



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

November 8, 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
Shane Greer, Alderman

Absent

Others Attending:

Tammy McKinney, CMFO
Mike Durham, Brighton Police Chief
Johnathon Briles, Brighton Public Works Director
M.O. Eckel, Town Attorney
Blaine Max, Brighton Police Sergeant
J.D. McNeal, Brighton Police Department
David Braden, Poplar Grove Utility
Lee Tate, Brighton Public Works
Corey Gatlin, Code Enforcement

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN;

APPROVAL OF MINUTES

Minutes Approval: Regularly Scheduled Board Meeting October 11, 2022 Special Called Meeting October 24, 2022

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

FINANCIAL REPORTS/PAYMENT OF BILLS

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

CITIZEN CONCERNS

None

DEPARTMENTAL REPORTS

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

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

New Police Officer

Chief Durham introduced the newly hired police officer, JD McNeal, as Lamer. Sergeant Max corrected him.

Departmental Issues

Chief Durham presented the Board of Mayor and Aldermen a copy of the letters of resignation for the last few officers that have resigned. Mayor Chapman Washam stated that she has seen the letters and has performed exit interviews with each of them. She stated their reasons for leaving documented in the letters (more money) was not the same as discussed in the exit interviews. Vice Mayor Sartain agreed with the Mayor. Vice Mayor Sartain continued by saying in the exit interviews the officers discussed in-house leadership as being a problem. The Mayor and Vice Mayor and the Mayor and Alderman Gardner previously met with Chief Durham on two separate occasions concerning the vacant positions, providing staff for SRO's, school traffic and his 90 day probation.

There was a concern regarding the school traffic at the high school. Vice Mayor Sartain stated her phone blew up because of what a mess it was. The Mayor said after talking to Chief Durham, it was decided that Dodge would cover the school on Monday & Tuesday and Max Wednesday, Thursday and Friday and Chief Durham would direct the traffic. Well, Chief Durham didn't do the traffic and Dodge wasn't covering the school. Mayor Chapman Washam said this was talked about last Thursday and Friday. Then she received a text from Chief Durham on Sunday that said "what do you think about Max working

in the school Monday?" She replied "No. That's not what we said". She asked Chief Durham "who worked in the school yesterday?" He replied "I guess nobody did". She replied "Max did". Mayor Chapman Washam also stated the county was covering the high school which was also previously discussed. Yet, Grayson was at the high school yesterday. Chief Durham said "we did not say I was going to do traffic". He thought Dodge was going to do the traffic in the morning and the afternoon. He quoted the Mayor saying "you shouldn't have to do it because you are the Police Chief". That's the last thing I heard. The Mayor said we were talking "in general" because SRO's can't be pulled from the school. But for this week, you said you would do the traffic. Chief Durham said he and Dodge did the traffic yesterday together. The Mayor said you must have been late because they started getting calls. Chief Durham said whomever is telling you this is not telling the truth. The Mayor replied that they are sending pictures. Chief Durham said "we were there". He continued with what little people they have, they are doing the best they can. Chief Durham also made the comment that they are being judged. The Mayor said people are coming to them and telling them. Chief Durham said "I don't care about those people". She replied "I know you don't. You have proven that".

Vice Mayor Sartain intervened. She said the officers say one thing but these letters say something else. Chief Durham said he was on a 90 day probation based on what an officer said. Vice Mayor Sartain verified it wasn't just one officer. She is not faulting anyone for leaving. She just knows what they have been told at every meeting by someone that wants to come talk to them about it. Yet, they won't sit down with you. She said it is an embarrassment what has gone on at the schools. Chief Durham said that it wasn't he fault. When those people walked out the door, they left. The Mayor said "if it's your department it's your problem". Chief Durham said he knew it was his department but he is doing the very best he can do with what he has. He said they can blame me but it's not his fault. Chief Durham addressed Sergeant Max. He said that Sergeant Max was supposed to direct traffic today. Mayor Chapman Washam said a trooper was there today because the Athletic Director was directing traffic at first. The State Trooper stopped and told him that he couldn't be out there. Sergeant Max said they were supposed to direct traffic but they got a suicide call that they had to take. Mayor Chapman Washam asked Sergeant Max if he was in the school today. Sergeant Max stated he had court today. Chief Durham told the Mayor that she needs to let him run the police department because he knows what's going on. The Mayor said "No. Clearly you don't". Chief exclaimed "Clearly I do". Chief Durham said "I've been doing this for 13 years. I've been in law enforcement for 27. How long have you been a Mayor?" He repeated "How long have you been a Mayor". Mayor Chapman Washam warned him to "Tone it Down Now". She continued by saying he was being very disrespectful and that's why people won't come to him and talk to him. Chief Durham replied that she was very disrespectful to him.

Alderman Foster wanted to be explained again why the State Trooper was directing traffic. Alderwoman Gardner said when they met with the Chief she thought that Dodge and the Chief were going to split the traffic between morning and afternoon. Then the Chief decided Dodge was going to do the traffic and that he would be in the middle school on Monday and Tuesday. Alderman Foster said that either way it was the Chief or Captain's job to make sure the position was covered. The Chief is the head of the department. Chief Durham said that they are stretched thin. Sergeant Max had to go on a suicide call. Chief Durham stated he has to pick up his granddaughter at 2:30pm from Covington. Captain Dodge did not stay over. He didn't know why he didn't but he will find out tomorrow. Alderman Foster said when a position is not being covered then it falls back on the Chief. Chief Durham said "naw". Alderman Foster said "Sure it do. You're the Chief". Chief Durham said get me some more people. Alderman Foster explained that the department is going through a phase right now, He continued "until we make it through that phase, he was the Chief and he needed to make sure it's covered". Chief Durham said he can't be at the department 24/7. He depends on "these guys" to step it up. Mayor Chapman Washam said there are times when you are shorthanded that you will need to step up and do stuff that a Chief

doesn't normally do. Chief Durham said "I do". She said putting a street officer on traffic duty is not it. The Mayor continued "he gets a suicide call...he just stops in the middle of traffic and let people run over each?" Chief Durham asked Sergeant Max if he could have finished doing traffic and wait on the suicide call? Sergeant Max responded "no". The Mayor said he was the Chief. Can he not make the Captain stay? Chief Durham said yes he could. The Chief said Dodge was supposed to do it but he didn't do it and he doesn't know why. Chief Durham said he drove through there today on his way to pick up his granddaughter in Covington and the trooper was there. Alderman Foster asked Chief Durham if he designated Dodge to take care of that. Chief Durham replied that he did. Alderman Foster said "well then you need to tighten him up". The Mayor said it wasn't covered yesterday or today. Chief Durham said it was covered yesterday and it was covered the day before. The Mayor clarified that yesterday was Monday. Chief Durham said it was covered today. The Mayor said "by a state trooper". Mayor Chapman Washam said it wasn't covered yesterday at first. Chief Durham said it was covered in the morning and this morning. Sergeant Max said yesterday was his fault because he got the wrong time for traffic and when he realized it; it was already 2:45pm. Mayor Chapman Washam said they didn't want the SRO's out of the school. The school administration wants them there in the morning and in the afternoon because that's their busiest times for fights.

Chief Durham ended by saying "I would appreciate that you treat me like I treat you". The Mayor replied "I don't think you want me to do that. Trust me".

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

Water Loss

Alderman Greer asked about the water loss that has occurred the last few months. Director Briles replied. The leak previous found and repaired on Sherrill Street was not the cause of the water loss. Director Briles suggested getting an outside agency to use their resources to search for the possible leak causing the water loss. Mr. Braden explained the process that the outside agency may take in order to find the leak. Alderman Greer asked for a report that shows the efforts/progress made to find the leak. Director Briles said he could possibly put together a vague report. Alderman Greer asked if it was possible the information being collected at billing could be incorrect. Mr. Braden said this all occurred after the large water leak at Brighton Village Loop. The water flows checked at the master meter have remained the same increased volume but the monthly billing hasn't seen that same increase. However, he would be happy to get the information from Ms. McKinney to review to be sure. **Alderman Foster made a motion to accept bids from outside agencies. Alderman Greer seconded the motion. All approved. Motion carried.**

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.)
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.

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: Mr. Corey Gatlin, Brighton Code Enforcement, presented the monthly status report.

PARKS DEPARTMENT:

Fall Festival

The Fall Fest had to be moved indoors at Brighton Elementary School due to the threat of rain. It was still a success.

Youth Basketball

Basketball evaluations were conducted last night. There were 135 participants. Practices started tonight.

PLANNING DEPARTMENT:

None.

OLD BUSINESS

Hunter's Hollow

Vice Mayor Sartain spoke to some of residents of Hunter's Hollow. The ones she spoke with were fine with the change in the speed limit that has been previously discussed. The "Children At Play" sign has been ordered.

NEW BUSINESS

Personnel Policy Ordinance

The revised personnel policy was presented to the Board of Mayor and Aldermen. **Alderman Gardner made a motion to accept the First Reading of the Ordinance to repeal ordinance 2017-06-13-02 in its entirety and substitute the following to establish a personnel policy for the Town of Brighton, Tennessee. Vice Mayor Sartain seconded the motion. All approved. Motion carried.** Ms. McKinney, CMFO, had the following questions/changes for the personnel policy.

1. Page 5 - It states that employees shall accrue vacation leave monthly. We currently accrue vacation time weekly. Does that wording need to be changed? The Mayor agreed to get this changed.
2. Page 5 – It states that vacation leave will start to accrue at 6 months. Ms. McKinney asked if that could be considered to be changed to 3 months. That may be something we can use to entice a new employee. The Board was not in favor of changing this time period at this time.
3. Page 5 – The signed form should be turned in along with the employee’s time sheet to the payroll clerk. Failure to receive prior approval for Vacation Leave will result in progressive discipline up to and including termination of employment. A “signed sheet” is no longer turned in to the payroll clerk since we have started ADP for payroll. Mr. Eckel, Town Attorney, suggested stating “to the payroll clerk via the employee supervisor”.
4. Page 6 – Vacation Leave Requests for 4 or more days require a 30 day notice. Vacation Leave Requests for 1 -3 days require a week notice. Ms. McKinney wanted to know what would happen if these requirements were not met. Would the employee be denied? Could they still take the time off without pay? Could the employee actually lose their job if they took the time off without proper notice? There was a brief discussion that followed. The Mayor stated that Mr. Voss, MTAS, told them that this would be an organized way for scheduling time off. You won’t have two or three people off at one time which has happened more than once.
5. Page 6 – It says “Sick leave **my** not be taken until it is earned”. My needs to be changed to may.
6. Page 8 – It says “An employee who is absent because of illness shall notify his/her supervisor or other appropriate person as soon as possible **buy** at least start of the workday in which the employee will be absent”. Buy needs to be changed to by.
7. Page 15 - Vacation and Sick Leave are considered time worked for overtime purposes. Ms. McKinney said currently you must have 40 hours of “time worked” to be considered for overtime. Vacation and Sick Leave are not included. There was a brief discussion that followed. The Board agreed to change the overtime to “time worked”.
8. Page 15 – The maximum number of hours which may be accrued for non-exempt employees is 40 hours. Ms. McKinney wanted to know how to proceed with the employees that have over 40 hours of comp time accrued when this personnel policy gets approved. The Mayor agreed that you can earn any more comp time until you have less than 40 hours accrued. Ms. McKinney asked if the SRO’s would fall under the same policy. The Board agreed they were included in this 40 week cap.

9. Page 16 – Records of employee compensatory balances for non-exempt employees will be maintained by the town recorder for the payroll system. Ms. McKinney wanted to verify this was meaning the records are being kept in ADP.
10. Page 21 – All police department records should be requested via the Police Chief. Mr. Eckel suggested that all requests should funnel through the Town Recorder. Then, the Town Recorder would forward to the Police Chief or the Fire Chief. He also suggested that he would like to see the requests, especially to other attorneys, to make sure the Town is supplying the correct information.
11. Page 22 – All **town** of Brighton employees are employees-at-will. Town should be capitalized.

FROM THE BOARD OF MAYOR AND ALDERMEN

Grand Opening

The Mayor mentioned that the Grand Opening was very successful.

Vacant Lot (Next Door to Town Hall)

Mr. Donald Fowler purchased this lot to move his wife's business Tina's Touch to Brighton. After receiving several bids to build it, they are not going to be able to do it. Before he puts the property on the market, he wanted to see if the Town of Brighton would like to purchase it. The land is .532 acres and he would sell to the Town for \$45,000.00. It currently appraises for \$90,000.00. **Alderman Gardner made a motion to move forward with purchasing the lot. The motion was seconded by Alderman Foster.**

Yay

Vice Mayor Sartain

Alderman Foster

Alderman Gardner

Nay

Alderman Greer

Motion Passed,

Resignation

Alderman Greer presented his letter of resignation effective December 31, 2022.

ADJOURNMENT

Alderman Greer made a motion to adjourn. Vice Mayor Sartain seconded the motion. All approved. Motion carried. The meeting adjourned at 8:38pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO