



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

December 10, 2019

7:00 PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The meeting was called to order by Mayor Sarah Crocker at 7:00p.m. The Pledge of Allegiance to the flag was led by the Board of Mayor and Aldermen. Ms. Ann Blackmon gave the invocation.

ROLL CALL

Present

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

Absent

Others Attending:

Tammy McKinney, Town Recorder
Johnathon Briles, Public Works Director
David Braden, Poplar Grove Utility
Ricky Russell, Brighton Fire Department
M.O. Eckel. Eckel & Associates

Guests: Gus Smith, 147 Phillips Dr., Brighton, TN; Cyndi Timbs, 1096 Woodlawn Rd, Brighton, TN; Jim Ward, 65 Woodlawn Cove, Munford, TN; Diane and Fred Steppe, 90 Miss Helen Circle; Ann Blackmon, 164 Shady Lane, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting November 12, 2019

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

FINANCIAL REPORT/PAYMENT OF BILLS

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

ACKNOWLEDGEMENT OF GUESTS

Jim Ward, 65 Woodlawn Cove

Mr. Ward currently added a modular home to his property located at 147 Huffman, Brighton. According to the modular home guidelines, a permanent masonry foundation in compliance with the Southern Standard Building Code is required. He has installed a permanent masonry foundation under the home. The foundation includes concrete pads and concrete blocks. He has a question concerning the skirting. Does this need to be brick, concrete blocks or masonry panels? He would like to use masonry panels if possible. Ms. McKinney, Town Recorder, will contact the City Planner on Mr. Ward's behalf.

Diane and Fred Steppe, 90 Miss Helen Circle

Mrs. Steppe expressed concerns about the utility bills still being so high even after so many years. Mr. Steppe expressed concerns about the "potential subdivision" being developed on Kenwood Ave close to Miss Helen Circle. They also inquired about rumors of crime in their neighborhood.

Gus Smith, 147 Phillips Dr, Brighton, TN

Mr. Smith was asked to inquire about Jack Baker's issue brought up a couple of months ago. Mr. Briles, Brighton Public Works Director, spoke to the Tipton County Public Works Director concerning the 60 ft right of way when the Town annexed the bridge. It was suggested that Mr. Briles go to the courthouse to verify the easements. But as of right now, it looks as though the Town owns a 60 ft right of way. The rip rap can be added within that right of way. Mayor Crocker suggested that when Mr. Briles visits the site to contact Mr. Baker to make sure he knows where the rip rap will be placed.

DEPARTMENTAL REPORTS

Fire Department: Mr. Russell, Brighton Fire Chief, presented the monthly status report. (See attached report).

The USDA loan should be closing in January 2020. Chief Russell was notified that the interest rates have dropped also.

Police Department: Mayor Crocker presented the monthly status report (see attached report). The Police Department is in Jackson tonight. Sergeant Max is receiving the Tennessee Highway Safety Office Award.

Alderwoman Chapman-Washam was asked by Chief Durham to inform the Board that Officer Mobley will be leaving the Police Department. He would like the Board to amend the budget so he can send his Reserve Officer to the Academy. The Board did not approve to amend the budget. The Mayor suggested to advertise for a certified officer.

Public Works: Mr. Briles, 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.) **Update 07/11/17: RESOLVED**
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters. **Update 07/11/17: RESOLVED**
3. Set up a methodical water meter change out program instead of changing out all small water meters. **Update 07/11/17: RESOLVED**
4. Stop using private lab for quarterly wastewater sample and use Munford's lab. **Update 07/11/17: RESOLVED**
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention **Update 07/11/17: RESOLVED**
6. Evaluate the number of employees needed in the field. **Update 07/11/17: RESOLVED**
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes. **Update 07/11/17: 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. **Update 07/11/17: 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) **Update 07/11/17: RESOLVED**
10. Institute a chain of command and make every employee aware of it. **Update 07/11/17: RESOLVED**
11. Consider changing out the meters that have 1.0 million gallons usage. **Update 12/08/15:** Two or three of these meters will be pulled for testing. One of the 55 meters with over 1.5 million gallons has been replaced. This testing will determine whether these meters need to be changed out at this time. **Update 02/09/16:** Since the meter change out to automated meters is so close, I would recommend that the meters with 1.0 million gallons usage on them not be changed out at this time. **Update 05/10/16:** State Revolving Fund Loan has been approved. Mayor Crocker has more information. **Update 06/14/16:** The grant amount has increased by 80%. The payback amount is approximately \$80,000.00. KEC is revising the Cost Estimate. 5 year to 20 year payback. **Update 08/09/16:** The State Revolving Fund Loan is requesting the Adopted Ordinance authorizing the increase in rates so that they can proceed. The Ordinance is being voted on tonight. **Update 10/11/16:** Tammy has sent the Ordinance to the State Revolving Fund Loan. We are awaiting further instructions from SRFL in order to proceed. **Update 12/13/16:** SRFL is requesting two

resolutions be adopted tonight in order to move this project forward. One resolution to authorize KEC to proceed with plans and specifications for the project and the other resolution authorizing the execution of applications and agreements. **Update 01/10/17:** SRFL is now reviewing the Plans and Specifications. **Update 02/14/17:** The SRFL's committee will be meeting in early March to approve and sign grant agreements. The Town should receive the signed contract and authorization to proceed shortly after that, hopefully by the second week in March. **Update 04/11/17:** Contracts are signed and projects are out for bid. **Update 05/09/17:** The SRFL did not like the wording in the Advertisement for Bids although they had preapproved it. Because of that, the bids must be rejected and the project rebid. Rebid date May 26, 2017. **Update 06/13/17:** New bids were received on May 26th with National Waterworks (Badger Meter) being the low bidder at \$282,216.30 which is slightly under budget. You will be voting tonight on a resolution authorizing the Mayor to sign a contract with the low bidder. That contract will then go to the SRFL in Nashville for their approval. We can expect an approval letter from the SRFL by the end of the month. The telemetry portion of this project was bid on June 9th with only one bidder, KEC, knowing that this would be unacceptable to the SRFL and the Town's Board, has set a new bid date of June 30th. Two additional contractors have obligated themselves to bid this project bringing the total number of bidders up to three which should be acceptable to everyone. **Update 07/11/17:** The Town is awaiting the approval of the SRFL for the AMR bid package. The resolution for the awarding of the telemetry contract will be presented tonight for the Board's consideration. **Update 08/08/17:** SRFL approval has been granted, supply contract has been signed with Badger Meter and meters will be delivered within 60 days. The telemetry contract is scheduled to be signed with Industrial Controls and Electrical on August 15th. **Update 09/12/17:** Industrial Controls and Electrical has begun the telemetry installation at the tank site. They anticipate completion by mid-October. **Update 10/10/17:** One half of the meters have been delivered. The meter installation process should begin by November 1st. Industrial Controls and Electricals' installation of the telemetry stands at 75% complete. **Update 11/14/17:** SRFL personnel will be conducting an inspection on Thursday the 16th. **Update 12/12/17:** The meter change out process has begun with approximately 100 meters changed out to date. At this pace, the process should be completed in 12-14 months as originally planned. **Update 01/09/18:** 204 meters have been changed out, keeping us on track to meet the deadline. **Update 02/13/18:** 426 meters have been changed out. We're still on track to complete on time. **Update 03/13/18:** 456 meters have been changed out. Still on track to complete on time. **Update 04/10/18:** 627 meters have been changed out. We are still on track to complete on time. **Update 05/08/18:** 695 meters have been changed out. We are still on track to complete on time. **Update 06/12/18:** As of June 7th, 831 meters have been changed out. We are still on track to complete on time. **Update 07/09/18:** 870 meters have been changed out. We are still on track to complete on time. **Update 08/14/18:** As of August 13th, 950 meters have been changed out, keeping us on track to complete on time. For the first time, the Town was able to read some meters using the automated, drive by system in July 2018. This reading was very successful. **Update 09/11/18:** As of September 10th, 951 meters have been changed out. **Update 10/09/18:** As of October 5th, 1034 meters have been changed out putting us at approximately 80% complete. At this pace, the project should be completed sometime in January which is ahead of schedule. **Update 11/13/18:** As of 11/08/18, 1066 meters have been changed out keeping us on track to complete on time. **Update 12/11/18:** 1,135 meters have been changed out, leaving 83 to be changed. On track to complete on time. **Update 01/08/19:** As of 01/07/19, 1,178 meters have been changed out, leaving 83 to be changed. On track to complete on time. **Update 02/12/19:** As of 02/11/2019, 1,209 meters have been changed out, leaving 287 to change. Johnathon and I have spoken about the importance of completing the change out asap. **Update 03/12/19:** As of 03/08/2019, 1231 meters have been changed out, leaving 265 to change. **Update 04/09/19:** As of

04/08/2019, 1295 meters have been changed out, leaving 201 to change. **Update 05/14/19** – As of 05/10/2019, 1348 meters have been changed out leaving 148 to be changed. **Update 06/11/19** – As of 06/11/2019, 1375 meters have been changed out leaving 121 to be changed. **Update 07/09/19** – As of 07/05/2019, 1405 meters have been changed out leaving 91 to be changed. **Update 08/13/19** – As of 08/12/19, 1461 meters have been changed out leaving 35 to be changed. **Update 09/10/19** – As of 09/06/19, the meter change-out project is completed with all 1,496 meters have been changed. Johnathon is in the process of setting up the final inspection with Jerry Igiozee at the State Revolving Loan Fund. **Update 10/08/19** – As of 10/07/2019, Johnathon is still waiting on the State Revolving Fund Loan Program personnel to conduct the final inspection so that we can close out the project.

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. **Update 02/09/16:** Johnny is in the process of identifying potential infiltration sites and locating manholes. **Update 07/12/16:** Infiltration sites have been identified. With the low rainfall amounts during the summer, this is a relatively low priority at this time. Johnny is prepared to address these sites before September 15th.
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. **Update 07/11/17: RESOLVED**
14. Johnny has started organizing all water and sewer records in an orderly fashion. **Update 07/11/17: RESOLVED**
15. All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected. **Update 07/11/17:** TDEC conducted a Sanitary Survey on May 19th, 2017 with the Town receiving a score of 97%. **Update 03/12/19:** TDEC conducted a Sanitary Survey on February 21, 2019 with the Town receiving a score of 96%. Johnathon and I have discussed the issues that need to be resolved and Johnathon is putting together a plan to resolve them. **Update 04/09/19:** Johnathon has either resolved or put together a plan to resolve all issues noted in the Sanitary Survey. Mr. Hoffman at TDEC has received this plan by email and is satisfied with it.
16. Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule. **Update 07/11/17: 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. **Update 08/08/17: RESOLVED**
18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time. **Update 07/17/17: 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. The Resolution is being voted on tonight. **Update 10/11/16:** The SRFL has changed its financing deal with the Town by offering 20% grant and 80% financed at 0.26% for 20 years. This equates to approximately \$140,000.00 in grant. King Engineering, Johnny and I have reviewed the originally proposed route for the new water mains and determined that these routes are impractical because of their utilities in the area. New routes have been determined and seem feasible according to the area evaluation however, the final field work required during the design process may require acquisition of private easements because AT&T did not locate their cables as requested. We do believe that most if not all of their cables are aerial and therefore, will not present a problem. **Update 11/08/16:** King Engineering has begun the field work for the preparations of the Plans and Specification. A resolution to hire KEC for this project is to be considered at tonight's meeting. **Update 01/10/17:** King Engineering has completed the field work. The Plans and Specifications are being developed now which has led to some questions. King Engineering will be soon presenting these questions to the Town. **Update 05/09/17:** Plans and Specifications have been sent to TDEC for their approval.

Easement acquisition is underway with 8 of the 14 easements signed, 5 awaiting signatures and 1 may be unnecessary. **Update 06/13/17:** 10 of the 13 easements are secured. Attempts are still being made to secure the 3 remaining easements. **Update 02/13/18:** We were able to eliminate the need for 2 of the 3 remaining easements. The 3rd easement is still required and has been secured. We are attempting to have the project out for bid no later than mid-March. **Update 03/13/18:** We are still waiting for TDEC approval of Plans & Specifications. **Update 04/10/18:** At tonight's meeting, Mr. Braden had a copy of the letter from TDEC approving the Plans & Specifications. The ad advertising for bids will be in this Thursday's paper. **Update 05/08/18:** Bids for the project were received on April 27th with DozerTrax USA being the low bidder at \$456,964.90 which is \$99,845.10 below budget (including contingency). I've spoken with Johnny about identifying additional areas where AC pipe replacement is necessary if indeed funds are remaining at the end of the project. **Update 06/12/18:** The contract will be awarded to DozerTrax on Thursday, June 14th, at 2:00pm. At Town Hall. The Notice to Proceed will be issued at that time. **Update 07/09/18:** The contractor has installed approximately 2,200' of 8" main and 2 fire hydrants. According to KEC, the project is on schedule to complete on time. **Update 08/14/18:** As of August 13th, the contractor has installed approximately 3,900' of 8" water main, 4 fire hydrants and 3 live tap connections. According to KEC, the contractor is on schedule. There is approximately \$100,000.00 remaining in project funds which will allow for up to 900' of additional A/C pipe replacement. It appears that the best, additional places for pipe replacement are E. Woodlawn to Main Street and E. Kenwood, almost to the R.R. tracks. **Update 09/11/18:** As of September 10th, the pressure testing of the 3,900' of main installed revealed several fitting leaks that are currently being repaired (tightened more). It appears that these repairs will be made and the pressure testing completed this week. Once the pressure testing is complete, the contractor will begin installing the customer services on this new main. Also, the additional 900' of pipe change order will require several easements along Woodlawn and Kenwood. KEC is currently preparing these easements. I anticipate that we will be contacting the property owners next week. **Update 10/09/18:** The 6 easements have been presented to the 5 property owners with positive feedback from each property owner. Four owners have agreed to grant the Town the easements and one owner is still considering. I am to follow up with her later this week. **Update 11/13/18:** Of the 6 easements needed for the change order, 4 have been signed and I anticipate the other 2 being granted soon. Approximately, 700 feet of 8" water main and 1 fire hydrant has been installed on Woodlawn Avenue. **Update 12/11/18:** 5 of the 6 easements have been acquired. The Bailey easement is the only one outstanding however, since it is the most eastwardly easement on Kenwood, it is not actually required for the change order to be completed. As of 12/10/2018, we are awaiting word from CDP on how to proceed in the change order process. The initial contract is about 61% complete according to KEC. The contractor is currently connecting the new services along Old Hwy 51 and killing the old services. Once this is completed, the contractor will kill the old main along Old Hwy 51. **Update 01/08/19:** Currently the project stands at 70.15% complete according to King Engineering Consulting. The contractor is working on East Woodlawn preparing for the interconnect so that the pressure testing, connecting the new services and killing the old services can be done. Concerning Change Order #1, TDEC approved plans have been received, the change order has been signed by the contractor and Davina with CDP is working on the budget revision. **Update 02/12/19:** Currently, the project stands at 76% complete. The contractor has been conducting the pressure test on East Woodlawn. Five services on Old 51 still need to be removed from the old water main and connected to the new along with the water main that feeds Gladman. Major progress has been hampered by the rainy weather conditions. **Update 03/12/19:** Currently the project stands at 81% complete. The contractor has connected all services to the new water main on Woodlawn from the old water plant to Old 51. The only remaining connections on Old 51 are the main at Gladman and the service at Uncle Sam's. The rainy weather continues to hinder progress. **Update 04/09/19:** Currently the project stands at 77% complete overall. (The original contract before Change Order #1,

stands at 83% complete.) An underground storage tank containing what is thought to be kerosene was hit in front of the Police Department. An environmental specialist (Mr. Dave Schmidt) has been to the site. Mr. Schmidt has been in contact with Ken King and Mr. Eckel to develop a plan to contain the tank and contents. The weather has improved somewhat but still continues to be a hindrance to progress. **Update 05/14/19** – As of 04/30/2019, the project stands at 82.2% complete overall. (The original contract before Change Order #1 stands at 88.1% complete). We are still waiting on word concerning the fuel tank in front of the PD. All new services have been installed and it appears that the main on Gladman has been located so that interconnect can be completed. The killing of old mains, removing of old fire hydrants, dressing up and asphaltting should begin soon. **Update 06/11/19:** As of 06/07/2019, the project stands at 88% complete overall. (The original contract before Change Order #1 stands at 91% complete.) The Town is still waiting on word from TDEC concerning the underground storage tank in front of the Police Department. Several unknown interconnects (S. Poplar & Woodlawn in 2 places) have been discovered that require the Town's personnel to excavate and determine where these interconnects are so that they can be moved over to the newly installed mains. This work will take place starting this week. **Update 07/09/19** – As of 07/08/19, not much has changed since last month's update with the exception of some dress up work has been done and concrete pads have been poured around some of the valves. **Update 08/13/19:** As of 08/10/19, nothing has changed since last month's update. We are still waiting on the State to tell us what to do on the fuel tank in front of the Police Department. Soil samples have been collected near the tank. Once these samples are tested, we'll know what the State will require. If there is no soil contamination, the project can resume as normal. However if the soil is contaminated, that soil will have to be removed and replaced with clean soil before the project may resume. **Update 10/08/2019** – As of 10/07/2019, a new route has been established to install the water main around the buried fuel tank in front of the Police Department. The contractor has been onsite, making sure that all utilities are located, and all necessary material are delivered. Weather permitting, I anticipate that the contractor will begin the installation later this week. **Update 11/12/2019** – As of 11/04/2019, the project is "Substantially Complete". KEC has developed a punch list consisting of 7 small mainly clean up items that the contractor needs to address to complete the project. Johnathon and I will be happy to provide this list to the Mayor and Aldermen. Please let us know if there are any other items that need addressing. **Update 12/10/19:** KEC is reviewing the contractor's Final Pay Request, requesting the Release of Lien from the material suppliers and preparing to run the Notice to Creditors in the newspaper. The contractor has been working to clear items from the punch list.

20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017. **Update 07/11/17: RESOLVED**
21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person. **Update 07/11/17: 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. **Update 10/10/17: 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. **Update 10/10/17: 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 the recommendation of KEC, Public Works has begun having the schools' septic tanks and the three main pump stations (Southwest, High School & 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.

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 12/10/19:** We anticipate that Marbury Construction will begin the repairs on the drain inlets shortly after January 1st and the pipe work sometime in the Spring as part of the Drainage Project #1. We are currently attempting to secure an easement for the pipe replacement at 254 Woodshire Lane. Also, the paving has been completed at the culvert replacement on West Oaklawn.

- 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**

Mr. Braden informed the Board of Mayor and Aldermen that our insurance carrier, Public Entity Partners, is requiring the Town to adopt a Sewer Backup Prevention Program. With the Board's permission, he will work with TAUD and their attorney to draft one for the Town. The Board of Mayor and Aldermen gave their approval to proceed with this policy.

Alderman Greer asked Mr. Braden about the curb drain on Kenwood Ave. Mr. Braden said when the paving was completed several years ago it went all the way into the gutter and it shouldn't have. It should have been tapered off leaving the concrete gutter exposed. Mr. Braden and Mr. Briles have discussed removing the asphalt about 30 inches out beginning at the corner of School St and Kenwood Ave to see if that help alleviate some of the flooding. If it does, then keep moving up Kenwood Ave. This will be a trial and error situation.

Alderman Greer asked for an update concerning a previous discussion about the City of Munford testing our water samples. Mr. Braden stated that with the departure of the Munford City Administrator and that position not being filled at this time has put a hold on this decision being made.

Alderman Greer asked for an update on the house located at 353 Woodlawn Ave. Mr. Briles has spoken to Southwest Electric. They verified their portion is done. Mayor Crocker asked Mr. Briles to get an update on what he's waiting on at this point.

Alderman Greer asked for an update on Atoka Inflatables. He said one of the inflatables is still in the flower bed and has never been moved. Alderman Greer said he has asked Mr. Foreman, Brighton Public Works, personally on several occasions about this deadline to cleanup. General Sessions Court gave him until November 1st. Mr. Eckel, Town Attorney, will look at getting him charged for contempt. Alderman Greer asked if he ever obtained a business license for the Town of Brighton. Ms. McKinney, Town Recorder, replied that he hasn't. The Town has sent him numerous letters with the business license application included. They have mentioned it to him in person when he pays his utility bill but he continues to refuse to obtain a business license. Mr. Eckel said he would look into that as well.

Alderman Greer expressed concerns about the Brighton Police Department sign. First, he wanted to know how the non-maintenance personnel was able to remove the sign but Brighton Public Works wasn't able to do it. Mr. Briles replied that he was waiting on a bucket truck and a time to do it. Mayor Crocker presented quotes for new signs for Brighton Town Hall and the Brighton Police Department. The letters at Brighton Town Hall were removed, cleaned and put back up. They look fine. Some of the letters from the Brighton Police Department were broken and were unable to be reinstalled. Mayor Crocker asked Mr. Briles to take the letters to Signprints and get new ones made. If that is an option, then the Town will wait on purchasing new signs.

PARKS AND RECREATION REPORT

The Christmas Parade was successful.

PLANNING COMMISSION REPORT

A drafted copy of the Planning Commission Bylaws was presented to the Board of Mayor and Aldermen. Ms. Timbs, Brighton Planning Commission President, had some questions concerning the drafted copy. On the first page, Article II Section 2, it states "*The Brighton Regional Planning Commission shall consist of the following: The Mayor and one member of Board of Aldermen and five (5) members appointed by the Town of Brighton*". The Planning Commission doesn't currently have a member from the Board of Aldermen. The Board asked that Article II Section 2 be changed to say "*The Brighton Regional Planning Commission shall consist of following: The Mayor and one member of Board of Aldermen appointed by the Board of Mayor and Aldermen*". Alderman Hall asked if anyone on the Board has interest in filling the spot on the Planning Commission. Alderwoman Chapman-Washam said she would do it if no one else wanted to do it. Ms. Timbs also mentioned Article II Section 4. It states "*The term of any member designated from the Brighton City Board shall coterminous with his or her term of office on the City Board. The term of all appointed members shall be five (5) years*". She wanted to know when that 5 year mark starts because most of the Planning Commission members have been on the committee for at least 5 years. The Board agreed the term would begin when the Bylaws are approved. Ms. McKinney mentioned Article VII Section 6. It states "*Notice of the Special Call Meetings of the Planning Commission shall be put in the newspaper five (5) days prior to meeting setting forth time and place of meeting. Chairman will notify newspaper of the Special Call Meeting*". She thinks Chairman should be changed to Town Recorder. Pending the mentioned changes, the Bylaws of Brighton Municipal-Regional Planning Commission were verbally approved by the Board of Mayor and Aldermen.

MAYOR AND ALDERMEN REPORTS

None

OLD BUSINESS

Alderman Greer asked for an update on the tree located on Alexander. Mayor Crocker said the homeowner cut the tree themselves.

Alderman Greer wanted an update on the Stormwater Fee Ordinance. Ms. McKinney stated that Mr. Neill with MTAS has made an appointment to review the drafted ordinance on December 17th at 1:30pm.

Alderman Greer asked for an update on the “Code Book”. Ms. McKinney said an intern recently compiled all the ordinances into a book. That will eventually need to be forwarded to the State of Tennessee where they will create a “Code Book” for the Town of Brighton.

Alderman Greer asked for an update regarding the property on Preston. Brighton Public Works started cleaning it up last week. Mr. Briles said once he started digging, he uncovered layers of granite.

Alderman Greer asked for an update on the Credit Card issue from last month. Ms. McKinney said she sent all the information to Beth except for the software information. Beth said she would try to call our current provider, BIS, to see if she could find out the answer.

NEW BUSINESS

Mayor Crocker presented a debt obligation from the 2016 Police Utility Vehicle that was leased and has since been paid in full. Ms. McKinney received an email from the Comptroller’s Office stating the report was never sent to them. It should be presented to the Town for review. Afterwards, it should be forwarded to the Comptroller’s Office.

ADJOURNMENT

Alderwoman Hall made a motion to adjourn the meeting. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 8.37pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder