



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

DECEMBER 11, 2018

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
Mike Durham, Brighton Police Chief
Ricky Russell, Brighton Fire Chief
Johnny Payne, Public Works Director
David Braden, Poplar Grove Utility
Jeremy Armstrong, Town Attorney
M.O. Eckel, III, Town Attorney

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Alice Wakefield, 33 Huffman, Brighton, TN; Sarah Brown, The Leader; Gus Smith, 147 Phillips Dr., Brighton, TN; Jack and Miranda Baker, 1464 Brighton Clopton Rd, Brighton, TN; Joe and Wanda Thomason, 520 Wylie Drive, Brighton, TN 38011

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting November 13, 2018

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

FINANCIAL REPORT/PAYMENT OF BILLS

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

ACKNOWLEDGEMENT OF GUESTS

Jack and Miranda Baker, 1464 Brighton Clopton Road

Mr. Baker expressed concerns about Budget Drain Masters, LLC. According to the previous Planning Minutes, he questioned if the Town had created a bond with Budget Drain Masters, LLC. He also questioned about what is being dumped at his site. He would like to see more samples taken other than the quarterly sampling.

Mrs. Baker expressed concerns about the rate that Budget Drain Masters, LLC is paying for their metered service. The industrial and/or commercial waste that may be being dumped into the Town's sewer system which is causing wear and tear could be outweighing the fee he is paying. Mr. Braden asked if there has been any evidence presented to anyone in this room that any industrial and/or commercial waste has been put into that system. The Mayor answered "no". Mr. Braden continued by saying that he isn't saying that nothing improper hasn't happened. He is just saying that there has been no evidence presented. If something is proven, then present it to the Board so that the permit can be altered and/or revoked. Alderman Hall asked Mr. Braden in his opinion is the Town doing enough in that situation to ensure it is proper? Mr. Braden answered that the Town is doing the minimum because that's what the State requires. He would be willing to meet with an environmental engineer with a copy of the permit and ask if the current sampling is sufficient or should more be done. Mayor Crocker said she would consider seeking the advice of an environmental engineer.

Joe Thomason, 520 Wylie Drive

Mr. Thomason expressed concerns about the drainage issues on his property. Mayor Crocker updated him on the grant opportunity that the Town has applied for.

Gus Smith, 147 Phillips Dr

Mr. Smith expressed concerns about the following issues:

1. The flags on the stage need to be swapped.
2. Did you instruct your city recorder to notify Sherry Bailey that if she didn't give the City an easement across her front yard last Friday that you would lose your grant money? The Town Recorder, Tammy McKinney, responded that she had a meeting with Mrs. Bailey in her office. Mrs. Bailey had concerns about her yard being messed up. Ms. McKinney understood her concern. She told Mrs. Bailey the decision was strictly up to her. The construction would just end at her property. She took a copy of the easement with her at that time. Mr. Smith said Mrs. Bailey contacted him because she was upset that she was told the Town would lose their money if she didn't sign. He asked if he could repeat that at the next Town Meeting and she replied that she wished he would. He can get her to write it down and bring it up here. Mayor Crocker said if Mrs. Bailey would like a meeting with her that would be even better.

3. How does the Town justify a police dog? What do you do with it? Mayor Crocker responded that he has been essential in many drug busts. Mr. Smith asked how much the dog cost. Who pays for the vet bills and dog food? He was told that Atoka could be here in 10 minutes any time we needed a dog. The Board agreed he has paid for himself with all the drug money he has seized.
4. When did the Town take over the ball fields? Alderman Hall said he doesn't remember the year but he was on the Dixie Youth Board at that time. Mr. Jeff Scott, previous mayor, was the one to inform them the Town would be taking it over. Mr. Smith questioned the cost of the tournament that was held last summer. Mr. Smith would like to see the Town remove themselves from the ball fields.
5. Why are public notices being run in the Millington Star instead of The Leader? Mayor Crocker said that was answered at a previous meeting.
6. He asked the city recorder about a financial statement. The town recorder said there would be a charge to get the information. He wanted to know how many hours it would take because the form says the highest hourly rate of the responding employee would be charged.
7. His cd information was turned in. Did you trace anything on them? Mayor Crocker said the Town and the bank's auditing information only goes back 6-7 years. Just by looking at the information provided to them yesterday, between the years of 2009 – 2011 the cd's were redeemed and either transferred to the general and/or water checking accounts or combined into another cd. Ms. McKinney asked if Alderman Smith recalled any information regarding the issue while he was on the Board between the years of 2008 – 2012. He responded that he didn't.
8. He questioned if 7 full time police officers were necessary for the Town of Brighton.
9. He asked if the Town financed the boy scout that requested the bat houses. Mayor Crocker said that discussion was tabled.

Alice Wakefield, 33 Huffman

Ms. Wakefield expressed concerns about disposing the tires at the Tipton County Landfill. Ms. McKinney, Town Recorder, emailed Mr. Reed with Tipton County Public Works today. He said that only 20 tires per week is all that can be disposed of from that property. It didn't matter how many dump passes you had. Mr. Braden found an email on his phone from October 18, 2018. The email to Mr. Reed stated that the Town has decided not to seek the TDEC grant at this time to remove the tires from the Foster property. At the last Board meeting, one of the Alderman told the Foster family that they could take 20 tires per dump pass to the landfill. He asked Mr. Reed to confirm that. He responded back that same day. He confirmed it to be correct. Mayor Crocker asked if he would forward that email to her. We will get a copy of the email printed so the Foster family can take it with them each time they go.

DEPARTMENTAL REPORTS

Fire Department: Chief Russell presented the monthly status report (see attached report).

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

Mayor Crocker asked Chief Durham if he could get information from Sergeant Max pertaining to the drug dog. How much has been seized.

Chief Durham asked Mr. Smith to meet with him at the police department to discuss the police dog. He can show him how helpful the dog has been to their drug fund.

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

Mr. Payne would like to add there has been a lot of “babysitting” of the Southwest Station. There are two pumps. One pump is primed when needed. When it loses prime, it puts sewer in the ditch. So when you review my overtime report, we are having to come out more often especially if we have a lot of rain.

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 06/14/2016:** 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 06/13/2017:** 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 09/12/2017:** Industrial Controls and Electrical has begun the telemetry installation at the tank site. They anticipate completion by mid-October. **Update 10/10/2017:** 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 11/14/2017:** SRFL personnel will be conducting an inspection on Thursday the 16th. **Update 12/12/2017:** 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 01/09/2018:** 204 meters have been changed out, keeping us on track to meet the deadline. **Update 02/13/2018:** 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 12/11/2018:** 1,135 meters have been changed out, leaving 83 to be changed. On track to complete on time.

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. **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%. **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. **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 06/12/2018:** 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 11/13/2018:** 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 12/11/2018:** 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.

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 10/10/2017: 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. **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. **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.

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.

PARKS AND RECREATION REPORT

Basketball starts Monday. There are 292 participants.

Mayor Crocker thanked all departments for a successful Christmas parade.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Alderman Greer asked if the Town has a vision statement or goals. Mayor Crocker said the Town does not have one.

Alderman Greer suggests the Town change to alternating Alderman election terms.

The Board agreed they should have a work session or retreat. MTAS would be happy to do that for us at no charge.

Alderman Greer spoke to Mr. Neill with MTAS about changing our personnel policy. Mr. Neill said he would be glad to help with that. He needs a copy of our most recent policy. The Board needs to send him topics that they would like to add to that policy. He will forward that information to the correct department and they will compile a couple of options to be passed as a resolution.

Alderman Greer asked if the Board if they knew how we paid overtime. Mayor Crocker asked which department. He said excluding police and fire because they fall under different guidelines. Mayor Crocker said Public Works is day per day and Town Hall is by the week. Alderman Greer said our policy

states that we will follow the Fair Labor Standards Act which is anything after 40 hours rather than on a daily basis. Mayor Crocker said going forward we will change the way we pay Public Works in order to follow the Fair Labor Standards Act.

Mayor Crocker told the Board that Mr. William Wooten recently resigned as the Town's Attorney. The Town has hired Eckel and Associates PLLC.

The new judge, Lauren Raynor, begins in January 2019.

OLD BUSINESS

Mayor Crocker brought up the Eagle Scout project that was tabled at last month's meeting. Alderman Greer spoke to another Eagle Scout Leader and he said it isn't normal practice for the scout to ask for funding. Mayor Crocker thought it may have to do with the fact that the houses are being placed in our park. Alderwoman Chapman-Washam asked how long would the scout be maintaining the houses. Mayor Crocker said she received a message saying he had a Go Fund Me Page.

NEW BUSINESS

None.

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 8:36pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder