



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

December 8, 2020

7:00 PM

Due to COVID concerns, this meeting was held at Brighton Baptist Church, 132 East Woodlawn Ave, Brighton, TN 38011

CALL TO ORDER

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

ROLL CALL

Present

Sarah Crocker, Mayor
Stephanie Chapman-Washam, Alderwoman
Shane Greer, Alderman
Kenny Hall, Alderman

Absent

George Smith, Alderman

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
Aubrey Foreman, Brighton Public Works
David Braden, Poplar Grove Utility
Mike Durham, Brighton Police Chief
Scott Dodge, Brighton Police Captain
M.O. Eckel, Eckel & Associates
Jeremy Armstrong, Eckel & Associates
Rikki Erwin, Eckel & Associates

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Brighton, TN; Denise and Sarah Sartain, 494 Royal Oaks Drive, Brighton, TN; The Washam Family, 124 Woodlawn Plantation Drive, Brighton, TN; Eric and Teresa Lumsden, 659 Collierville Arlington Rd, Collierville, TN; Linda Chapman, 863 Giltedge, Munford, TN; Raymond Stafford, Munford, TN; Moe Eubanks, 120 Oil Mill Rd, Covington, TN; Theodore Brown Sr., 36 Jill Cove, Atoka, TN; David Copeland, Brighton, TN; Jonathan Murphy, Brighton, TN; Brian and Stacy Thompson, 2814 McCulley St, Bartlett, TN; Evelyn Burk, 1057 Charles Place, Munford, TN; Jolie Schuler, Brighton, TN; The Terry F, 1290 Sadler School Rd, Brighton, TN;

Tipton County Executive, Mr. Jeff Huffman, sworn in the newly elected officials.

Stephanie Chapman-Washam, Mayor

Melissa Sartain, Vice-Mayor

David Boone, Alderman

Eunice Foster, Alderman

Shane Greer, Alderman

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam.

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting, November 10, 2020

Alderman Greer made a motion to approve the minutes as written. The motion was seconded by Alderwoman Sartain. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

The financial report was presented. Alderwoman Sartain made a motion to approve the Town's bills as presented. The motion was seconded by Alderman Foster. All approved. Motion carried.

Alderman Greer asked about the Marbury Construction payment that was asked to be held from last month's meeting until work was completed. There was a discussion about the completed work. The Board agreed to void the payment. A punch list will be developed and once that is completed, the invoice will be paid.

Alderman Greer asked how much revenue has been collected by gym rental. Ms. McKinney did not have the information available. She will email the Board that information.

CITIZEN CONCERNS

None.

DEPARTMENTAL REPORTS

Fire Department: Mayor Chapman-Washam presented the monthly status report. (See attached report).

The fire department is requesting to sell the Ford Crown Victoria on govdeals.com. The Board verbally agreed to sell this vehicle.

Police Department: Chief Durham presented the monthly status report (see attached report).

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

Mr. 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. We believe that most of the problems are related to the lack of maintenance of the high school's and middle school's septic tanks. KEC and I have prepared a finding report and a suggested preventative maintenance program for the school's septic tanks and all pump stations. I recommend that the Mayor and the Board adopt this plan. **Update 12/10/19:** Upon recommendation of KEC, Public Works has begun having the schools' septic tanks and the three main pump stations (Southwest, High School and Dale Smith) cleaned semi-annually. At this time, this program appears to be working by controlling the volume of wet wipes. Mr. Briles, Mr. Foreman and I will continue to monitor this program and make regular reports back to the Mayor and Board. **Update 01/14/2020:** Approximately one week after the new pump was installed at the Dale Smith Pump Station, Public Works employees noticed that the intake screen was beginning to be clogged with wet wipes. The pump was immediately shut down and the intake screen was cleaned by Mid-South Septic. Because of this problem, Public Works entire staff, Ken King, Alex Somboona and I met at the station on Wednesday, January 8th to evaluate the problem and discuss solutions. After input from everyone, it was determined that the best resolution

is a 5,000 gallon septic tank that all wastewater flows into before it goes to the Dale Smith Wetwell where the pumps are located. To test the effectiveness of this potential solution, it was determined that by installing an elevated outlet pipe with a screen on it in the existing manhole just prior to the Wetwell could indicate whether this would work or not. Public Works is currently waiting on quotes for the installation of this pipe. KEC has prepared a report which you have before you tonight. **Update 02/11/2020:** The elevated pipe was installed in the manhole and is highly effective in keeping solids from entering the Dale Smith Wetwell. It has been determined that 2-2,000 gallon septic tanks placed in series will be the most effective, permanent solution to contain the solids. KEC is drafting plans for the septic tanks and is in communication with TDOT concerning the placement of these tanks. **Update 03/10/2020:** Events over the past month have indicated that the installation of the septic tanks ahead of the Dale Smith Pump Station Wetwell are most definitely needed. Several options are being explored as to the best placement of these tanks. **Update 06/09/2020:** Bids have been taken for the installation of septic tanks. The low bidder is W & T Contracting Corp. Public Works is requesting that the Board approve these bids and award the contract tonight. We are anticipating that the easement from Mr. David Scott will be secured very soon, allowing the project to go forward. **Update 07/14/2020:** W & T Contracting Corp. has agreed to keep their bid good until July 31st in anticipation of the secured easement from Mr. Scott. Mr. Scott wants his attorney to consult with Mr. Eckel before Mr. Scott signs the easement. **Update 08/11/2020:** Mr. Scott's requested changes to the easement have been made and the revised easement has been submitted to Mr. Scott and the Town's attorney. W & T Contracting has agreed to extend their bid until August 15th. **Update 09/08/2020:** The easement from Mr. Scott has been secured. W & T has submitted the shop drawing for the project and KEC has approved them. The contracts have been executed by W & T and are on the way to Town Hall via UPS. When they are fully executed, W & T will be given a Notice to Proceed by KEC.

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. **Update 02/13/18:** Mr. Chlarson has advised me that he is developing a cost estimate to repair the drainage problems and that this cost estimate should be available to the Town within the next 30-45 days. **Update 03/13/18:** Mr. Chlarson's report and cost estimate has been delivered to the Town. This report only includes the drainage structures that are failing. The Town should seriously consider replacing all the CMP in the areas where the failures are currently occurring. Also, I'm not sure whether Mr. Neill has given the Town a proposal for the Storm Water Ordinance. **Update 04/10/18:** Bids for the CCTV part of the project will be received at 2:00pm on Friday April 13th. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13th for the CCTV part of the project with Mid South Septic being the low bidder at a Base Bid of \$21,752.00. Their bid for the Additive Alternate is \$43,789.50 in case additional scoping is required at McLister and Carrington. **Update 06/12/18:** Some scoping of the drainage systems has occurred, but no reports have been delivered to the Town or KEC. KEC has requested these reports on two different occasions. McLister and Carrington appear to have catch basin problems with the drain pipes being sound. Woodlawn appears to have terrible pipe failures. **Update 07/09/18:** No reports from Mid-South have been delivered to the Town or KEC and no payment has been made to Mid-South. **Update 08/14/18:** No reports have been received from Mid-South, nor has any payment been made to them. Mr. Ault has assured KEC that they have acquired a new camera and will be back on the job soon. **Update 09/11/18:** The reports and videos have been received from Mid-South. KEC has done some spot, site visits to also determine the degree of rust deterioration of the pipes. These spot checks coupled with the video indicate that rather than pipe replacement, Cured-in-Place Pipe coating procedure should be seriously considered by the Board. KEC also believes that the inlet structures can be repaired using an injection process called Polyurethane Pour-in-Place system. Both of these processes are proven methods that require much less disruption to yards and streets. Also at this point, it is my opinion that the Town should start looking at financing options since any grant funding appears

unavailable. **Update 04/09/19:** As everyone is aware, Ms. Mattie Cushman has secured an Imminent Threat Grant for Marshall Road and other severe drainage problems in hopes of following up with a similar grant through normal channels in order to repair all Town drainage problems. This IT grant consist of \$315,000.00 in grant and a matching local funding of \$35,041.00. This is obviously excellent news for the Town. **Update 05/14/2019** – Johnathon has secured the easements for the MarsThey instead paved over the concrete hall Road portion of the project. Securing the one for Wylie Drive has encountered a snag with the property owner requesting \$1,800 for this easement. Mr. Eckel is researching to see if the acquisition of this easement is actually necessary. **Update 08/13/19:** The bid date for the Imminent Threat portion of the project is scheduled for Thursday, August 15th. **Update 09/10/19** – As we are all aware, the bid for the West Oaklawn culvert replacement was extremely high and TCPW has agreed to do the culvert replacement with the Town handling the paving repair and guardrail installation. Also, we are waiting on the State to allow the Town to enter into negotiations with the bidder for the remainder of the bidded project to determine how many repairs can be done with the subdivision. **Update 10/08/19** – On West Oaklawn (Marshall Road), the water main has been replaced allowing TCPW the needed space to replace the culvert. Tomorrow at 2:00pm, the Town will be opening the mini rebid packet from Mr. Marbury. The Town has been awarded a second grant for the drainage repairs in the amount of \$244,000.00 with a local match of \$34,081.00. It is anticipated that most if not all the drainage repairs can be made with both grants if the bidding process is very competitive and the repairs can be done during the dry, summer months. **Update 11/2/2019** – The West Oaklawn culvert has been replaced and Public Works is maintaining the gravel until the paving can be done. The mini bid process was successful and contract documents have been sent to the contractor. With this IT Grant money as many of the inlets will be repaired as possible with the contractor being paid on a per pound basis. **Update 01/14/2020:** KEC has prepared a report that you have before you tonight. A summary of this report is that the spacing between 254 Woodshire and the next door neighbor's home is too close to allow for pipe replacement therefore, Cured In Place Pipe appears to be the only viable option for making the repair. **Update 03/10/2020:** Of the 21 inlets on the plan for repair, 15 have been repaired to date. Also after reviewing the CCTV footage, Mr. Mike Woodcock with Portland Utilities Construction Company says that the CIPP will solve the problem with the drainage pipe at 254 Woodshire Lane. Community Development Partners is preparing the easements for 254 & 230 Woodshire for the replacement of the inadequate junction manhole in their back yards. **Update 06/09/2020:** The 21 inlets shown on the plan have all been repaired. The easements at 254 & 230 Woodshire have both been secured allowing the Town to move forward with this repair. KEC has sent these plans and specs to CDP for their review before they go to E & CD (the State). Marbury Construction Company has stated that they will be at 520 Wiley Drive to make that repair in late June/early July. **Update 07/14/20:** Marbury Construction Company has begun work at 520 Wylie Drive. The street should be reopened for traffic by Friday, July 10th. We are still awaiting the approval of plans by E & CD for the work at 230 & 254 Woodshire. KEC has inquired as to the date of approval plans but has not received an answer. **Update 08/11/20:** The construction at 520 Wylie has been completed. Bids were taken on Thursday the 6th for the repairs at 230 & 254 Woodshire with the bids for Cured In Place Pipe being less expensive than digging and replacing the pipe. The resolution is on the agenda tonight. **Update 09/08/2020:** Portland Utilities Inc. has signed the contract for the CIPP at 230 & 254 Woodshire. KEC is attempting to schedule a preconstruction conference on September 16th for this project. **Update 10/13/2020:** Portland Utilities Inc. has completed the prep work (clean out) of the pipe at 230 & 254 Woodshire and materials for the repair/replacement are on order. KEC is preparing plans for the next round of grants and will need the Town's input for problem areas and priorities. **Update 11/10/2020:** At 230 & 254 Woodshire, Portland Utilities Inc.'s subcontractor will be replacing the junction box and 3 catch basins this week so that Portland can still install the CIPP. KEC needs the Town's input for the next round of grants. **Update 12/08/2020:** The junction box and 3 catch basins have been replaced and Portland Utilities, Inc. will be starting the CIPP

process on Monday, December 7th. Also, I am presenting a map of pipe failure areas that need to be prioritized by the Town and returned to KEC.

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. I have completed the first draft and submitted it to Mr. Briles for his input and review before sending it to Town Attorney Eckel. I also have copies to distribute to the Mayor and Board tonight if anyone desires one. **Update 07/14/20** – In an email dated June 18th, Mr. Eckel states that the proposed Sewer Backup Prevention Program is in order. It appears that this program is ready to be adopted by the Board and implemented in Public Works.

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. **Update 02/11/2020:** If the installation of the septic tanks before the Dale Smith Pump Station is effective, this ongoing maintenance program may need to focus more on the monitoring of the solids' level in each septic tank allowing this monitoring program to dictate when each tank should be pumped.

- **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.**

The Board of Mayor and Alderman were notified that Community Development Partners, LLC will be having a Public Hearing at Brighton Town Hall on January 5, 2020 at 3:00pm. This hearing is required in order to apply for any 2021 CDBG Grant Funding.

Parks Department

None

Planning Commission

Minutes from the November 23, 2020 Planning Commission Meeting were included.

The Board of Mayor and Aldermen set a date for the Public Hearing to rezone 39 and 85 Woodlawn Avenue from a B2 to R1. The Public Hearing will be held at Brighton Town Hall on December 31, 2020 at 10:00am.

OLD BUSINESS

Ordinance 2020-12-08

Ordinance to amend the 20/21 Budget was presented. This amendment is due to the appropriation of funds from the Special Called Meeting in October. **Alderwoman Sartain made a motion to approve the Second Reading of the Ordinance. Alderman Greer seconded the motion. All approved. Motion carried.**

NEW BUSINESS

Attorney Contract

A copy of the Contract For Professional Services between Eckel and Associates, PLLC and the Town of Brighton was presented to the Board of Mayor and Aldermen for review.

Since the newly elected Mayor and Board of Aldermen have been sworn in, the bank account signature cards will need to be revised. All accounts currently have Mayor Sarah Crocker, Vice Mayor Stephanie Chapman-Washam and Tammy McKinney, Town Recorder viewed as signers. The Town will need to omit Sarah Crocker and add Melissa Sartain. New signature cards will need to reflect Mayor Chapman-Washam, Vice Mayor Melissa Sartain, and Tammy McKinney, Town Recorder, as signers. **Alderman Greer made a motion to change the signature cards accordingly. Alderman Foster seconded the motion. All approved. Motion carried.**

MISCELLANEOUS COMMENTS FROM THE BOARD OF MAYOR AND ALDERMEN

None

ADJOURNMENT

Alderwoman Sartain made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 8:07pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, Town Recorder