



TOWN OF BRIGHTON

1270 Old Hwy 51 SOUTH * POST OFFICE BOX 277 * BRIGHTON, TENNESSEE 38011

BOARD OF MAYOR AND ALDERMEN MEETING

May 14, 2024

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Chapman-Washam at 7:01 p.m.

ROLL CALL

Present

Stephanie Chapman-Washam, Mayor
Melissa Sartain, Vice Mayor
Kristin Gardner, Alderwoman
Dave Huffman, Alderman

Absent

Eunice Foster, Alderman

Others Attending:

Jonathan Briles – Brighton Public Works
David Braden – Poplar Grove
Mark Daughtery, Brighton Code Enforcement
Clay Short, Brighton Fire Captain
Blaine Max, Brighton Police Chief
Charity Parimore. Town Recorder
Jacob Blevins, Brighton Police Department
Jeffrey Lamar, Brighton Police Department
Doylen Baskin, Brighton Police Department
Mike Kirkpatrick, Brighton Police Department
David Goodman, Town Attorney

Guests: Kenneth A. Deer, 111 Brighton Village Loop, Brighton, TN; Gus Smith, 147 Phillips Dr., Brighton, TN; Edward Brammer, 467 E. Kenwood, Brighton, TN; Alice Wakefield, 33 Huffman Dr.,

Brighton, TN: Eva Artry, 206 Gladman. Brighton, TN: Russell Gaines, 187 South Poplar St., Brighton, TN: Sandra F. Hill, 558 Fayne Rd., Brighton, TN.

APPROVAL OF MINUTES

Minutes Approval: Regular Scheduled Board Meeting – April 9, 2024

Alderwoman Gardner 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. Alderwoman Gardner seconded the motion. All approved. Motion carried.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT: Captain Clay Short, Brighton Fire Department presented the monthly status report.

POLICE DEPARTMENT: Chief Blaine Max, Brighton Police Chief, presented the monthly status report.

Vice Mayor Sartain asked if there was any leads to the vehicle break-ins or any resolutions.

Chief Max responded that one vehicle had been recovered the Police department was sending some of the contents off to the lab for testing. They were able to obtain fingerprints off of the recovered vehicle.

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

Vice Mayor Sartain asked about 502 (Kyle Smith) property progress.

Mr. Briles responded that it is complete.

Alderman Huffman asked about South Poplar St. if there was any plans to repair the potholes on South Polar St.

Mr. Briles responded that once the new fiscal year starts he will make a list of the roads in need of repair and the Board will make the decision on what roads are repaired.

Mayor Washam stated that she thought that Public Works was going to reach out to MTAS – they will come out and rate all of the roads in the Town.

Mr. Briles said he did reach out to MTAS and has not heard back from them yet. He did say that the person that they had spoke with previously about this service Mr. Ronnie Neil, he is no longer with MTAS.

David Braden from Poplar Grove Utility Read his monthly report:

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.
- 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) New: 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) New: 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) New: Johnny has started organizing all water and sewer records in an orderly fashion.

15) New: All deficiencies noted in the last Water System Sanitary Survey have been addressed and corrected.

RESOLVED

16) New: 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) New: 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) New: Apparently both pressure reducing valves at the master meter are not operating properly from time to time.

RESOLVED

19) New: 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.

COMPLETED

20) New: The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017.

RESOLVED

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

RESOLVED

22) New: 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) New: 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) New: The Town has recently experienced problems with wet wipes at High School and Dale Smith Pump Stations.

RESOLVED

25) New: Mr. John 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. Update: 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: We have been told by E&CD that the grant awards will be announced in mid to late January 2022.

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

Update: Things are progressing on schedule with the Town having to acquire one

temporary easement to expand a catch basin.

Update: Plans and Specification 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.

Update: 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 2:00 p.m.

Update: 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: 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: 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 Winward Place. Update: The Contractor, Portland Utilities has cleaned and CCTV'ed the pipe, prepping it for the liner installation. They is currently awaiting delivery of the liner materials.

Update: Portland Utilities is approximately 50% complete with the CIPP along Winward Place. All 4 inlets have been repaired with the Bulldogs Process.

Update: Portland Utilities has completed this portion of the drainage repair project.

Update: On March 10th, KEC submitted the project's Final Pay Request to CDP for processing and submittal to the State.

26) New: 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 clean-up project. I am currently making contact with TDEC's Nashville office to learn more about this program.

Update: 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: 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) New: 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 have been developed using TAUD's template. I would ask that you consider the adoption of it at this meeting.

RESOLVED

- 28) New: The Town has been directed by its insurance carrier to develop a Sewer Backup Prevention Program.

RESOLVED

- 29) New: 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

- 30) New: It has recently come to our attention that the Dale Smith Pump Station is probably not pumping at its rated capacity which causes the pumps to run longer, increases wear on the pumps and motors, increases energy consumption and long term, limits the Town's ability to grow. Mr. John Gentry has inspected the valves at the abandoned booster station and determined that all valves are in their correct position. The next, least expensive option to increase the pumping rate of the Dale Smith station is to pig the 10" forced main from Dale Smith to McLaughlin and US 51 (and possibly to Munford's lagoon). Once TDEC approval is received, Munford will be pigging their 14" line to the Mississippi River. I suggest that we see the results of this project before proceeding.

David Braden

-We are still awaiting the results of the PFAS & Lithium sampling.

-According to EPA regulation by October 2024, all public water systems in the US are required to submit a Lead Service Line (LSL) Inventory List to either EPA or their state's water systems' regulator (whichever has primacy within that state). In Tennessee, TDEC (the Health Department) has primacy therefore, the Town will be submitting its LSL Inventory List to TDEC in Nashville.

To the best of Mr. Briles and my knowledge, the Town has no lead water service lines within its water system. However, the services installed prior to 1988 (the year lead was banned in Tennessee) must be examined to determine the type of service lines.

Of the Town's 1,591 service lines, 1,145 (72%) were installed after 1988. The remaining 446 are currently being inspected and we anticipate that the October 2024 reporting deadline will be

met.

-I have copies of the Town's Water Quality Report (CCR) for 2023 to hand out tonight. This report will appear in the Leader on May 16th. As you can see on Page 2 of the report, the Town had no water quality violations during calendar year 2023.

CODE ENFORCEMENT DEPARTMENT: Mr. Mark Daughtery, Brighton Code Enforcement, presented the monthly status report.

PARKS DEPARTMENT – None

PLANNING COMMISSION – None

OLD BUSINESS –

NEW BUSINESS – **Interlocal Agreement for Dispatching Services**

Alderwoman Gardner made a motion to approve the new Interlocal Agreement for Dispatching Services. Alderman Huffman seconded the motion. All approved. Motion carried.

Ordinance 20240514 – An Ordinance to Amend the Brighton Municipal Zoning Map to Rezone Property at 39 and 85 West Woodlawn Avenue and US Hwy 51 (Bertie Finley Property) from R-1 (Low Density Residential) to R-2 (Medium Density Residential) District – **No Motion**

Planning Commission did approve, but the Board will have to approve the ordinance. This was brought to the attention of Code Enforcement by the Fire Chief when they were called out to the property and realized it was divided into two dwellings under the same roof. The Fire Chief was concerned because if there was a fire, he would not have known there were multiple families living in the residence. The City Planner did advise against rezoning this property from an R-1 to R-2 at the Planning Commission Meeting.

Ordinance 20240514-2 – An Ordinance to Amend the text of the Brighton Municipal Zoning Ordinance by Adopting standards for Short Term Rental Units.

Vice Mayor Sartain made a motion to approve Ordinance 20240514-2. Alderwoman Gardner seconded the motion. All approved. Motion carried.

CITIZEN CONCERNS

Mr. Ed Brammer – 467 E. Kenwood, Brighton, TN –

- How many vehicles does the Town own and how many are being taken home by employees?
- Is the Town working on a Balanced Budget?

Board Response – Yes, the Town is working on the Budget. It is always the goal of the Town to have a balanced budget. The Mayor did not have the exact number of vehicles in front of her, but we can get those numbers.

Mr. Gus Smith - 147 Phillips Dr., Brighton, TN –

- Money being spent on computers should go to street repairs
- Water tower at the church is rusted, has it been inspected?

Board Response - the money being spent on computers is not the Town's money that is Grant money from the State. The streets issue was addressed by Public Works earlier in the meeting. The water tower- the State does water tower inspections.

Ms. Eva Archery – 206 Gladman, Brighton, TN -

She is a trustee at the MT. Tipton CME Church on Brighton Clopton Rd. The Trustee Committee for her church is with her at the meeting.

- The Church's water meter is on the Bloomington School property next door to the Church. Weeds are growing over the meter and you can not see it. They have instances where the owner of the Bloomington property is running over the meter when cutting the yard. Does the Board know what the reason is that the meter would not be on their property? Is it possible to be moved to the Church's property? Mrs. Archery said that the ones in attendance are new to the Committee, the old Committee members may know but they do not.

The Board Response –Could the same person have owned both properties at one time? They will have to do some research, because of the age of the Church the records may not show why the meter was put where it was on the Bloomington School property. If they would call Town Hall and they will open a work order.

Russell Gaines – 187 South Poplar St, Brighton, TN -

- Being the time of year, the Church has already had issues with the water meter getting hit this year. It's costing the Church money to repair it. He does not feel that it should be completely on the church to have it moved.

The Board Response – It is not a problem to move the meter, but as far as why it is like that with out the records it will be hard to tell. The town can start with who owns the property now. The original records are unlikely to be found being so old. The church is 127 years old.

The Town Attorney responded that the recourse could be with the private owners, we don't know what the deeds may say, as far what agreement could have been made between the owners that owned the property when the meter was installed. The Town will do some research and get back with them.

Floor is closed.

ADJOURNMENT

Alderman Huffman made a motion to adjourn. Vice Mayor Sartain seconded the motion. All approved. Motion carried. The meeting adjourned at 7:54 pm.


Stephanie Chapman-Washam, Mayor


Charity Parimore, Town Recorder