

Board of Mayor and Aldermen
Meeting Agenda
Tuesday, June 14, 2022 7:00p.m.

Invocation & Pledge of Allegiance

- I. **Call to Order & Roll Call**
- II. **Approval of Minutes**
 - a. Regularly Scheduled Board Meeting – May 10, 2022
- III. **Financial Report/Payment of Bills**
 - a. Financial Report
 - b. Invoice Report
- IV. **Citizen Concerns**
- V. **Departmental Reports**
 - a. Fire Department
 - b. Police Department
 - c. Public Works Department
 - i. Updated Suggestion List
 - d. Code Enforcement/Building Inspection
 - e. Parks Department
 - f. Planning Commission
 - i. Minutes From March 22, 2022 Planning Commission Meeting
- VI. **Old Business**
- VII. **New Business**
 - a. Billy Harmon, CPA Engagement Letter
 - b. Resolution 06142022 – To Establish Capitalization Thresholds for Financial Reporting Purposes as Required by Governmental Accounting Standards Board Statement 34
- VIII. **Miscellaneous Items from the Board of Mayor and Aldermen**
 - a. Town Hall Overtime Report

ACCOUNT BALANCES

	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May
	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
GENERAL CHECKING	\$ 429,729.20	\$ 448,582.80	\$ 378,691.94	\$ 349,702.17	\$ 789,757.52	\$ 779,804.37	\$ 840,085.68	\$ 631,510.38	\$ 731,511.51	\$ 823,856.45	\$ 664,341.74	\$ 781,316.41
WATER CHECKING	\$ 431,529.56	\$ 440,496.08	\$ 416,897.52	\$ 416,402.90	\$ 433,632.25	\$ 445,657.93	\$ 430,547.58	\$ 395,336.57	\$ 352,994.29	\$ 361,304.62	\$ 355,693.18	\$ 341,603.86
STREET AID CHECKING	\$ 55,964.10	\$ 62,150.82	\$ 68,591.87	\$ 74,501.28	\$ 80,345.13	\$ 85,910.29	\$ 91,086.23	\$ 95,974.28	\$ 100,917.73	\$ 105,511.91	\$ 109,056.63	\$ 115,213.79
METER CHECKING	\$ 5,068.13	\$ 4,511.17	\$ 4,088.39	\$ 3,821.40	\$ 3,821.40	\$ 2,980.76	\$ 2,903.25	\$ 2,285.94	\$ 1,981.65	\$ 1,913.78	\$ 41,808.29	\$ 41,713.61
DRUG CHECKING	\$ 11,870.87	\$ 11,870.87	\$ 9,847.12	\$ 11,503.99	\$ 7,418.64	\$ 9,882.12	\$ 9,882.12	\$ 9,882.12	\$ 9,957.12	\$ 7,993.12	\$ 8,468.12	\$ 8,468.12
STORM WATER CHECKING	\$ 25,843.52	\$ 23,543.25	\$ 28,436.21	\$ 35,664.34	\$ 42,349.54	\$ 49,026.32	\$ 54,018.33	\$ 47,707.33	\$ 54,818.17	\$ 61,673.46	\$ 67,540.93	\$ 74,380.09

RETAINAGE CHECKING

BALANCES AS OF 9/10/21
CD # 01-124245-20

\$ 7,490.69

CD # 01-125354-20

\$ 115,929.14

Town of Brighton
Invoice Listing By GL Account

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Employee Deduction

GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-21220	UHS Premium Billing	737	499094205339	05/16/2022	\$4,618.57
110-36210	Refund	1333	Totals For Function 21220		\$4,618.57
	ZANA BUFORD		05022022	05/02/2022	\$50.00
110-41100-142	Legislative	737	Totals For Function 36210		\$50.00
	UHS Premium Billing		499094205339	05/16/2022	\$715.22
	Planning; Zoning		Totals For Function 41100		\$715.22
110-41700-200	King Engineering	387	12046	05/06/2022	\$36.41
110-41700-200	King Engineering	387	12046	05/06/2022	\$48.54
110-41700-200	Town of Brighton	640	05042022	05/04/2022	\$97.40
110-41700-245	Sandstorm	652	43986	05/03/2022	\$79.34
110-41700-245	Sandstorm	652	43986	05/03/2022	\$54.20
110-41700-245	AT&T Mobility	20	05172022	05/17/2022	\$42.68
110-41700-252	Eckel and Associates, PLLC	1114	1256	05/03/2022	\$132.00
	Financial Admin		Totals For Function 41700		\$490.57
110-41900-142	UHS Premium Billing	737	499094205339	05/16/2022	\$1,385.09
110-41900-200	MSC 7511	543	4787732	05/23/2022	\$200.49
110-41900-200	Grose Fire Protection	173	66077	05/17/2022	\$644.08
110-41900-200	Sandstorm	652	43986	05/03/2022	\$331.02
110-41900-200	SECURITY SOLUTIONS, INC.	999	085145	05/25/2022	\$40.00
110-41900-200	MSC 7511	543	4694307	05/09/2022	\$200.49
110-41900-236	Brighton High School Softball	66	05232022	05/23/2022	\$250.00
110-41900-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$153.99
110-41900-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$79.52
110-41900-244	City Of Munford	110	05312022A	05/31/2022	\$5.00
110-41900-244	City Of Munford	110	05312022A	05/31/2022	\$5.22
110-41900-244	City Of Munford	110	05092022B	05/09/2022	\$41.36
110-41900-244	City Of Munford	110	05022022	05/02/2022	\$35.91
110-41900-245	Sandstorm	652	43986	05/03/2022	\$198.20
110-41900-245	AT&T Mobility	20	05172022	05/17/2022	\$47.72
110-41900-245	AENEAS INTERNET AND TELEPHONE	1338	N67209	05/31/2022	\$99.90
110-41900-245	Comcast	172	05052022A	05/05/2022	\$92.91

Town of Brighton
Invoice Listing By GL Account

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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-41900-252	Eckel and Associates, PLLC	1114	1256	05/03/2022	\$1,835.33
110-41900-260	JAN-PRO DEVELOPMENT OF MEMPHIS & MIDSOUTH	1270	122284	05/05/2022	\$325.00
110-41900-280	Tammy McKinney	810	05102022	05/10/2022	\$34.80
110-41900-310	JD Distributors, Inc	383	492684	05/05/2022	\$372.79
110-41900-310	JD Distributors, Inc	383	493976	05/13/2022	\$67.56
110-41900-310	Dollar General-Regions 410526	423	05092022D	05/09/2022	\$52.65
110-41900-510	CNA Surety Direct Bill	879	05052022	05/05/2022	\$525.00
	<i>Police</i>		Totals For Function 41900		\$7,024.03
110-42100-142	UHS Premium Billing	737	499094205339	05/16/2022	\$3,785.84
110-42100-200	MSC 7511	543	4787732	05/23/2022	\$200.49
110-42100-200	Sandstorm	652	43986	05/03/2022	\$264.35
110-42100-200	CENTRAL SQUARE	1136	354251	05/23/2022	\$654.71
110-42100-200	MSC 7511	543	4694307	05/09/2022	\$200.49
110-42100-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$97.47
110-42100-244	City Of Munford	110	05312022A	05/31/2022	\$5.11
110-42100-244	City Of Munford	110	05092022B	05/09/2022	\$45.91
110-42100-245	Sandstorm	652	43986	05/03/2022	\$128.20
110-42100-245	Verizon Wireless	746	9906872192	05/31/2022	\$886.98
110-42100-245	Comcast	172	05052022A	05/05/2022	\$92.91
110-42100-252	Eckel and Associates, PLLC	1114	1256	05/03/2022	\$132.00
110-42100-260	AUTOZONE	1124	2082887146	05/05/2022	\$503.29
110-42100-260	AUTOZONE	1124	2082886733	05/05/2022	\$24.09
110-42100-260	AUTOZONE	1124	2082883265	05/05/2022	\$170.72
110-42100-260	AUTOZONE	1124	2082886708	05/05/2022	\$17.89
110-42100-260	Glass Tire & Muffler	285	97926	05/05/2022	\$80.00
110-42100-300	INTEGRATED COMMUNICATIONS, INC.	1263	27590	05/31/2022	\$70.00
110-42100-300	INTEGRATED COMMUNICATIONS, INC.	1263	27394-00	05/05/2022	\$594.00
110-42100-312	Jonathan Blaine Max	1103	05312022	05/31/2022	\$18.09
110-42100-312	Jonathan Blaine Max	1103	05312022	05/31/2022	\$103.34
110-42100-326	Midsouth Solutions	447	175460	05/31/2022	\$110.00
110-42100-326	VELOCITY SYSTEMS	1337	64969	05/31/2022	\$755.00

Town of Brimmon
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-42100-326	Midsouth Solutions	447	179976	05/23/2022	\$224.00
110-42100-329	Jonathan Blaine Max	1103	05312022	05/31/2022	\$62.16
110-42100-329	Jonathan Blaine Max	1103	05312022	05/31/2022	\$62.16
110-42100-329	Munford Animal Hospital, LLC	957	447836	05/05/2022	\$206.53
110-42100-329	Munford Animal Hospital, LLC	957	448382	05/05/2022	\$226.05
110-42100-329	Memphis Veterinary Specialists	992	195733	05/05/2022	\$1,512.00
110-42100-560	Department of Safety	641	05152022	05/04/2022	\$23.75
110-42100-560	Southern Automated Systems	600	202204025	05/03/2022	\$900.00
110-42100-620	Ford Motor Credit Company LLC	271	1770618	05/10/2022	\$10,237.03
110-42100-630	Ford Motor Credit Company LLC	271	1770618	05/10/2022	\$1,263.13
	Totals For Function		42100		\$23,657.69
110-42200-142	UHS Premium Billing	737	499094205339	05/16/2022	\$718.46
110-42200-148	Richard Griggs	545	000442	05/02/2022	\$300.00
110-42200-148	Richard Griggs	545	000450	05/11/2022	\$200.00
110-42200-200	Sandstorm	652	43986	05/03/2022	\$79.34
110-42200-200	Aire Serv of Tipton County	797	51059942	05/17/2022	\$159.00
110-42200-200	Inman-Murphy Inc.	337	827820	05/09/2022	\$75.00
110-42200-200	Comcast	172	05232022A	05/23/2022	\$11.37
110-42200-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$191.52
110-42200-244	City Of Munford	110	05312022A	05/31/2022	\$6.20
110-42200-244	City Of Munford	110	05092022B	05/09/2022	\$191.35
110-42200-245	Sandstorm	652	43986	05/03/2022	\$124.20
110-42200-245	Comcast	172	05052022A	05/05/2022	\$92.91
110-42200-252	Eckel and Associates, PLLC	1114	1256	05/03/2022	\$132.00
110-42200-260	SUPERIOR MECHANICAL SOLUTIONS, LLC	1336	2154	05/24/2022	\$675.00
110-42200-260	AUTOZONE	1124	2082884097	05/02/2022	\$36.27
110-42200-300	COVINGTON TURF SUPPLY	1335	CT100694-1	05/18/2022	\$5.99
110-42200-300	Brighton Lumber Co.	63	1061403	05/03/2022	\$1.74
110-42200-300	AED SUPERSTORE	1332	3004722	05/02/2022	\$142.88
110-42200-900	ESO SOLUTIONS, INC.	1108	77579	05/10/2022	\$5,625.00
	Totals For Function		42200		\$8,768.23

Fire Dept

Town of Brington
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
110-43100-200	Tipton County Sanitation	955	05232022	05/23/2022	\$49.00
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$2.99
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$28.07
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$32.40
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$4.05
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$2.85
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$2.92
110-43100-247	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$67.16
110-43100-268	LEHMAN-ROBERTS CO.	1203	83539	05/23/2022	\$3,996.83
110-43100-300	G & C Supply	277	6865551	05/24/2022	\$1,005.50
110-43100-599	Tipton County Register	687	05232022	05/23/2022	\$7.25
			Totals For Function	43100	\$5,199.02
110-44700-200	SECURITY SOLUTIONS, INC.	999	085139	05/17/2022	\$40.00
110-44700-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$72.71
110-44700-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$79.74
110-44700-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$45.75
110-44700-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$29.43
110-44700-241	Southwest Tennessee Electric	562	05092022a	05/09/2022	\$191.52
110-44700-244	City Of Munford	110	05312022A	05/31/2022	\$5.00
110-44700-244	City Of Munford	110	05312022A	05/31/2022	\$5.33
110-44700-244	City Of Munford	110	05312022A	05/31/2022	\$5.33
110-44700-244	City Of Munford	110	05092022B	05/09/2022	\$55.00
110-44700-244	City Of Munford	110	05092022B	05/09/2022	\$19.54
110-44700-244	City Of Munford	110	05092022B	05/09/2022	\$163.17
			Totals For Function	44700	\$712.52
121-43100-247	Southwest Tennessee Electric	562	05312022B	05/31/2022	\$51,235.85
			Totals For Function	43100	\$2,843.85
			Totals For Fund	121	\$2,843.85
413-52300-142	UHS Premium Billing	737	499094205339a	05/16/2022	\$4,172.07

Streets

Water: Sewer

Town of Brimmon
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
413-52300-200	Sandstorm	652	43986A	05/03/2022	\$135.95
413-52300-200	Xylem Dewatering Solutions, Inc	1056	401163065	05/05/2022	\$4,878.49
413-52300-211	U.S. Post Office	727	05242022	05/24/2022	\$24.15
413-52300-211	U.S. Post Office	727	05242022	05/24/2022	\$353.97
413-52300-231	The Leader	628	05052022d	05/05/2022	\$604.50
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$388.36
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$28.07
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$29.54
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$39.68
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$29.64
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$30.09
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$28.07
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$538.39
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$753.00
413-52300-241	Southwest Tennessee Electric	562	05102022A	05/10/2022	\$30.89
413-52300-241	Southwest Tennessee Electric	562	05052022C	05/05/2022	\$152.73
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$73.72
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$29.43
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$29.53
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$29.88
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$183.70
413-52300-241	Southwest Tennessee Electric	562	05022022	05/02/2022	\$40.84
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$28.07
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$27.50
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$2,015.03
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$41.97
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$35.53
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$191.52
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$34.62
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$136.46
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$122.91
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$39.58

Town of Briggsville
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$31.35
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$78.14
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$140.72
413-52300-241	Southwest Tennessee Electric	562	05312022A	05/31/2022	\$638.76
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$28.85
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$66.72
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$43.66
413-52300-241	Southwest Tennessee Electric	562	05092022	05/09/2022	\$69.10
413-52300-243	City Of Munford	110	05312022	05/31/2022	\$14,896.82
413-52300-243	City Of Munford	110	05092022C	05/09/2022	\$14,896.82
413-52300-244	City Of Munford	110	05312022	05/31/2022	\$7.72
413-52300-244	City Of Munford	110	05092022C	05/09/2022	\$744.93
413-52300-245	Sandstorm	652	43986A	05/03/2022	\$124.20
413-52300-245	AT&T Mobility	20	05172022A	05/17/2022	\$421.08
413-52300-245	Comcast	172	05052022B	05/05/2022	\$92.92
413-52300-252	Eckel and Associates, PLLC	1114	1256A	05/03/2022	\$132.00
413-52300-260	G & C Supply	277	6864544	05/24/2022	\$311.44
413-52300-260	G & C Supply	277	6865375	05/24/2022	\$740.00
413-52300-260	G & C Supply	277	6865377	05/24/2022	\$589.00
413-52300-260	Xylem Dewatering Solutions, Inc	1056	401169224	05/24/2022	\$2,679.17
413-52300-260	G & C Supply	277	6864563	05/24/2022	\$656.94
413-52300-260	G & C Supply	277	6864523	05/24/2022	\$646.92
413-52300-260	John Deere Financial	363	05242022	05/24/2022	\$977.02
413-52300-260	AUTOZONE	1124	2082902226	05/03/2022	\$96.72
413-52300-260	G & C Supply	277	6863621	05/12/2022	\$322.45
413-52300-260	Mid-South Septic Services	453	55088	05/23/2022	\$250.00
413-52300-260	Mid-South Septic Services	453	53299	05/12/2022	\$250.00
413-52300-260	Mid-South Septic Services	453	54145	05/05/2022	\$250.00
413-52300-260	ISLAND HYDRAULIC SUPPLY, INC	1324	7827	05/23/2022	\$281.76
413-52300-300	AUTOZONE	1124	2082902229	05/03/2022	\$28.77
413-52300-300	G & C Supply	277	6864578	05/24/2022	\$51.60
413-52300-300	AMAZON CAPITAL SERVICES	1293	13XV-FQ7T-3DDT	05/12/2022	\$56.00

Town of Brighton
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GL Account Number	Vendor Name	Vendor Number	Invoice Number	Invoice Date	Invoice Net Amount
413-52300-300	Grose Fire Protection	173	66078	05/23/2022	\$994.77
413-52300-300	Brighton Lumber Co.	63	1061892	05/05/2022	\$55.23
413-52300-353	Poplar Grove Utility	494	05092022C	05/09/2022	\$25,110.04
			Totals For Function	52300	\$82,039.50
			Totals For Fund	413	\$82,039.50
			Grand Total		\$136,119.20



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

May 10, 2022

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman Washam at 7:03p.m.

ROLL CALL

Present

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

Absent

Others Attending:

Leah Hayse, Principal Clerk
Johnathon Briles, Public Works Director
Mike Durham, Brighton Police Chief
Brad Fowler, Brighton Fire Department
David Braden, Poplar Grove Utility District
Aubrey Foreman, Brighton Public Works
Blaine Max, Brighton Police Sergeant
Rikki Herbert, Town Attorney

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Alice Wakefield, 33 Huffman Dr, Brighton, TN; Craig Rose, 1951 Old Memphis Rd, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Rescheduled Board Meeting April 12, 2022

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

FINANCIAL REPORTS/PAYMENT OF BILLS

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

CITIZEN CONCERNS

Kristin Gardner, 347 Miss Helen Circle, Brighton, TN

Mrs. Gardner expressed concerns about the progression of the new subdivision being built on Kenwood Ave. Mr. Foreman, Brighton Public Works, replied to her.

*****Mayor Chapman Washam announced that David Boone is no longer an Alderman for the Town of Brighton. There will be an ad placed in The Leader and on Facebook. Interviews will be conducted on June 13, 2022. The Board of Mayor and Aldermen will appoint the new Alderman at the June 14th Board Meeting.*****

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Mr. Brad Fowler, Brighton Fire Department, presented the monthly status report (see attached report).

Alderman Greer asked what the Town could do if someone was burning without a permit. Mr. Fowler replied that they can only ask them to extinguish it. The State issues permits from October 15th to May 15th. The Town currently does not have an ordinance to issue permits.

Mr. Fowler would like to switch oxygen companies. They currently use NexAir. We are not under contract with them. Tennessee Medical Equipment would provide the same services at a cheaper rate.

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

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

Alderman Greer asked why there was a significant increase in usage this month. Director Briles doesn't know. The numbers reported come straight from the master meter. There was a brief discussion. Alderman Greer asked if we benefit for the Board to see the monthly billed amount. He would like to start seeing in the monthly 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.

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.

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

The AWWA Water Audit for FY 2021 has been completed and emailed to Mr. Wood at ATA.

CODE ENFORCEMENT DEPARTMENT: Mr. Gatlin did not attend tonight's meeting. The report was omitted from the packet.

PARKS DEPARTMENT:

None

PLANNING DEPARTMENT:

None

OLD BUSINESS

None

NEW BUSINESS

Report on Debt Obligation

The Report on Debt Obligation for the Five-Year Capital Outlay Notes, Series 2022 to purchase the police cars was presented to the Board of Mayor and Aldermen.

Budget Ordinance

An ordinance to adopt the annual budget and tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023 was presented to the Board of Mayor and Aldermen. Vice Mayor Sartain made a motion to approve the First Reading of the Budget Ordinance. Alderman Greer seconded the motion. All approved. Motion carried.

FROM THE BOARD OF MAYOR AND ALDERMEN

Hazmat Spill

Alderman Greer would like to commend all the departments for their response to the accident (Hazmat Spill).

Attorneys

Alderman Greer would like to thank all of the Town's attorneys for their handling of the issues we've had recently.

Appointment of the New Fire Chief

Mayor Chapman Washam stated there were four really good candidates for the Fire Chief position. After much thought and consideration, the Mayor is recommending Brad Fowler for the Fire Chief position. Alderman Greer made a motion to approve Brad Fowler becoming the next Fire Chief. Alderman Foster seconded the motion. All approved. Motion carried.

ADJOURNMENT

Vice Mayor Sartain made a motion to adjourn. Alderman Greer seconded the motion. All approved. Motion carried. The meeting adjourned at 7:45pm.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO

BRIGHTON FIRE DEPT



2022 INCIDENT REPORT

Structure Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	2	2	0	0	0	0	0	0	0	0	0	0	2
County	0	3	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid	6	14	0	0	0	0	0	0	0	0	0	0	6
Totals	8	19	0	0	0	0	0	0	0	0	0	0	8
Grass Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	1	0	0	0	1	0	0	0	0	0	0	0	1
County	1	1	0	0	2	0	0	0	0	0	0	0	1
Mutual Aid	1	4	0	0	0	0	0	0	0	0	0	0	1
Totals	3	4	0	0	3	0	0	0	0	0	0	0	3
Auto Fire	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	0	1	0	0	0	0	0	0	0	0	0	0	0
County	0	1	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	2	0	0	0	0	0	0	0	0	0	0	0
Other Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	1	4	0	0	4	0	0	0	0	0	0	0	1
County	4	4	0	0	5	0	0	0	0	0	0	0	4
Mutual Aid	0	0	0	0	13	0	0	0	0	0	0	0	0
Totals	5	8	0	0	0	0	0	0	0	0	0	0	5
MVC Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	2	2	0	0	1	0	0	0	0	0	0	0	2
County	1	2	0	0	3	0	0	0	0	0	0	0	1
Mutual Aid	2	3	0	0	3	0	0	0	0	0	0	0	2
Totals	5	0	0	0	7	0	0	0	0	0	0	0	5
EMS Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	24	21	0	0	24	0	0	0	0	0	0	0	24
County	29	33	0	0	27	0	0	0	0	0	0	0	29
Mutual Aid	2	3	0	0	0	0	0	0	0	0	0	0	2
Totals	55	57	0	0	51	0	0	0	0	0	0	0	55
TOTALS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
City	30	21	0	0	30	0	0	0	0	0	0	0	30
County	35	44	0	0	37	0	0	0	0	0	0	0	35
Mutual Aid	11	21	0	0	16	0	0	0	0	0	0	0	11
Department Total Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Year to Date
BRIGHTON FIRE DEPT	76	86	58	0	83	0	0	0	0	0	0	0	76

Monthly Call Totals



Brighton Police Department

Mike Durham
Chief of Police
Office: 901-475-8661

582 East Woodlawn
Brighton, TN 38011
Fax: 901-475-2975

May 2022 Monthly Report

In the month of May we answered 654 calls for service. We answered 316 more calls for service in May of 2022 than we did in May of 2021 (338 calls). We had 126 Total Citations with 91 Warning Citations, 115 City Citations, and 11 Tipton County General Sessions Citations, 3 of which were Juveniles. We took 37 Reports. We made 16 Arrests.

We had a Memorial Weekend Special Traffic detail that was very successful. We wrote citations for all kinds of traffic violations (in and out of the neighborhood), we made narcotic arrests, and worked a crash while on the detail.

Calls were up 193.5%, Citations were up 69%, General Sessions Cites were up 1000%, and MVC's (Wrecks) up 25% over May of 2021.

- Total Calls-654
- Total Citations:126 & 91 Warning Citations
 - City Citations: 115
 - General Sessions Citations: 11
 - Juvenile Citations: 3
- Total Reports-37

- **MVC's:4**
- **Inappropriate Touching: 1**
- **Property Damage: 3**
- **4-Wheeler/ATV Complaints: 2**
- **Threats Complaints: 1**
- **Welfare Checks: 1**
- **Civil Matters: 1**
- **Possible Missing Person: 1**
- **Violation of Order of Protection: 1**
- **Custodial Interference: 1**
 - **Forcible Fondling:1**
 - **Fraudulent Temp Tags Seized: 24**
 - **K9 Deployments: 4**
 - **Total Arrests: 16**
 - **Warrant Arrests: 5**
 - **Driving While License Suspended or Revoked: 5**
 - **Narcotics: 3**
 - **Domestic Assault: 2**
 - **Aggravated Assault/Felony Evading Arrest: 1**

[illegible][illegible]

BOARD MEETING

June 14, 2022

Water:	May 2021	8.1 MG
	May 2022	11.4 MG
	Daily Avg.	369,000 Gpd
	May 2022 Billed	6.0 MG

Water Leaks: (3)

2" - 91. N. Poplar

¾ Service- 52 Brookhollow

¾ Service- Mathis St.

Sewer:

Working with insurance on Dale Smith P.S.

Working with FEMA on Jackett's P.S.

Drainage:

Getting easements signed for the next drainage project.

General:

Repairing potholes throughout the Town.

Cleaning and Cutting roadsides.

Cutting Grass throughout the Town.

Cut Offs: (43)

Work Orders: (44)

Department Detail Report

Date Range: 05/01/2022 - 05/31/2022 and Employee Effective As Of : 06/13/2022

Worked Department: 043100

Last Name	First Name	Position ID		
Worked Department	Pay Code		Hours	Doll:
Burnett	Damon	3FV000139		
043100	HOLIDAY-Holiday		8.00	XX
043100	OVERTIME-Overtime		12.00	XX
043100	REGULAR-Regular		172.00	XX
	Subtotal		192.00	XX
Foreman	Aubrey	3FV000109		
043100	HOLIDAY-Holiday		8.00	XX
043100	OVERTIME-Overtime		16.50	XX
043100	REGULAR-Regular		152.75	XX
043100	SICK-Sick		14.75	XX
043100	VACATION-Vacation		8.00	XX
	Subtotal		200.00	XX
Henry	Jimmy	3FV000138		
043100	HOLIDAY-Holiday		8.00	XX
043100	OVERTIME-Overtime		18.00	XX
043100	REGULAR-Regular		165.00	XX
	Subtotal		191.00	XX
Ridgell	Billy	3FV000116		
043100	BEREAV-Bereavement		16.00	XX
043100	HOLIDAY-Holiday		8.00	XX
043100	OVERTIME-Overtime		6.00	XX
043100	REGULAR-Regular		139.00	XX
043100	SICK-Sick		16.00	XX
	Subtotal		185.00	XX
Tate	Andrew	3FV000120		
043100	HOLIDAY-Holiday		8.00	XX
043100	OVERTIME-Overtime		6.00	XX
043100	REGULAR-Regular		154.00	XX
043100	VACATION-Vacation		16.00	XX
	Subtotal		184.00	XX
Total for: 043100			952.00	XX

Department Detail Report

Date Range: 05/01/2022 - 05/31/2022 and Employee Effective As Of : 06/13/2022

Worked Department: 052300

Last Name	First Name	Position ID		
Worked Department	Pay Code		Hours	Doll:
Briles	Johnathon	3FV000110		
052300	BEREAV-Bereavement		8.00	XX
052300	HOLIDAY-Holiday		8.00	XX
052300	REGSAL-Salary Regular Hours		160.00	XX
Subtotal			176.00	XX
Total for: 052300			176.00	XX

Department Detail Report

Date Range: 05/01/2022 - 05/31/2022 and Employee Effective As Of : 06/13/2022

Pay Code Summary

	Hours	Doll
BEREAV-Bereavement	16.00	XX
HOLIDAY-Holiday	40.00	XX
OVERTIME-Overtime	58.50	XX
REGULAR-Regular	782.75	XX
SICK-Sick	30.75	XX
VACATION-Vacation	24.00	XX
Total for Worked Department: 043100	952.00	XX
BEREAV-Bereavement	8.00	XX
HOLIDAY-Holiday	8.00	XX
REGSAL-Salary Regular Hours	160.00	XX
Total for Worked Department: 052300	176.00	XX
Grand Total	1,128.00	XX

TOWN OF BRIGHTON

Tuesday, June 14th, 2022

Suggestions to improve operations-Updated (not necessarily in order of importance):

- 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 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
RESOLVED
- 6) Evaluate the number of employees needed in the field.
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- 7) Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes.
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- 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. With the Mayor and Board's permission, I'll begin working on this after Poplar Grove's is approved.
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 Cemen. 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 regulations 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: 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.

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

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

Update: 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.

- 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.

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- 27) The Town's Water System does not have an up to date Emergency Operation Plan as required³ 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 adoption of it at this meeting.
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

The 2021 Water Quality Report is completed and has been certified to TDEC.

David Braden



Town of Brighton Building / Codes

COREY GATLIN

DIRECTOR OF CODE ENFORCEMENT

May-22

571 E. Kenwood	5/9/2022	13-107	letter sent lot grown up	6/6/22 resolved
Lot 38 Bright village	5/9/2022	13-107	Certified letter sent weeds and grass	6/6/22 property cleaned by city
15 Hunters Ave.	5/10/2022	13-107	Letter sent weeds, vines boats and junk	6/6/22 has been mowed, boat and junk remain
1078 E. Kenwood	5/11/2022	13-107	letter sent tall grass	6/6/22 resolved
123 Wylie	5/11/2022	13-107	letter sent tall grass	6/6/22 resolved
120 Wylie	5/11/2022	13-107	letter sent for trailer and junk	Trailer and junk moved 6/6/22
62 Countryside cir	5/11/2022	13-107	letter sent for unkept flower beds	6/6/22 resolved
126 Bloomington	5/11/2022	13-107	letter sent for weeds and grass	in Progress spoke with owner 5/26/22
144 Countryside cir	5/11/2022	13-107	letter sent for weeds and unkept flower beds	resolved 6/6/22
316 Bloomington	5/11/2022	13-107	letter sent for overgrown bushes	5/21/22 Getting company to resolve issues



TOWN OF BRIGHTON

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

PLANNING COMMISSION MEETING

March 22, 2022

6:00 PM

CALL TO ORDER

Chairman Cyndi Timbs called the meeting to order at 6:10pm.

ROLL CALL

Present

Mayor Stephanie Chapman Washam
Chairman Cyndi Timbs
Vice Chairman John Pate
Secretary Kinney Bridges
Jeremy Cates
Aubrey Foreman
Shane Greer

Absent

Secretary Kinney Bridges

Others Attending: Will Radford, City Planner; Corey Gatlin, Brighton Code Enforcer

Guests: Steve and Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; Sonny Pittman, Pittman Surveys; David Grape, 342 Miss Helen Circle, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Meeting February 22, 2022. Vice Chairman Pate made a motion to approve the minutes as written. The motion was seconded by Mr. Greer. All approved. Motion passed.

Chairman Timbs gave Mr. Will Radford the floor.

NEW BUSINESS

Huffman Minor Subdivision

Mr. Ray Pittman is here to present a minor plat. Mr. Radford normally provides a staff report for a minor plat for recommendation. However, he had to send the agenda before he had a chance to review the plat. He has since reviewed the plat. It's located at 341 Huffman Drive (Tipton County Map 80 Parcel 30). It's a 32 acre tract where they are cutting 2 acres from it. This property will be under the Town of Brighton's water and sewer service. Mr. Radford recommends this for approval pending any of the Planning Commission questions.

Vice Chairman Pate asked Mr. Radford if he saw any drainage issues. Mr. Radford said a minor plat usually don't go under drainage review.

Vice Chairman Pate made a motion to approve this minor subdivision as presented. Mr. Greer seconded the motion. All approved. Motion carried.

OLD BUSINESS

Subdivision on Kenwood

Mr. Grape expressed concerns about the progress being made on the subdivision on Kenwood Ave. He had pictures to show the Planning Commission of the water draining off the property.

Mr. Gardner asked how many houses are being built in this subdivision? Chairman Timbs replied the last plat brought in that did not get final approval shows fifteen lots with a retention pond. She also stated they are able to complete some "dirt work" prior to final approval. City Planner Will Radford continued. Sometimes when the Preliminary Approval is approved by the Planning Commission, the developer feels confident enough to start the dirt work, drainage system, roads, etc. This can all be inspected before Final Approval is given. However, he is not familiar with the history of this potential subdivision.

There was a brief discussion.

ADJOURNMENT

Vice Chairman Pate made a motion to adjourn the meeting at 6:42pm. The motion was seconded by Mr. Greer. All approved. Motion carried.

Stephanie Chapman-Washam, Mayor

Tammy McKinney, CMFO

William M. Harmon

Certified Public Accountant

P.O. Box 491, 117 N. Main St.
Ripley, TN 38063-491
Tel. (731) 635-3791
Fax (731) 635-5626
williamharmoncpa.com

May 24, 2022

To: the Mayor, Board of Aldermen, & Town Management
Town of Brighton Tennessee
139 N Main St
Brighton, TN 38011

I hope to better meet your expectations of service from my firm by identifying the services to be provided. My services will cover work on the financial statements for the fiscal year ending June 30, 2022 and other future reconciliation services on an as-needed basis as directed by the Town up until this agreement is terminated by either party or replaced by another agreement.

You are responsible for assuming all management responsibilities, and for overseeing any bookkeeping services, or other services I provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

None of the services can be relied on to disclose errors, fraud, or illegal acts. However, I will inform you of any material errors and of any evidence or information that comes to my attention during the performance of my procedures that fraud may have occurred. In addition, I will inform you of any evidence or information that comes to my attention during the performance of my procedures regarding illegal acts that may have occurred. I have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

I will reconcile certain accounts and propose adjusting entries, from information you provide, for the financial statements of the Town of Brighton for the year ended June 30, 2022 and other future reconciliation services on an as-needed basis as directed by the Town. The primary purpose of this engagement is to make final adjustments to the general ledger accounts so that they can be presented as materially correct as possible to the independent auditor and facilitate the completion of the audit of the financial statements as expeditiously as possible. I will also perform any additional services requested by management as needed.

The Town is responsible for:

- 1) the preparation and fair presentation of the financial statements in accordance with Government Auditing Standards generally accepted in the United States of America.
- 2) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- 3) preventing and detecting fraud.
- 4) identifying and ensuring that the company complies with the laws and regulations applicable to its activities.
- 5) making all financial records and related information available to me and for the accuracy and completeness of that information.

My work does not contemplate performing, analytical procedures, or other procedures performed in a review. Additionally, my work does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, I will not express an opinion or provide any assurance regarding the financial statements being reconciled.

William Harmon is the engagement partner and is responsible for supervising this engagement.

My fees for these services will be billed at the standard hourly rate of \$95 per hour. You may also be billed for out-of-pocket costs such as report production, word processing, postage, travel, etc. The fee estimate is based on anticipated cooperation from your personnel. My invoices for these fees will be rendered each month as work progresses and are payable on presentation.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Sincerely,



William Harmon CPA

Acknowledged:

Town of Brighton

Signature

Title

Date

RESOLUTION NO. 06142022

A RESOLUTION TO ESTABLISH CAPITALIZATION THRESHOLDS FOR FINANCIAL REPORTING PURPOSES AS REQUIRED BY GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT 34 – *BASIC FINANCIAL STATEMENTS – AND MANAGEMENT’S DISCUSSION AND ANALYSIS – FOR STATE AND LOCAL GOVERNMENTS*

WHEREAS, the Governmental Accounting Standards Board has issued its Statement 34 – *Basis Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, hereinafter referred to as GASB 34 in June 1999, and

Whereas, certain provisions of GASB 34 require that capital assets, including general infrastructure assets, of each local government, be capitalized and recorded on the new financial statements of the reporting model outlined in GASB 34, and

Whereas, further guidance contained in GASB 34 allow local governments to establish reasonable capitalization thresholds at which capital assets, including general infrastructure assets be capitalized and recorded in the financial statements, and

Whereas, it is the responsibility of the Town of Brighton, through its elected and appointed officials to establish the threshold amounts discussed above,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Brighton meeting in regular session on June 14, 2022, that:

Section 1. The following minimum threshold amounts are established for the purpose of recording and reporting general capital assets, including general infrastructure assets, in the new financial statements as required by GASB 34.

<u>Capital Asset</u>	<u>Capitalize & Depreciate</u>
Buildings & Improvements	\$10,000 & 20-40 Years
Furniture & Fixtures	\$5,000 & 10 Years
Improvements Other than Buildings	\$5,000 & 30-40 Years
Infrastructure	\$10,000 & 20-50 Years
Land	\$500
Machinery & Equipment	\$5,000 & 5-10 Years

Section 2. Assets in the above categories must have an estimated useful life in excess of three years to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in three years or less shall not be capitalized. Assets having a useful life of more than two years but that have a historical or estimated cost of less than the threshold limit established in Section 1 may, at the discretion of the Town Recorder and other Department Heads, be inventoried for tracking purposes.

Section 3. The Town Recorder is authorized to consult with department heads, external auditors and accountants, the University of Tennessee's Municipal Technical Advisory Service, and other professionals for the purpose of determining information necessary to develop a comprehensive capital assets policy. This policy should include, but not be limited to, determinations of estimated useful life, asset historical or estimated cost, salvage value, depreciation method to be used, and method of determining aggregate value of like kind assets that do not individually exceed the threshold amount. It is the intent of this resolution to adopt a process for the purpose of complying with the capital asset requirements of GASB 34 and at the same time minimizing the costs associated with its implementation.

Section 4. All other resolutions in conflict with the requirements of this resolution are hereby declared null and void. The resolution shall take effect upon final passage, the public welfare requiring it.

Approved

Stephanie Chapman Washam, Mayor

Tammy McKinney, Town Recorder

Over time -City Hall employees**21-Dec**

Tammy French

0

Reason for over time

Tammy McKinney

0.75 comp time

Reason for over time/comp

Meetings

22-Jan

Tammy French

0

Reason for over time

Tammy McKinney

12.5 comp time

Reason for over time/comp

Meetings

22-Feb

Tammy French

0

Reason for over time

Tammy McKinney

2.75 comp time

Reason for over time/comp

Meetings

22-Mar

Tammy French

0.5

Reason for over time

Tammy McKinney

1.5 comp time

Reason for over time/comp

Traffic court & TGFOA

22-Apr

Tammy French

0

Reason for over time

Jewlie Kerns

0.5

Reason for over time

court

Tammy McKinney

0.25 comp time

Reason for over time/comp

court

22-May

Tammy French

0

Reason for over time

Jewlie Kerns

0

Reason for over time