

**TOWN OF BRIGHTON  
BOARD OF MAYOR AND ALDERMEN MEETING**

**February 14, 2017**

**7:00 PM**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION**

The meeting was called to order by Mayor Sarah Crocker at 7:02 p.m. The Pledge of Allegiance to the flag was led by the Board of Mayor and Aldermen. Alderman Chapman-Washam gave the invocation.

**ROLL CALL**

**Present**

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

**Absent**

**Others Attending:** Tammy McKinney, Town Recorder                      Mike Durham, Brighton Police Chief  
Ricky Russell, Brighton Fire Captain  
David Braden, Poplar Grove Utility District  
Johnny Payne, Brighton Public Works

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Joseph Thomason, 520 Wylie Drive, Brighton, TN; Dave Tucker, PO Box 303, Brighton, TN

**APPROVAL OF MINUTES**

**Minutes Approval: Regular Board Meeting January 10, 2017:** Alderman Dittrich 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**

**Joseph Thomason, 520 Wylie Drive, Brighton, TN**

Mr. Thomason has been having drainage issues on his property. He presented pictures to the Board which show the nature of his problem. This is not the first time he has complained about the drainage issue to the Town. Mr. Payne of the Public Works Department informed the Board that Luke McKee of McKee Construction and Plumbing has been in Brighton recently surveying similar issues. Alderman Dittrich asked Mr. Payne if he could get Luke McKee to look at Mr. Thomason's property. Mr. Payne agreed. Mr. Thomason asked if someone would call him before they came so that he could unlock the gate to the backyard. Mr. Payne got his contact information.

**Dave Tucker, PO Box 303, Brighton, TN**

Mr. Tucker is interested in opening a pet boarding/grooming facility at the property located at 8672 Hwy 51, Brighton, TN. The property is currently zoned Commercial. He wants to know if there is anything he will be required to do other than to acquire a business license. Alderman Dittrich, whom also serves on the Brighton Planning Commission, was not aware of any other requirements since it is already zoned Commercial.

**DEPARTMENTAL REPORTS**

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

Mayor Crocker introduced Ricky Russell as the new Brighton Fire Chief. He was sworn in a couple of weeks ago.

Chief Russell spoke to the Board about possibly asking for more funding from the County. Alderman Hall asked “how do we go about doing that and when is the deadline?” Chief Russell said he thought another department in the county went straight to Mayor Huffman’s office and also made a presentation to the Finance Committee. That department was denied. Russell has spoken to Chief Piercy of Three Star Volunteer Fire Department in the past about it and he recommended setting up a meeting about a week prior to the County meeting so it was fresh on their mind. Alderman Dittrich suggests justifying the amount we request from the County. Example could be we are applying for a \$300K grant from CDBG to purchase a new fire truck. We are asking the County for \$100K to help pay our portion of that grant. Alderman Dittrich said the Town just needs to set up a meeting with Mayor Huffman and go from there.

Chief Russell asked if the money that was appropriated for this fiscal year’s fire truck grant could be used elsewhere since they were not awarded the grant. Their department could use that money to make improvements to their station and/or equipment. Mayor Crocker asked him to compile a list and email to her and the Board of Alderman.

Chief Russell also told the Board that he will be offering a full-time position to one of their part-time firemen. If accepted, he will be under a one year probation. If he declines, they will be accepting applications.

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

Mayor Crocker informed the Board that the department is in the process of obtaining the new K9 “Zorro”. The plan was to outfit the gray impala as the K9 unit. However, the plan has changed. They will now be using Chief Durham’s vehicle as the K9 unit. With this in place, Chief Durham would like to start looking for a new car to be purchased on their 17/18 budget. He will get the details and get back with the Board.

**Public Works:** Mr. Johnny Payne presented the monthly status report (see attached report).

A citizen made a complaint to Alderman Hall. The complaint was while a public works employee was checking a pump station they were cursing so loud while on the phone that the citizen could hear them

inside their house. Mr. Payne asked “which pump station?” Alderman Hall did not know but he will find out and get back to him.

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. This also applies to all materials purchased. **Update 10/13/15:** All materials are being quoted. Meters can be purchased for \$45.00 each. This would also be good time to standardize on a particular brand of meter. The Board of Mayor and Aldermen agreed to switch to the Badger brand of meter. **Update 11/10/15:** Account has been set up with United Utilities and meters will be ordered soon. **Update 12/8/15:** 55 meters ordered and delivered. **Update 01/12/16:** All 55 small meters having 1.5 million gallons usage have been changed out
2. Have all large water meters tested, calibrated, repaired, changed out, etc. The larger water meters need to be calibrated at least annually. **Update 10/13/15:** Johnny has gathered the information needed on all 2” and larger meters and it has been sent to Tennessee Meter and Supply for a quote. **Update 11/10/15:** The testing of these meters in line will be impossible according to Tennessee Meter and Supply because of the way that they were installed. The Town may want to consider replacing them with meters that are compatible with the Automated Reading System. An estimate should be requested from the supplier but I anticipate this material cost to be \$20,000 and \$30,000. **Update 12/08/15:** Awaiting quote from United Utilities. **Update 01/12/16:** United Utilities quote of \$30,430.00 for 14 large meters. If the Board decides to move forward with this project, I would recommend that all meters be ordered but have the delivery dates staggered over a period of months allowing time for installation of each meter. This prevents the Town from having its money invested in a large inventory of meters that are awaiting installation. **Update 02/09/16:** Purchase order has been issued for the 14 large meters. **Update 12/13/16:** Two of the larger meters have been delivered and the installation process has begun.
3. Set up a methodical water meter change out program instead of changing out all small water meters. **Update 10/13/15:** 55 small water meters have over 1.5 million gallon of usage. The cost to purchase new meters to replace these is approximately \$3000.00 and the timeframe for the change out will be about 3 months. Also, two 1”water meters have already been changed out. Wells Processing and Oaklawn Garden Center. The Wells Processing meter was only registering around 45-50%. **Update 11/10/15:** Meters will be ordered soon and this change out will begin. **Update 12/08/15:** Meters in stock and change out program has begun. **Update 01/12/16:** 55 meters changed out. Five meters have been tested with the following results: Sensus @ 90.24%, Neptune @ 97.5%, Badger @ 100.3%, Precision #1 @ 101.6% and Precision #2 @ 97.9% .
4. Stop using private lab for quarterly wastewater sample and use Munford’s lab at no charge. **Update 10/13/15:** The City of Munford is now doing this testing with the approval of TDEC at no cost to the Town. **Update 11/08/16:** The Town has started quarterly billing to Wells Processing based on test results.
5. Get Johnny Payne certified in Distribution, Collection and Backflow Prevention as soon as possible. **Update 10/13/15:** Johnny is set to take the Distribution exam on November 5<sup>th</sup>. **Update 11/10/15:** Johnny has taken test and is awaiting the results. **Update 12/08/15:** Johnny has passed the Distribution exam and is scheduling classes for Collection and Cross-Connection. **Update 01/12/16:** Johnny has enrolled in the classes to acquire his Collection and Backflow Prevention licenses. **Update 02/09/16:** Johnny has acquired his Cross Connection Control License and has applied to take his Collection license test. **Update 05/10/16:** Johnny has taken the Collection test and is awaiting results. **Update 06/14/2016:** Johnny has passed the Collection Systems I exam.

6. Evaluate the number of employees needed in the field. Currently, there aren't enough people in the field to properly serve the Town of Brighton citizens. **Update 10/13/15:** Still in progress. I'm thinking that the Town needs Johnny and three other full time employees just for Public Works. **Update 12/13/16:** Public Works Department seems to be fully staffed with 5 full time employees.
7. Direct employees to stock the shelves with materials needed for day to day operations and for repair purposes. **Update 10/13/15:** Johnny has started this process plus the inventory is much more organized now as opposed to one month ago. **Update 11/10/15:** Johnny has stocked the shelves with needed materials and is currently having additional secure storage area constructed.
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 10/13/15:** Scheduled to be adopted tonight. **Update 11/10/15:** Cross Connection Control Ordinance to be adopted tonight on second reading. Cross Connection Control Plan will be available for adoption at the December meeting. Also, all adopted SOP's have been signed off on by employees. **Update 12/08/15:** Cross Connection Ordinance in place and Cross Connection Plan scheduled to be voted on tonight. **Update 02/09/16:** All SOP's, Ordinances and Plans are now in place. **Update 04/12/16:** Cross Connection Ordinance and Plan approved by TDEC
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. **Update 10/13/15:** Tammy and Johnny assure me that this procedure has been implemented.

#### **New Suggestions 10/13/15**

10. Institute a chain of command and make every employee aware of it. **Update 12/13/16:** A Chain of Command now exist in the Public Works Department.
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.

#### **New Suggestions 12/08/15**

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 15<sup>th</sup>.

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. I recommend that the Town adopt the Contract for Fire Hydrant Meters. (See Attached) It insures that anyone desiring to use a hydrant to acquire water from the Town can do so and the Town has control of when, where and how this is done. Plus, a small amount of revenue can be generated from this type of water sales. **Update 02/09/2016:** The Contract for Fire Hydrant Meters was adopted and implemented at last month's Board Meeting.

#### **New Suggestions 02/09/16**

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.
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 04/12/16:** Sampling Plan should be completed by the end of April and ready for Board approval in May. **Update 06/14/2016:** Sampling Plan to be considered for adoption tonight. A motion approving to adopt the Sampling Plan was completed at tonight's meeting. **Update 07/12/16:** Sampling Plan approved by Board at June 2016 meeting.

#### **New Suggestion 06/14/16**

17. The town has to have a Drought Management Plan approved and submitted to TDEC by June 30<sup>th</sup> 2017. David Braden was verbally given approval to begin this plan. **Update 07/12/16:** Poplar Grove Plan has been submitted to TDEC for approval. As soon as that approval is granted, I will begin working on the Town's Plan. **Update 10/11/16:** TDEC has approved the Plan for Poplar Grove and I have begun working on the Town's Plan. I should have it completed and available for the Board's review by January 1<sup>st</sup>, 2017. **Update 11/08/16:** Proposed Drought Management Plan is included in your packets tonight. Please give me feedback so that I may begin revising it according to the Town's desires. **Update 02/14/17:** This matter will be discussed at the Town's work session with TML on February 23<sup>rd</sup>.

#### **New Suggestion 07/12/16**

18. Apparently both pressure reducing valves at the master meter are not operating properly from time to time. This is sometimes making it very difficult for Johnny to maintain elevated tank levels especially during high demand periods. I have contacted Mr. Todd Piller concerning a quote on inspecting, calibrating and repairing these valves. I expect to have this quote within the next few days. Once this quote is received, I believe that it may be best to have these valves serviced at least yearly. **Update 08/09/16:** Mr. Piller has repaired, calibrated and adjusted both pressure reducing valves allowing the Town to better maintain adequate tank levels.

#### **New Suggestion 08/09/16**

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 lead to some questions. King Engineering will be soon presenting these questions to the Town.

#### **New Suggestion 12/13/16**

20. The Town's Water Supply Contract with Poplar Grove Utility District will expire in October 2017. A proposed contract has been drafted for your consideration. **Update 02/14/17:** This matter will be discussed at the Town's work session with TML on February 23<sup>rd</sup>.

#### **New Suggestions 01/10/17**

21. The Town is required by TDEC regulation to have its elevated water tanks inspected every 5 years by a qualified person. The most cost effective way to have this done is by King Engineering. They have submitted a proposal which I have for your consideration tonight. See attached.
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. A letter from the Mayor outlining the Town's Plan of Corrective Action will be submitted to the State tomorrow. I expect that the State will approve this Plan. See attached. **Update 02/14/17:** The W & WFB's January meeting was rescheduled for March 13<sup>th</sup>.

#### **PARKS AND RECREATION REPORT**

None.

#### **PLANNING COMMISSION REPORT**

None.

#### **MAYOR AND ALDERMEN REPORTS**

Resolution No. 02142017 was presented to Jason Dittrich made a motion to **Approve Resolution No. 02142017**. This resolution is to appoint Mayor Sarah Crocker as the Financial Officer for the Fiscal Year 2017 Community Development Block Grant for a Fire Protection Project. Alderman Kenny Hall seconded the motion. All approved. Motion passed.

Mayor Crocker has been communicating with King Engineering about our paving project. Mr. King has requested we get a geotechnical proposal for Brighton Village Loop. ATC is the geotechnical company that will be used and the cost will be approximately \$3000.00.

#### **OLD BUSINESS**

The Mayor and Board of Alderman "retreat" with MTAS is scheduled for February 23 at 7777 Walnut Grove Road. Mr. Ronnie Neill will be conducting the meeting.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Alderman Dittrich made a motion to adjourn the meeting. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 7:50p.m.

---

**Sarah Crocker, Mayor**

---

**Tammy McKinney, Recorder**