



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

JANUARY 8, 2019

7:00 PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

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

ROLL CALL

Present

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

Absent

Others Attending:

Tammy McKinney, Town Recorder
Mike Durham, Brighton Police Chief
Ricky Russell, Brighton Fire Chief
Johnny Payne, Public Works Director
David Braden, Poplar Grove Utility
M.O. Eckel, III, Town Attorney
Blaine Max, Brighton Police Sergeant

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 Baker, 1464 Brighton Clopton Rd, Brighton, TN; Stephen Shopper, Curtis Mayo, Johnathan Murphy, 136 Windward Place, Brighton, TN; David Copeland, 4110 Brighton-Clopton, Brighton, TN; Michael Heldt and Stephanie Murray, 14 N Main St, Brighton, TN; Ross and Lauren Raynor-McDaniel

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting December 11, 2018

Alderman Hall 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.

Alderman Greer questioned the Southwest Electric bill that was being paid out of the baseball fund. Tammy McKinney, Town Recorder, said she would contact Southwest Electric and find out what the bill was actually for.

Alderman Greer questioned why the Town has already spent \$2,182.00 on the basketball account. Mayor Crocker said they had a Christmas tournament and the regular season just started. The costs would mostly be for the concession stand. Some of the charges would also be for basketballs. Alderman Greer pointed out that \$672.50 has been made in basketball concessions revenue. Mayor Crocker said they also have revenue for gate money from the Christmas tournament. She said the first trip to Sam's was approximately \$800.00 and this last trip was close to \$1100.00. It's enough to stock the concession stand for the next couple of weeks. Alderman Greer said that doesn't make sense because there's about 9 Sam's Club charges on this list. Mayor Crocker said the card isn't exclusively for Sam's. It can be used for other charges. She would have to look at the receipts to be sure of all the charges. Tammy McKinney, Town Recorder, showed the invoice to Alderman Greer. Ms. McKinney stated that each line item amount that is shown on the invoice would also be shown on the invoice list. Alderman Greer countered that each shopping trip would be shown as a different charge. Mayor Crocker said she only went once. He said well those two things contradict each other. Alderman Greer said he didn't want his name associated with anything that shouldn't have been approved. Alderman Greer asked if anyone else had questions or did they understand it? Alderwoman Chapman-Washam said she understands that you can spend \$1100.00 in concessions because she does a lot of concessions but she got lost when it was explained. Alderman Chapman-Washam continued by saying that if you spent \$800.00 at Sam's why didn't it come in as \$800.00? Mayor Crocker said she didn't think the \$800.00 was on this bill because it was last month when she went. Alderman Hall acknowledged that the \$672.50 was from the Christmas tournament so next month we should see revenue to cover both shopping trips to Sam's.

The Aldermen also questioned an \$85 deposit made to the baseball account. Ms. McKinney said she would verify that transaction tomorrow. That could have been a posting error.

Mayor Crocker asked for a motion. No motion was made.

ACKNOWLEDGEMENT OF GUESTS

David Copeland, 4110 Brighton-Clopton

Mr. Copeland is here along with another county commissioner, Johnathan Murphy, to discuss starting a Community Awareness Program. He would like to have a special guest such as the Brighton Police Department or the Brighton Park & Recreation Committee present a report once a month or maybe every other month. He is requesting to use the Brighton Community Center at no charge. He wants this to be a

positive environment for everyone. It will not be a Town Hall Meeting or a County Commissioner Meeting. He would like for it to be the third Thursday of every month. First one being March 21st at 7:00pm. If they got there by 6:30pm, they should be gone by 8:30pm. Alderman Chapman-Washam doesn't have a problem with it being free because it is a community event. **Alderman Hall made a motion to approve the Community Awareness Program. Alderwoman Chapman-Washam seconded the motion. All approved. Motion carried.**

Jack Baker, 1464 Brighton Clopton Road

Mr. Baker wanted to know if a septic tank is pumped out by the Town of Brighton would it be a \$125.00 charge. Budget Drain Masters invoices the Town not the customer. He wants to know if anytime his tank gets stopped up are we going to pump it out. How many times can he get his septic tank pumped out at no charge? Mr. Payne, Public Work Director, stated to keep the solids out of our system the Town was doing it the first time at no charge. Former Mayor Gus Smith said from the house to tank is the homeowners. Once it hits the tank, then it's the cities. He said that was the way the system was put in. Alderman Greer said this is a subject that has come up several times and we need to address and define what our policy will be. He was told when he signed up that the Town was responsible for it because the customers pay city sewer then the City is responsible for maintaining. Mr. Baker continued by saying the Town doesn't furnish him with anything. He has his own septic tank. So, if he needs to get it pumped, will the Town come out and pump it? Mayor Crocker said we will not pump it.

Mr. Baker then expressed concerns about taking equipment outside the city limits to fix a water leak. He feels it isn't right for the taxpayers to pay for that. Mayor Crocker and Mr. Braden explained that it comes from the W/S fund not the general fund.

Mr. Baker then questioned how the Town has the same water rates for all their customers. Mr. Braden commented that there were two thoughts to that. One, inside the city should pay one rate and outside the city should pay another rate based on density. Two, everyone should pay the same rate. The Town decided that all customers should pay the same rate whether you are inside or outside the city limits. In his opinion, that is the most defensible position if it ever went to court. Mr. Baker asked why Munford and Atoka's water is so much cheaper? Mr. Braden responded that every system is different. According to Tennessee State Law, if this system operates in the red for 3 years they will come in and tell you what your rates will be. The Town was in that situation several years ago.

Mr. Baker then questioned the grants. Who pays it back? Mr. Braden answered that the W/S fund will pay it not the taxpayers. It cannot be comingled per the State of Tennessee.

Alderwoman Chapman-Washam wanted to go over a few things with Mr. Baker that he questioned in previous meetings. She sent an email requesting to know who was used to pump septic tanks for the Town of Brighton. Alderman Greer said Guys Pumping was used 7 times in 2014. Mid-South Septic Services was used once in 2014, 4 times in 2015 and once in 2018. Alderwoman Chapman-Washam also asked in her email if the Town was billing Budget Drain Masters. She was provided with copies of the utility bills. She hasn't had time to look over the billing but she believes that Alderman Greer has. Alderman Greer asked Mr. Payne, Public Works Director, if he had the test results. Mr. Payne had the most recent test results from Munford. It showed the BOD, PH, and TS. Munford is no longer doing the testing. Starting this month, the Town will be going to Memphis for testing. Alderman Chapman-Washam never heard back from Mr. Payne when she emailed him so she requested everything that Munford had done for the Town. She was provided proof that Brighton Wells Processing was tested in

2015, 2016 and 2017. Budget was tested in October 2018. Mr. Payne said he was provided the same results from Kenny in Munford this morning. Alderman Greer asked if they were doing testing for us then why don't we have records of it. Mr. Payne replied that they did before it went to Munford. When Munford started doing the testing at no charge, that's when the paper trail left. Alderman Greer said if we don't have records that it happened then it never happened. There's no proof that anything was ever tested. Alderwoman Chapman-Washam continued by saying that according to the records in front of her it looks like Wells was tested quarterly but not Budget. Mr. Payne said samples were taken to Kenny and talking to Kenny he said they were both run under Wells. He said he went to Kenny personally this morning and had them separated for last month's samples. He is working with Kenny now to get the rest of the results. Alderwoman Chapman-Washam thought when David first came on we set up procedures just for that. She said the Town didn't have a good paper trail or documentation. We wanted you to get all that in order to keep things like this from happening. Mr. Braden agreed. Alderwoman Chapman-Washam said we sat here last month and told him it was being done. Mr. Payne understood. She was going to provide this information tonight to show Mr. Baker it was being done and now she doesn't have it. Alderman Greer asked why Munford wouldn't have Budget's results at their fingertips as easily. It just so happens to be the one that Mr. Baker is saying the Town isn't doing the testing on that they don't have results for. That doesn't look good.

Alderman Greer did look over the billing that was sent. We told you that he is paying every gallon of water that is used and every gallon of sewer that is put into our system. We pulled a year sample of his billing and it does not look like he has been billed for everything. He said Ms. McKinney, Town Recorder, cited that there was some issues in the beginning. Ms. McKinney said his account was a metered sewer account. The Town didn't have another account like it. We had to start fresh with our software company to create a code. It took some time to get it right. She did let the customer know that he would eventually have a large bill. Alderman Greer said if you follow the readings, there was at least 2 months that he was not billed for his usage. Alderman Greer said on January 29, 2018 he was charged \$11.00 for MSW (metered sewer). On February 28, 2018, he was charged water for \$14.65 and metered sewer \$11.00. On March 27th, \$18.87 for water and \$11.00 for sewer. On April 23, 2018, he had water for \$13.07 and sewer for \$7959.12. That current reading was 397986 which was also his total consumption. The following month he had no usage at all on his metered sewer. Then for June, the metered sewer had a current reading of 459938 for a total consumption of 22396 and he was billed \$447.00. He added back in the consumption to the current reading and came up with a usage difference between May and June of 39556 that he was not billed for. Ms. McKinney said she would have to go back and look at the reading sheets. She asked if that could have been the month that he was shut down. Alderman Greer said in July he had a minimal bill and the reading remained the same. Alderman Greer said there was at least one month that he was not billed.

Alderman Greer also mentioned the permit for Budget. It was signed on October 3, 2016 and it expires in 2 years. It says "the permit shall be in effect for 2 years. Six months prior to expiration, BDM shall apply for renewing the permit." Alderman Greer asked if he reapplied eight months ago? Mayor Crocker said no. Alderman Greer said that means he is dumping without a permit. Mayor Crocker said when she found out the permit had expired, she spoke to him. He is no longer supposed to be dumping into it until it was readdressed. Mr. King, Town Engineer, was going to get with an environmental engineer to see if we were doing enough. Mr. Braden said Mr. King is speaking with Dr. Moore, from the University of Memphis, because this is his specialty area to find out if there's any additional testing that should be done and can be entered into the contract. Alderman Greer wanted to know when that happened. Mr. Braden said just before Christmas.

Alderman Greer asked how do we address not having the testing that we were told happened and the billing wasn't billed correctly? Mr. Payne said from now on the testing will be going to Memphis and will be issued with a purchase order. You will have a purchase order to track it and/or invoice. Mr. Payne said Kenny from Munford told him that the tests were run under Wells Processing. Alderman Chapman-Washam then asked if the tests results for Wells should have been for Budget? Mr. Payne said he really couldn't answer that. He was hoping to get answers prior to tonight's meeting. Mayor Crocker said she has seen them pull the samples but she doesn't know how they are tested. Alderman Greer clarified that Budget will not be doing any more pumping until he comes before them. Mayor Crocker said if he did then he would be in violation of his permit. There would be a fee for it. Mr. Braden said it would probably be wise to have some type of documentation requiring him to cease pumping. Mayor Crocker said she would send a certified letter tomorrow. Alderman Hall asked if there was some way mechanically that he can't pump to us. Mr. Braden said you could put an inflatable balloon plug either downstream or upstream of the manhole. You could also monitor the meter.

Mayor Crocker said Ms. McKinney will look into the billing question. Mr. Braden said the Tennessee State Law says you can go back 36 months for any debit/credit billing error.

Michael Heldt & Stephanie Murray, 14 N Main

They attended the meeting to express gratitude for getting the camper removed from the lot behind them.

Gus Smith, 147 Phillips Dr

Mr. Smith expressed concerns about the following issues:

1. Why doesn't Brighton get out of the Sports Commission? He would like to see the Town turn it back over to the coaches/parents. The Town should allow them to use the facilities, furnish the utilities and audit their books once a year. Alderman Greer and Alderman Hall both agreed. Mayor Crocker said you can't get people to volunteer.
2. He asked in the fiscal year 2017/2018 how much was the Town over budget? Mayor Crocker said we could have that information by next meeting.
3. He was told several years ago that the Town had to take out a low interest loan from the State to make ends meet. Is this true? Are we still paying on a loan from several years ago? Mayor Crocker responded that the Town does have current loans that they paying but not for that purpose.
4. Does the Town have records of what is spent for fuel, employee insurance, etc for the police department and fire department? Can I get a copy of that without completing a form a paying for the record? Mayor Crocker responded that a form would have to be completed. Alderman Greer said you can come in and review a record for free.
5. He asked for an update on the Boy Scout project. Mayor Crocker said he was fundraising. He asked if the Town was going to pay for it? Mayor Crocker stated that the Town voted not to pay for it. He wanted to get the sponsor's name.

Lauren Raynor-McDaniel, 28 Woodchase Dr

Mrs. Raynor-McDaniel wanted to know when she would be sworn in as the new Town Judge. Also in reviewing the minutes, she realized she wasn't appointed as the Town Judge. She only received the majority votes.

Alderman Hall made a motion to appoint Lauren Raynor as the new Town Judge. Alderman Smith seconded the motion. The ayes were Alderman Hall, Alderman Smith and Alderwoman Chapman-Washam. Alderman Greer entered a nay. Motion carried.

Mayor Crocker was not prepared to swear her in at the meeting. Mrs. Raynor-McDaniel will speak with Judge Peeler and see if he can swear her in. Mayor Crocker apologized for the oversight.

Blaine Max, 176 Brighton Village Loop

Sergeant Max is requesting a street light to be added at Brookhollow and Old Hwy 51. Mayor Crocker said she would send an email to Southwest.

Alice Wakefield, 33 Huffman

Ms. Wakefield hasn't received a copy of a letter from the Town concerning correspondence with Mr. Reed, Tipton County Public Works Director, about how many tires can be disposed of at the landfill. Alderwoman Chapman-Washam clarified that as long as the family is making an effort to remove the tires, the Town will not proceed with a judgement. Mayor Crocker and Alderman Greer agreed.

DEPARTMENTAL REPORTS

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

As of January 1, everyone on our roster is commissioned.

Police Department: Sergeant Blaine Max, Brighton Police Chief, presented the monthly status report (see attached report).

The 2018 seizure totals from drug cases were \$7,089.00 in cash and \$9,962.00 from seized vehicles sold. This totaled \$17,051.00. Directly from the K9 was \$11,146.00. These funds go directly to the drug fund.

Alderman Greer asked what is done with the seized firearms. Sergeant Max replied that they have to be held for a period of time. If/when the court sees fit to award them to the Department. The State has rules of what you can do with them. You can use them for your department. If you sell them, there are specific guidelines to follow. They have a few vehicles that are ready to be sold. The Police Department will be advertising them on GovDeals shortly. Alderwoman Chapman-Washam wished Mr. Gus Smith had stayed to hear his report.

Public Works: Mr. Braden presented the monthly status report (see attached report).

Mr. Braden was given the floor.

Updates were addressed for the list of suggestions below:

1. Stop purchasing 5/8" x 3/4" water meters for about \$77.00/each and get quotes from different suppliers. (Also applies to all materials purchased.) **Update 07/11/17: RESOLVED**
2. Have all large water meters tested, calibrated, repaired, changed out, etc. Update: Purchase order has been issued for the 14 large meters. **Update 07/11/17: RESOLVED**
3. Set up a methodical water meter change out program instead of changing out all small water meters. **Update 07/11/17: RESOLVED**
4. Stop using private lab for quarterly wastewater sample and use Munford's lab. **Update 07/11/17: RESOLVED**
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention **Update 07/11/17: RESOLVED**
6. Evaluate the number of employees needed in the field. **Update 07/11/17: RESOLVED**
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes. **Update 07/11/17: RESOLVED**
8. Adopt SOP's and Ordinances as soon as possible so that employees know how to operate the Town's facilities and also know what you expect of them. **Update 07/11/17: RESOLVED**
9. All delivery tickets and purchase orders for materials and services must be signed off on by receiving employee and delivered to Town Hall before invoices are paid. (No ticket, no P.O. = No pay) **Update 07/11/17: RESOLVED**
10. Institute a chain of command and make every employee aware of it. **Update 07/11/17: RESOLVED**
11. Consider changing out the meters that have 1.0 million gallons usage. **Update 12/08/15:** Two or three of these meters will be pulled for testing. One of the 55 meters with over 1.5 million gallons has been replaced. This testing will determine whether these meters need to be changed out at this time. **Update 02/09/16:** Since the meter change out to automated meters is so close, I would recommend that the meters with 1.0 million gallons usage on them not be changed out at this time. **Update 05/10/16:** State Revolving Fund Loan has been approved. Mayor Crocker has more information. **Update 06/14/2016:** 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. **Update 01/08/2019:** As of 01/07/19, 1,178 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. **Update 01/08/19:** Currently the project stands at 70.15% complete according to King Engineering Consulting. The contractor is working on East Woodlawn preparing for the interconnect so that the pressure testing, connecting the new services and killing the old services can be done. Concerning Change Order #1, TDEC approved plans have been received, the change order has been signed by the contractor and Davina with CDP is working on the budget revision.

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.

Alderman Hall asked how many meters were left to change out. Mr. Braden said the original total was 1250. However, he thinks it did not include all meters in the system but just the active meters. He believes there is some discrepancy there. He said this is not uncommon.

PARKS AND RECREATION REPORT

Basketball began on Monday.

Alderman Greer asked how many players there are playing basketball. Mayor Crocker replied 292. Alderman Greer asked how many of those have paid. Mayor Crocker said most of them have paid. There are different prices according to the age. The younger leagues are \$85 per person. The 16-18 year olds are \$650.00 per team. The adult league teams are \$500.00 and we don't supply anything but the game. Alderman Greer pointed out that the budget revenue was \$25,000.00 and it has only brought in \$14,203.40.

Alderman Greer asked who was referring the games. Mayor Crocker responded Landon and Braden Twisdale, Matthew Nelson, Joseph Schmitz, Jamie Delaney, a guy that lives in Carrington and Haley. Alderman Greer asked if they were certified. Mayor Crocker replied that some of them are. Alderman Greer asked how much do they get paid. Mayor Crocker said the 4-6 yr olds and the 7-8 yr olds are \$15 per game and then its \$20 per game for the rest of them. Last year, they were all paid \$25 per game. Alderman Greer asked who does the scoring. Mayor Crocker said usually she and/or Lauren Thompson do it and they do not get paid. Mayor Crocker continued by saying they have one concession stand worker and she makes minimum wage. Alderman Greer wanted to know where their wages come from. Mayor Crocker said from the registration money. He asked if anyone got paid out of the concession cash. Mayor Crocker replied no. Alderman Greer asked how we account for the money coming in from concessions. Mayor Crocker said they use Square. He asked if all purchases (credit card or not) are accounted for through Square. Mayor Crocker said they were.

Alderman Greer wanted to know who locks up the gym. Mayor Crocker replied it would be different people. It's whoever is there last...her, Matthew, or maybe a referee. He had someone come to him complaining that their child was in the gym overnight. The child had gone over to a friend's house to stay the night and ended up at the gym. Mayor Crocker said that kids have been known to climb in through the windows. Sergeant Max has caught kids in the gym at 2:30 in the morning while patrolling. Alderman Greer said the child claimed the door was unlocked. Mayor Crocker said it happens sometimes. Alderman Greer asked if police could do nightly checks on it. Alderman Hall asked what the curfew is for Brighton. Sergeant Max said that 17 and older is 11:00pm and under 16 is 10:00pm.

Alderwoman Chapman-Washam asked if you could fire a pistol in a subdivision. Sergeant Max said if you are located in the city limits you cannot fire a pistol. If you are in the county, then you could.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Alderman Greer talked to Mr. Neill with MTAS. In speaking with him about the retreat, have everyone submit what they would like to discuss. They also need to pick dates that would be good for us and hopefully will work for him as well. Alderman Hall asked if it would be at Mr. Neill's office. Alderman Greer said either his office or the MTAS office in Jackson. He said all of that information can be sent to him and he can correlate with Mr. Neill. He is assuming a weekend would work for everyone. Alderwoman Chapman-Washam said weekends are tough for her. Alderman Hall said the last time they attended a retreat it was one night during the week.

Alderman Greer asked how often we change the combination at Town Hall. Mayor Crocker said it hasn't been changed since it was purchased. Alderman Greer said several people have raised concerns about seeing people in and out of Town Hall all hours of the night. He is aware that Junior Auxiliary has the code to the door. Are they affiliated with the City? Mayor Crocker said they are a community program that uses one of our rooms. Alderman Greer asked if they should have access to our unsecured documents with no one here. In his opinion, this is a huge concern. Mayor Crocker said that she is here usually but not all the time. Alderman Hall stated that someone needs to change the code and from now on someone needs to escort them in. Mayor Crocker agreed. Fire Chief Russell said he has been known to come by on Sundays. Mayor Crocker said she comes in on weekends and during the night. Alderman Hall asked if the Mayor could come up with a list of employees that need a code. Alderman Hall also mentioned about contacting Comcast about an alarm code.

Alderman Greer also questioned about community service. How did the Town get involved in it? Did the Board agree to it? Mayor Crocker said that was something she started. She didn't realize that she needed the Board's approval. She was going to get with Mrs. Raynor-McDaniel about it since it is mostly a judge's decision. Alderman Hall asked if there was a liability. Mayor Crocker said when Ms. McKinney and Ms. Hooks (town clerk) attended a meeting recently they discussed community service and how it was a big liability for the Town. Mayor Crocker said she would cease all community service.

Alderman Greer said there are three Special Called Meeting Minutes from 2016 on our website that do not have a working link. Mayor Crocker asked if he would forward that information to Mrs. Leah Hayse, Town Clerk. She should be able to correct that issue.

Alderman Greer asked what the purpose was in starting comp time. Alderman Hall responded it is a way to compensate employees for working over 40 hours. Alderman Greer asked if it was opposed to paying overtime as a way to save money. Alderman Hall agreed. Alderman Greer said we are defeating that purpose if we are cashing out comp time. Mayor Crocker said we haven't done that in a long time. Alderman Greer asked how long is a long time. Mayor Crocker said she really didn't know. Alderman Greer said he knew it was done in the past but he didn't have dates either.

OLD BUSINESS

Alderman Greer asked about the CDBG. Mayor Crocker said the recent email stated it was an uphill battle. Alderman Greer said in the Special Called Meeting, Mr. King stated that if we didn't get CDBG would should apply for the SRFL in January 2019. Alderman Greer said he would get in touch with Ms. Mattie Cushman (CDBG) and if we need a motion then we will call a Special Called Meeting. Alderman Hall also mentioned to make sure one doesn't hurt the other.

NEW BUSINESS

Resolution #0108019 for a Section 125 Flexible Benefit Plan was presented. Alderman Greer asked if it would be an option for the employee to do post-tax or pre-tax. He did some research and there are some situations where you may want it post-tax. Example would be if you were going to spend 9.85% of your adjusted gross income on medical expenses. You can't claim medical expenses until you reach 10%. If you pre-tax, you can't claim it as a medical expense. If it's post-tax you can.

Alderman Chapman-Washam made a motion to approve Resolution #01082019 as presented. Alderman Greer seconded the motion. All approved. Motion carried.

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 9:15pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder