



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

JANUARY 9, 2018

7:00 PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

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

ROLL CALL

Present

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

Absent

Jason Dittrich, Alderman

Others Attending:

Leah Hayse, Town Clerk
Aubrey Foreman, Brighton Public Works
Mike Durham, Brighton Police Chief
Ricky Russell, Brighton Fire Chief
David Braden, Poplar Grove Utility District

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; Jack Baker, 1464 Brighton Clopton, Brighton, TN; Kristen Gardner, 347 Miss Helen Circle; Kristen Wanser, 254 Woodshire, Brighton, TN; Shawn Coleman, 240 Carrington Ave, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval:

1. **Special Called Meeting October 30, 2017**
2. **Regular Board of Mayor and Aldermen Meeting December 12, 2017**

Alderwoman Stephanie Chapman-Washam made a motion to approve the minutes as written. The motion was seconded by Alderman Hall. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

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

ACKNOWLEDGEMENT OF GUESTS

Shawn Coleman, 240 Carrington Ave, Brighton

Mr. Coleman is expressing concerns about the sink holes throughout his lawn. He has heard that these same issues are occurring in other neighborhoods in Brighton. He wanted to make sure the Board of Mayor and Aldermen knew that his subdivision is being effected as well. Mr. Braden let Mr. Coleman know that his address can be added to the list of properties being evaluated by MTAS. He also updated the Board concerning the information received from Mr. Chlarson concerning the drainage issues. Mr. Chlarson wants to combine all the drainage areas that have been evaluated into one project; one cost estimate, one bid, one contractor, etc. Mr. Chlarson and Mr. Ken King, Town Engineer, will be working together to get a cost estimate. Mr. Braden also spoke with Mr. Ronnie Neill, our MTAS advisor, and he is willing to help the Town with an ordinance and set up a Storm Water Utility that will help with the funding for this project. The Mayor told the Board that she met with Ms. Mattie Cushman concerning a possible grant for funding this project. However, she was told the numbers would not be in the Town's favor since it would only service the property owners inside the city limits and the per capita totals. Ms. Cushman gave the Mayor some other possible ideas for funding. Mr. Braden added that it will be a long, slow process to complete this governmental project especially if a grant is involved. Grants are usually announced once per year. The Board asked Mr. Braden to get in contact with Mr. Chlarson and ask him to evaluate Carrington Estates as well. Mr. Coleman will be getting Mr. Braden a list of other addresses in his neighborhood that are effected with these drainage issues.

Shane Greer, 68 Woodshire Ln, Brighton, TN

Mr. Greer is here expressing his concern about dogs roaming his neighborhood. The Board advised him to call Tipton County Animal Control.

Kristin Gardner, 347 Miss Helen Circle

She is following up on the septic tank issue from last month's meeting. Alderman Hall read her the customer form from January, 2015, which states the Town will pump their tank twice then it's the responsibility of the homeowner. The septic tank being installed backwards and getting it corrected falls back on her, the homeowner.

Kristen Wanser, 254 Woodshire

The temporary patch completed due to her drain issue is already starting to fail.

Also a couple of months ago, the police department stated they were going to be monitoring Woodlawn Plantation for people running the stop sign at Bloomington and Wylie. Has anyone been out there recently? Chief Durham said he is usually out there all day long and he has set at the stop sign. She wants to know if someone could be out there as early as 7am. She almost got nailed this morning. She gave a description of the vehicle. Chief Durham said he would take care of it.

Jack Baker, 1464 Brighton Clopton Road

Mr. Baker would like for someone to come out and clean his culvert out. He says it is full of leaves that flow from McLister.

DEPARTMENTAL REPORTS

Fire Department: Mr. Ricky Russell, Brighton Fire Chief, presented the monthly status report (see attached report).

Chief Russell emailed the Board of Mayor and Aldermen concerning last month's request to increase his budget for equipment. Mayor Crocker requested a list of the equipment he wants to purchase including the costs. The Board has not reviewed the budget as of to date.

Chief Russell had been driving the black impala but it now has a cracked radiator and the transmission has been slipping pretty badly so he is now driving the white Crown Victoria. He just wanted to let the Board know that the fire department will be needing a vehicle in the future.

Police Department: Mayor Crocker, Brighton Police Chief, presented the monthly status report (see attached report).

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

Mr. David Braden was given the floor. Updates were addressed for the list of suggestions below:

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

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.
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%.
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.
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.

They are having to replace one of the new signs. It should be Woodshire Lane instead of Woodshire Drive.

Mr. Greer asked if someone was allowed to live in a house without water. Mr. Braden said he's not aware of any rules against it unless the Town has an ordinance. Chief Russell asked if there were children living in the home. Mr. Greer said yes. Chief Durham said they have already called DCS on this particular home. Mayor Crocker said she could call the school about the children living in a home without water. Then, the school would call DCS.

PARKS AND RECREATION REPORT

Basketball is going on.

Baseball should start up soon. No league president has been appointed yet.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Mr. Greer asked when the minutes would be updated on the website. Mayor Crocker said she would get them added this week.

Resolution No. 01092018 was presented to the Board. This resolution states that the Town of Brighton is proposing to apply for Community Development Block Grant (CDBG) funds for the purpose of performing eligible community development activities that will benefit the majority of the residents in the Town of Brighton. **Alderman Chapman-Washam made a motion to approve the Resolution No. 01092018 as presented. Alderman Hall seconded the motion. All approved. Motion carried.**

OLD BUSINESS

None

NEW BUSINESS

Alderman Hall would like for the Town to research what it would take for us to adopt a policy/resolution that would require residents to submit their questions prior to the Board Meeting like the Thursday prior. That way they can be added to the agendas. He has noticed that other Towns do that. Alderman Hall would also like the Board Meeting Agendas to be sent to them no later than Monday prior to the Tuesday Board Meeting.

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 7:58p.m.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder