



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

November 9, 2021

7:00 PM

CALL TO ORDER

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

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
David Braden, Poplar Grove Utility
Scott Dodge, Brighton Police Captain
Blaine Max, Brighton Police Lieutenant
Grayson Huggins, Brighton Police Department
Aubrey Foreman, Brighton Public Works
Ricky Russell, Brighton Fire Chief
Daniel Moore, Brighton Fire Lieutenant
Mike Durham, Brighton Police Chief
Mallory Box, Brighton Town Clerk
Tammy French, Brighton Town Clerk
MO Eckel, Town Attorney

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Steve and Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; David Copeland, 4110 Brighton Clopton, Brighton, TN; Sarah Crocker, 145 Ben Lane, Brighton, TN; Jonathan Murphy, 136 Windward Place, Brighton, TN; Kamillah Kelly, Memphis Area Association of Governments; Boy Scout Troop 260

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, October 12, 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 Greer. All approved. Motion carried.

CITIZEN CONCERNS

Steve Gardner, 347 Miss Helen Circle

Mr. Gardner expressed concerns about Alderman Boone. He requested to read "on record" a timeline of public knowledge facts beginning August 5, 2020 until present date.

DEPARTMENTAL REPORTS

Fire Department: Mr. Ricky Russell, Brighton Fire Chief, presented the monthly status report (see attached report). The report included in the packet was incorrect. He had revised ones printed for the Board of Mayor and Aldermen.

Chief Russell stated they are about 50% completed with testing the fire hydrants.

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

Grayson Huggins will be attending the Police Academy in January 2022.

Chief Durham requested that the money from selling the Chevy truck be appropriated to Capital Outlay 110-42100-900. This will be used as additional money to purchase the vehicles due to Ford increasing the lease amount.

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

Vice Mayor Sartain asked about Portersville. Director Briles gave an update.

Vice Mayor Sartain wanted to state on record that rock has been added to East Mathis to maintain the road.

Mr. 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.

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

Alderman Foster wanted to thank Mr. Braden for his assistance with the City of Munford on getting a gas line ran on Sherrill Street.

Building / Code Enforcement: Mayor Chapman-Washam presented the monthly status report (see attached report).

Parks Department

Basketball

We are currently having basketball signups. Signups have been extended until November 12th for ages 4 to 18. The fee is \$85.00. Signups can be completed online or in person at Town Hall. You can also sign up in person at the Fall Fest.

Fall Fest

The Fall Fest was successful.

Christmas Parade

The Christmas parade is December 6th and they will be following the old route. Parade line up will start at 5:30pm and judging will begin at 6:15pm. Applications for the parade can be found online. The Mayor and Aldermen will be responsible for their own cars to ride in the parade.

Flag Retirement Ceremony

The Boy Scout Troop 260 will be holding a Flag Retirement Ceremony on Veteran's Day at 6:30pm.

Planning Commission

The minutes from the meeting held on October 26, 2021 were provided.

HWY 51 Corridor Study

Resolution #11092021 was presented to the Board of Mayor and Aldermen. This resolution is to approve and adopt the US 51/SR 3 Corridor Study. **After a brief discussion, Alderman Greer made a motion to approve and adopt the findings in Resolution #11092021. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

Flood Plain Zoning Ordinance

The Municipal Floodplain Zoning Ordinance was presented to the Board of Mayor and Aldermen. **Alderman Greer made a motion to approve the First Reading of the Municipal Floodplain Zoning Ordinance. The motion was seconded by Alderman Foster. All approved. Motion carried.**

OLD BUSINESS

FYE 2022 Budget Amendment

A budget amendment was presented to the Board of Mayor and Aldermen. **Vice Mayor Sartain made a motion to approve an ordinance to amend the FYE 2022 Budget Ordinance. Ordinance #20211109 and in this to move \$6500.00 from the sale of a white Chevy for the police department (\$4000.00 to Capital Outlay and \$2500.00 to Equipment). It is also understood that they would not use the entire \$4000.00 if it's not needed. Alderman Foster seconded the motion. All approved. Motion Passed.**

NEW BUSINESS

ARP Grant

Ms. Tammy McKinney, Brighton CMFO, discussed the ARP funding. After a brief discussion, the Board of Mayor and Aldermen would like for Ms. McKinney to start an LGIP account for the funds.

Ms. Kamillah Kelly stated that Memphis Area Association of Governments is helping small towns with the documentation for the American Rescue Plan. You will need to contact either Ralph Morris or Kelvin Willis.

Additional Budget Amendment

Public Works Director Briles would like to request a budget amendment using the funds from selling the dump truck and the trailer to purchase a trench box, to repair the wall at the shop and air conditioning in the break room. **After a brief discussion Vice Mayor Sartain made a motion to go forward with ordering the trench box at the cost of \$5,254.00. The motion was seconded by Alderman Foster. All approved. Motion carried.**

FROM THE BOARD OF MAYOR AND ALDERMEN

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8:16pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO