



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

FEBRUARY 12, 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
Johnathon Briles, Interim Public Works Director
David Braden, Poplar Grove Utility
M.O. Eckel, III, Town Attorney
Aubrey Foreman, Public Works Department
Lauren Raynor-McDaniel, Town Judge

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Sarah Brown, The Leader; Gus Smith, 147 Phillips Dr., Brighton, TN; Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN; Kelley Ray, 482 John Hill Road, Brighton, TN; Carol Anderson, 390 E Kenwood, Brighton, TN; Kristen Wanser, 254 Woodshire Lane, Brighton, TN; Amy Booth, 353 Wylie, Brighton, TN; Jeremy Edwards, Jack Bennett Rd, Brighton, TN; Sam Carson, 541 Carrington Ave, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting January 8, 2019 Special Called Meeting January 28, 2019

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

FINANCIAL REPORT/PAYMENT OF BILLS

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

ACKNOWLEDGEMENT OF GUESTS

Jeremy Edwards, Jack Bennett

Mr. Edwards expressed concerns about renewing the permit for his business, Budget Drain Master, LLC. The existing permit expired in October 2018. He received a registered letter from the Town of Brighton requesting him to cease disposal until the permit was renewed. Alderman Greer mentioned that the permit stated that Mr. Edwards should request renewal 6 months prior to the expiration date. Mr. Braden added that if we were in that 6 month window then a written request should be all that is required. But since we are outside that window, Mr. Braden isn't sure. It is not stated in the contract. Mayor Crocker suggested that Mr. Edwards submit a letter requesting to renew his permit. Alderwoman Chapman-Washam asked Mr. Braden if he would find out what steps should be taken to renew his permit so when the letter is submitted they would know what to do from that point.

Kristen Wanser, 254 Woodshire Lane

Ms. Wanser wanted an update on the drainage issues. Mr. Braden stated that the Town received notification today from Ms. Cushman with CDBG. According to her contacts with the State, the Town has a good chance of receiving an Eminent Threat Grant up to \$315,000.00. According to the cost estimate, this grant will not be enough to take care of all the problems. However, it will be followed up with a separate application. This grant will involve rankings. Ms. Cushman believes the Town will rank very well. Currently, Mr. Braden does not know the timeframe for these projects.

Gus Smith, 147 Phillips

Mr. Smith introduced his neighbor, Carol Anderson. She bought the property located at 390 E Kenwood. He expressed concerns about the drainage from the house being built across the street from her property. The drainage is coming across the street to her yard. She had pictures to show the Board. She understands that we've had an unusual amount of rainy weather lately but it seems that all the water and trash is being diverted directly to her yard. Mayor Crocker stated that all of our new constructions are inspected by the State of Tennessee. Alderman Hall asked Mr. Braden if he would go out and inspect her drainage concerns. Mr. Braden asked if the Town had a drainage easement in that area. He is not sure if the Town has any jurisdiction without an easement. Mr. Eckel, Town Attorney, said it would then become a civil matter. Ms. Anderson said the front yard became an issue when they started building the new home across the street. The back yard has always been an issue. Mayor Crocker asked Mr. Eckel if he could find out if the Town has an easement. Mayor Crocker also asked Ms. McKinney, Town Recorder, to get in touch with the building inspector about the drainage involving the new construction.

Kelley Ray, 482 John Hill Road

Mr. Ray expressed concerns about the new development on John Hill Road. Mr. Braden said he has spoken to Mr. Oliver and he has decided to go with 5 acre or larger lots. It is his understanding that under the “mini farm” requirements, those lots can be developed without the Planning Commission’s approval.

Mr. Ray asked what specific agency does the Town contact for inspections. Ms. McKinney replied that if it is a new construction, permits are submitted electronically directly to the State of Tennessee. All other inspections are through Tipton County. He wanted the contact information for the State of Tennessee. Mayor Crocker said Ms. McKinney can get that information to you after the meeting.

Jack Baker, 1464 Brighton Clopton Road

Mr. Baker expressed concerns about Budget Drain Master. Mr. Edwards, owner of Budget Drain Master, answered his questions concerning the purchasing of the tanks, water installation, etc. He also reassured Mr. Baker that he is hauling liquid waste only.

Mr. Baker asked if Ms. McKinney was certified with the State of Tennessee. She replied that she has a CMFO certification.

Amy Booth, 353 Wylie

Ms. Booth expressed concerns about an issue regarding alleged prior criminal history of a Brighton Police Officer. Ms. Booth was advised the matter was thoroughly investigated and further discussion is not warranted.

DEPARTMENTAL REPORTS

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

The pumper, that is relatively old, is in need of transmission repair. They are having trouble finding parts for it. If they don’t find what is needed, they may be looking at a new transmission. There is no cost estimate at this time. They have pulled out of mutual aid. They are only covering Brighton and our county area at this time.

Police Department: Chief Durham presented the monthly status report (see attached report).

Public Works: Mr. Briles, Interim Public works Director, presented the monthly status report (see attached report).

There was an estimate from B.A.M. for repairing the Southwest Station included in the packet. It was an old estimate dated September 12, 2018. It is one of the main stations that the Town can’t afford to lose. Everything is pumped to that station before going to the High School Station on to the Dale Smith Station then forwarded to Munford. Mr. Foreman, Public Works Employee, added that this station is probably running at half capacity because it is worn out. They are having to prime it daily to keep it pumping. Alderman Hall asked how long it will be before they get a current estimate. Mr. Briles replied that he has

spoken to the owner. He has been out of the office lately on other jobs. He told Mr. Briles that the estimate would pretty much be the same.

Alderman Chapman-Washam made a motion to approve a cost estimate up to \$38,000.00. Alderman Hall seconded the motion. All approved. Motion passed.

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. **Update 02/12/2019:** As of 02/11/2019, 1,209 meters have been changed out, leaving 287 to change. Johnathon and I have spoken about the importance of completing the change out asap.

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. **Update 02/12/19:** Currently, the project stands at 76% complete. The contractor has been conducting the pressure test on East Woodlawn. Five services on Old 51 still need to be removed from the old water main and connected to the new along with the water main that feeds Gladman. Major progress has been hampered by the rainy weather conditions.

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.
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.

Alderman Greer made a motion to approve the Emergency Plan for the Town of Brighton Water System as written. Alderman Hall seconded the motion. All approved. Motion passed.

Resolution 02122019-1 was presented. Alderman Hall made a motion to approve the administrative services Resolution 02122019-1. Alderwoman Chapman-Washam seconded the motion. All approved. Motion passed.

Resolution 02122019-2 was presented. Alderwoman Chapman-Washam made a motion to approve the engineering services Resolution 02122019-2. Alderman Hall seconded the motion. All approved. Motion passed.

Resolution 02122019-3 was presented. Alderman Hall made a motion to approve the storm drainage projects Resolution 02122019-3. Alderwoman Chapman-Washam seconded the motion. All approved. Motion passed.

PARKS AND RECREATION REPORT

Basketball is still going on.

Mayor Crocker announced that there will not be a baseball league under the Town of Brighton. An individual and/or individuals will be attempting to have a league. Matthew Nelson will be the contact person. It will be a West Tennessee Youth Baseball League. Alderwoman Chapman asked how use of the fields will be determined. Alderman Hall said before the Town took over the league, the league had a Board. The Board had a contract with the Town of Brighton. It was renewed annually. Mr. Eckel, Town Attorney, will write up a contract for the Board to review before the next meeting.

PLANNING COMMISSION REPORT

James Ward Subdivision, Huffman Drive - This is a proposal to create a single building lot from a larger property fronting on Huffman Dr., south of Mathis Ave. The lot being created is .89 acres with a 111 ft. frontage. The builder will need to contact the city for a water and sewer connection.

Mr. Jeff Huffman, Tipton County Mayor, invited the Town to a meeting on February 26, 2019 at 6:00pm at the EMA Building. They will be discussing removing the fence on Highway 51.

MAYOR AND ALDERMEN REPORTS

The new Town Clerk was hired and she will begin working on February 25th.

The Public Works Director Application deadline has passed. Copies of applications were given to the Board of Mayor and Aldermen. Alderman Hall asked the Town Attorney to confirm that when it comes to personnel issues that they can meet in private as long as it's legal. Mr. Eckel replied that it depended on what type of personnel issue it is. Alderman Hall said like interviewing/hiring a new Public Works Director. Mr. Eckel said he would find out and get back with them.

Alderman Greer had an issue with the way they approve bills. To keep an issue from happening like last month, he would like to see a change made. The current way doesn't make sense because there are bills not being included on the list because of their due date. Therefore, those are being paid without approval. He would like to make a motion to allow the bills to be paid then the Board review the bills. Mr. Eckel said when speaking with Mr. Neill, MTAS, he suggested we change the wording to "review" the bills at a public meeting instead of "approve". Then if there are any issues, you deal with that particular issue instead of holding up paying the bills. Mr. Eckel suggested you don't make a motion to approve paying the bills; you make a motion to accept the bills as written.

Alderman Greer asked Mr. Braden if there would be any way that we could work out a deal with the City of Munford to continue to do BOD testing for us instead of us going to Memphis. Mr. Greer said the current issue with Munford is that they don't have the equipment needed for the total capacity. Mr. Braden suggested that if the Town helped them purchase a larger incubator then Munford may agree to continue doing the testing at no charge. Mr. Braden agreed to make contact with Munford to see if they would be interested in negotiating a deal.

Alderman Greer mentioned that Republic Trash Service is the only service linked on the website. It makes it look like they are the only service in the area which could be misconstrued as a preferred provider of the Town.

Alderman Greer spoke with Ken King, Town Engineer, about a storm water fee. He suggested we get that implemented as soon as possible. Mr. Braden said you will soon have a good estimation of the amount needed to begin the storm water fee; if both grants are approved for a total of \$630,000.00 the Town's portion will be 11%. The Town will also need to decide the length of the loan so a funding agency like SRFL or RURAL Development would need to be involved as well. Mr. Braden said he would talk with Mr. King about this.

Alderman Greer asked that the recordings of the meetings be kept and not deleted. He would like to see the Town keep a backup of them on the computer.

Alderman Greer asked if the sewer access at the apartments was ever resolved. Mr. Braden does not believe it has been resolved because it hasn't been determined yet if it is the property of the Town's or the apartment complex. He has not seen a signed sewer ordinance. Mr. Briles said in the meantime, the Town could cover them and then go back and send an invoice if it is indeed their responsibility. Kelley Ray, business owner, stated that his company would donate the lids if needed. Mayor Crocker asked for this to be a priority.

Alderman Greer would like to be notified when there are community events such as ribbon cuttings in the Town of Brighton.

Alderman Greer wanted to make sure we have changed OT to be anything worked over 40 hours. Our policy states we follow FLSA. Ms. McKinney said she didn't realize it was 40 worked hours. Alderman Hall said if there is a holiday on Monday you would have to work 40 hours before overtime. Mayor Crocker said to be sure that is changed.

Alderman Greer said we need to make sure we are not leaving Town Hall unsupervised. There was a day that Mayor Crocker was on vacation and Ms. McKinney was out of the office. With there being a vacancy, that left two employees at Town Hall. Nobody was made aware that everyone was going to be out. Who was in charge that day? Mayor Crocker said any questions would go to Vice Mayor Chapman-Washam. Alderman Greer asked Vice Mayor Washam if she was made aware that everyone was going to be out. Vice Mayor Chapman-Washam said no. Leah Hayse and Emily Hazlerig were left alone. It was cutoff day and there was something they didn't know how to do or never done by themselves. They were going crazy. Alderman Hall asked that in the future we plan so that someone is available for the people who are here.

Alderman Greer asked if there was a policy on where the Town purchases gasoline. He would like to alternate between the two businesses in Town. Fire Chief said diesel could only be purchased at Fastimes. Alderman Greer said it's more than just the gas. An employee will go in and purchase a snack or etc. Mr. Foreman, Public Works, asked if Uncle Sam's was equipped to use their fuel cards where they can enter their id and mileage. Mayor Crocker said we need to find that out. There was also a discussion of the Town obtaining their own fueling station.

Alderman Greer stated that per our Charter it states that at every third meeting of every odd year the Board of Mayor and Aldermen shall elect a city judge. That will be March of 2019. After discussion, a motion was made. **Alderman Greer made a motion that the Town post for the March 2019 Judge Appointment. Alderwoman Chapman-Washam seconded the motion. Alderman Greer, Alderman**

**Smith and Alderwoman Chapman-Washam replied “Aye”. Alderman Hall replied “Nay”.
Motion passed.**

Alderman Greer spoke with MTAS. The Recorder position should be a salaried position instead of an hourly position due to it being a supervisory role. Alderman Hall said last time that was done the Board reinstated the employee as a salary employee. He asked the Town Attorney his opinion how they handle that. Mr. Eckel said you multiple her hourly rate by 2080 if that is to remain her salary. **Alderman Greer made a motion to adjust the Recorder position from hourly to salary based upon the current hourly rate times 2080 with all overtime going to comp time. Alderman Hall seconded the motion. All approved. Motion passed.**

OLD BUSINESS

Fire Chief Russell asked if the extension paperwork has been completed for the USDA loan for the fire truck. Mayor Crocker asked the Fire Chief to follow up with Mr. Downing to make sure we get that completed.

NEW BUSINESS

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderman Greer. All approved. Motion carried. The meeting adjourned at 9:00pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder