



TOWN OF BRIGHTON

1270 OLD HWY 51 S * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

December 13, 2022

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:05p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Eunice Foster, Alderman
Kristin Gardner, Alderwoman
Shane Greer, Alderman

Absent

Others Attending:

Tammy McKinney, CMFO
Johnathon Briles, Brighton Public Works Director
M.O. Eckel, Town Attorney
Blaine Max, Brighton Police Sergeant
J.D. McNeal, Brighton Police Dept
Dallas Burns, Brighton Police Dept
Scott Dodge, Interim Brighton Police Chief
Grayson Huggins, Brighton Police Dept
Jeffrey Lamer, Brighton Police Dept
Monty Temple, Brighton Police Dept
Tyler Daniels, Brighton Fire Dept
Brad Fowler, Brighton Fire Chief
Clay Short, Brighton Fire Dept
David Braden, Poplar Grove Utility
Lee Tate, Brighton Public Works

Corey Gatlin, Code Enforcement
Brandi Hunter, Brighton Town Clerk
Amanda Mitchell, Brighton Town Clerk
Joey Berford, Brighton Public Works
Ricki Herbert, Eckels Law Firm
Shelby Combs, Eckels Law Firm
Nolan Mooney , Eckels Law Firm

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Alice Wakefield, 33 Huffman Dr, Brighton, TN; Sarah Crocker, 145 Ben Lane, Brighton, TN; Robert Loyed, 1707 Mt. Lebanon, Covington, TN; Gus Smith, 147 Phillips St, Brighton, TN; Jack and Miranda Baker, 1464 Brighton Clopton Rd, Brighton, TN; David Grape, 342 Miss Helen Circle, Brighton, TN; Steve Gardner, 347 Miss Helen Circle, Brighton, TN; Kadence Washam, 124 Woodlawn Plantation Dr, Brighton, TN; David Copeland, Tipton County Commissioner; Aubrey Foreman, 278 Miss Helen Circle Dr, Brighton, TN; Shelby Temple, 80 Windward Pl, Brighton, TN; Sarah and Denise Sartain, 494 Royal Oaks Dr, Brighton, TN; Grayson Vaughn, 1115 Halle Park Circle, Collierville, TN; Angie Allred, 1677 Durhamville Rd, Ripley, TN; Lauren Daniels, 1177 McWilliams Rd, Covington, TN; Sam Carson, 541 Carrington Ave, Brighton, TN

SWEARING IN OF NEW POLICE OFFICERS

Mayor Chapman Washam swore in the most recent hires/rehires of the Brighton Police Department. The officers were as follows:

Officer Dallas Burns, SRO Brighton High School
Officer Jeffrey Lamar, SRO Brighton Middle School
Officer JD McNeal
Officer Monty Temple

APPROVAL OF MINUTES

**Minutes Approval: Regularly Scheduled Board Meeting November 8, 2022
Special Called Meeting November 14, 2022**

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

FINANCIAL REPORTS/PAYMENT OF BILLS

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

CITIZEN CONCERNS

Robert Loyed, 1707 Mt. Lebanon, Covington, TN

Mr. Loyed is concerned about the stop sign on Woodlawn. He drives a bus for the Tipton County School System and he has noticed that particular stop sign is hard to see. Mayor Chapman Washam replied. The Town will look into getting flashing lights and will get a "4 Way Stop Ahead" to help with that issue.

Gus Smith, 147 Phillips St, Brighton, TN

Vicious Dogs

Mr. Smith is concerned about vicious dogs on 256 Alexander St, Brighton, TN. They are kept in the front yard.

Brighton Baptist Church Parsonage

Mr. Smith is concerned about someone living in a camper at the Brighton Baptist Church parsonage. Mayor Chapman Washam replied.

Pump Stations

Mr. Smith is concerned as to why the pump stations (ones that have temporary pumps) have not been repaired. Mayor Chapman Washam and Director Briles both replied.

Quorum

Mr. Smith questioned the Town a few months ago about having enough for a quorum with only two aldermen present. Mayor Chapman Washam replied.

David Grape, 342 Miss Helen Circle

Planning Commission

Mr. Grape is concerned about the Planning Commission Meetings being canceled. Also the meetings that he has attended, the engineer has not been there. He thinks the engineer should be at all the Planning Commission Meetings. He also expressed concerns again about the drainage issues at the new subdivision being completed on Kenwood. He described what it currently looks like after they put in the road. There was a brief discussion that followed.

David Copeland, Tipton County Commissioner

Community Awareness Meetings

Mr. Copeland wanted to show the Town the new signs he had printed which will show where the Community Awareness Meetings are being held. The meeting should begin back up in March. He also wanted to congratulate the Town on their new building.

Vice Mayor Sartain was given the floor. She presented a letter that she wrote. It was read aloud. A copy of the letter is attached to the minutes.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Mr. Brad Fowler, Brighton Fire Chief, presented the monthly status report.

Safer Grant

In January 2022, the Fire Department applied for the Safer Grant. They competed against 15 other departments. They just received a letter stating they were denied.

NFPA (National Fire Protection Association) 1710

Chief Fowler would like to hire an additional employee. He had an insert in the packet that showed the NFPA Staffing Requirements. He briefly explained the requirements.

POLICE DEPARTMENT: Mr. Scott Dodge, Interim Brighton Police Chief, presented the monthly status report.

SRO

He stated that all the SRO positions have been filled.

Applications

The ad for the Police Chief position will run in The Leader beginning December 22, 2022.

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

Water Loss

The leak causing the water loss has been found and repaired. Director Briles had a print out of a daily graph for November verifying the water flow decreased after the repair on November 21st.

Old Portersville Rd

The Mayor has received several emails and pictures from a citizen concerning the road in front of her house. Public Works has gone out and filled the hole with rock before but the issue keeps returning. Director Briles replied. There was a brief discussion that followed.

David Braden was given the floor.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.)

RESOLVED

2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters.

RESOLVED

3. Set up a methodical water meter change out program instead of changing out all small water meters.
RESOLVED
4. Stop using private lab for quarterly wastewater sample and use Munford's lab.
RESOLVED
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention
RESOLVED
6. Evaluate the number of employees needed in the field.
RESOLVED
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes.
RESOLVED
8. Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them.
RESOLVED
9. All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay)
RESOLVED
10. Institute a chain of command and make every employee aware of it.
RESOLVED
11. Consider changing out the meters that have 1.0 million gallons usage.
RESOLVED
12. Johnny is preparing a list of potential sewer system infiltration sites. This list will be prioritized according to the volume of infiltration and the repairs will be made accordingly.
RESOLVED
13. The Town has at least one company that has been given permission in the past to use the Town's hydrants to fill tanks.
RESOLVED
14. Johnny has started organizing all water and sewer records in an orderly fashion.
RESOLVED
15. All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.
RESOLVED
16. Johnny and I have started working on updating the Sampling Plan to bring it into compliance with EPA's new Coliform Monitoring Rule.
RESOLVED
17. The town has to have a Drought Management Plan approved and submitted to TDEC by June 30th 2017. David Braden was verbally given approval to begin this plan.
RESOLVED
18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time.
RESOLVED
19. The State Revolving Fund Loan has approved the Town for funding to replace the old asbestos cement pipe. This loan will be for \$698,400.00, paid back over 20 years at an interest rate of 0.19%. They are requesting a resolution from the Town to authorize them to undertake the rate study.
RESOLVED
20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017.
RESOLVED

21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person.

RESOLVED

22. The Town's Water & Sewer System is under an order from the State's Water and Wastewater Financing Board to improve its financial standing.

RESOLVED

23. The Tipton County School System has requested to connect to the Town's sewer system. In order to do this, some improvements to the Town's existing sewer system are required.

RESOLVED

24. The Town has recently experienced problems with the High School and Dale Smith Pump Stations.

RESOLVED

25. Mr. Chlarson has evaluated the drainage problems in Town and is compiling a list. Mr. Ronnie Neill is prepared to assist the Town in the creation of a Storm Water Utility to fund the needed repairs.

RESOLVED (PHASES 1 & 2 Completed)

Update 06/08/21: Community Development Partners and KEC are working to finalize the paperwork for the next round of grants. There doesn't appear to be any reason that this grant application won't be submitted on time.

Update 11/09/21: Last week, I spoke to Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update 12/14/21: Last week, I spoke with Ms. Mattie Cushman concerning the grant application. Because the State's staff is also dealing with the American Rescue Plan funding, announcements concerning grants have been delayed. However, they should be making grant awards soon.

Update 01/24/22: We have been told by E&CD that the grant awards will be announced in mid to late January 2022.

Update 02/22/22: The Town has been awarded \$326,679.00 in the most recent round of grants for drainage repairs within the Town.

Update 04/12/22: Things are progressing on schedule with the Town having to acquire one temporary easement to expand a catch basin.

Update 05/10/22: Plans and Specifications by KEC are 98% complete. CDP is drafting one temporary easement that is required and should be completing the environmental review within the next 30 days.

Update 06/14/22: Plans and Specifications by KEC are complete and have been reviewed/approved by the Town. The environmental review has been completed by CDP, submitted to TDEC and we are expecting the Letter of Release of Contract Conditions any day now.

Update 08/09/22: TDEC has allowed the project to go out for bids with an ad in the Jackson Sun on August 11th and bids to be received at Town Hall on August 26th at 2:00pm.

Update 09/13/22: Bids were received on August 26th. We are currently awaiting the affidavit of Publication from the newspaper so that the bid package can be sent to CDP to forward to the State for approval.

Update 10/11/22: Affidavit of Publication was received by KEC on September 26th. Bid package was sent to CDP on that same day and CDP forwarded the bid package to the State on October 11th. We are now waiting on bid package approval by the State.

Update 11/08/22: The contract has been awarded to Portland Utilities and they started to work on October 31st. They have completed the cleaning and videoing of the drainage pipes on Windward Place.

Update 12/13/22: The contractor, Portland Utilities, has cleaned and CCTV'ed the pipe, prepping it for the liner installation. They are currently awaiting delivery of the liner materials.

26. I think that the Town desires to resolve the issue of the old car tires on the Fosters' property. In an attempt to help resolve this matter, I have received information from Mr. Leland Harris at TDEC that the State may have some grant money for such cleanup project. I am currently making contact with TDEC's Nashville office to learn more about this program. **Update 07/09/18:** Mr. Bob Fletcher with TDEC has contacted me, requesting location information for the Foster property which I have provided. I expect that a site visit will be made by TDEC within the next 30-45 days. **Update 08/14/18:** On Monday, July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.
27. The Town's Water System does not have an up to date Emergency Operation Plan as required by TDEC (the health department). The proposed plan that you have before you tonight has been developed using TAUD's template. I would ask that you consider the adopting of it at this time.
RESOLVED
28. The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.
RESOLVED
29. In our efforts to resolve #24, it has been discovered that an active, ongoing septic tank pumping program may be necessary to completely resolve the problem of solids in the Town's main pumping stations. Sometime in the near future, KEC, Mr. Briles and I will probably be making recommendations as to implementing this maintenance program.
RESOLVED

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

PARKS DEPARTMENT:

Christmas Parade

The Christmas Parade was rescheduled and held on Friday, December 9th.

Youth Basketball

Basketball games are currently being played. There are 17 teams. The Mayor asked for volunteers to come help with basketball concessions.

PLANNING DEPARTMENT:

The minutes from the Planning Commission Meeting held on November 22, 2022 were included.

OLD BUSINESS

Hunter's Hollow

Vice Mayor Sartain said a speed limit needs to be decided for Tanner Lane. A "Children at Play" sign has been installed. The Board verbally approved a 15mph speed limit for Tanner Lane. An ordinance will be created for this change.

Old Hwy 51

The speed limit for a section of Old Hwy 51 is currently 40mph. The Board verbally approved to change the speed limit to 30mph for this section. That will make the speed limit for ALL of Old Hwy 51 be 30mph except for when the school zone is flashing. An ordinance will be created for this.

McLister Subdivision

The letters to repair the sign are still on back order.

Sound System for Boardroom

Mayor Chapman Washam stated they are still waiting on quotes. The only quote we have is \$5300.00. This quote was given in August 2022. **Alderman Greer made a motion to move forward with the quote from SSI for \$5300.00. Vice Mayor Sartain seconded the motion. All approved. Motion carried.**

NEW BUSINESS

Posting Budget Online

Vice Mayor Sartain stated there have been several requests to post our budget online. Citizens can request the budget in an Open Records Request.

Minutes

Mayor Chapman Washam stated she has been contacted about the posting of the minutes. She believes the issue is that citizens don't realize the minutes need to be approved (at the next Board Meeting) before they can be posted.

FROM THE BOARD OF MAYOR AND ALDERMEN

Miss Helen Circle

Vice Mayor Sartain was contacted about dirt piled up at a meter at 152 Miss Helen Circle. Director Briles replied.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Greer seconded the motion. All approved. Motion carried. The meeting adjourned at 8:21pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO