP. Mrs. McKinney, Town CMFO, gave an update on the new auditing firm.

NEW BUSINESS

Sewer Meeting

Mayor Chapman-Washam discussed the meeting she attended with the Town of Atoka and the City of Munford concerning the sewer. They are requesting that the Town of Brighton add a new master meter at the Dale Smith pump station. They don't think our meter is registering properly. Director Briles described the issue with the Board. The City of Munford would also like the Town of Brighton to partially pay for the new pipe replacement from the Munford treatment plant to the Mississippi River. They are requesting the Town of Brighton to do a population growth study.

FYE 2022 Budget Amendment

A budget amendment was presented to the Board of Mayor and Aldermen. **Alderman Foster made a motion to approve the FYE 2022 Budget Amendment. Vice Mayor Sartain seconded the motion. All approved. Motion Passed.**

FROM THE BOARD OF MAYOR AND ALDERMEN

Ribbon Tying

There will be a ribbon tying at Horizon Reality on Friday, October 15th, at 11:00am.

There will be a ribbon tying at Oaklawn Heights on October 29th at noon.

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 8:45pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO