



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING

MARCH 13, 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
Jason Dittrich, Alderman
Kenny Hall, Alderman
George Smith, Alderman

Absent

Stephanie Chapman-Washam, Alderwoman

Others Attending:

Tammy McKinney, Town Recorder
Johnny Payne, Brighton Public Works Director
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; Shawn Coleman, 240 Carrington Ave, Brighton, TN; John and Jamesia Foucek, 15 N Main St, Brighton, TN; James Wheeler, 491 Carrington Ave, Brighton, TN; Jeff Boberg, 156 Carrington Ave, Brighton, TN; Larry Marshall, 459 Carrington Ave, Brighton, TN; Kristen Wanser, 254 Woodshire Lane, Brighton, TN; Joe Auger, Charles Carr, 800 McClerkin Road, Burlison, TN; Kristin Gardner, 347 Miss Helen Circle, Brighton, TN; and Sara Jo Hernandez, The Leader

APPROVAL OF MINUTES

Minutes Approval:

1. Regular Board of Mayor and Aldermen Meeting February 13, 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 Dittrich made a motion to pay the Town's bills. The motion was seconded by Alderman Hall. All approved. Motion carried.

ACKNOWLEDGEMENT OF GUESTS

John and Jamesia Foucek, 15 N. Main St, Brighton

Mr. Foucek asked about the fire hydrant at the corner of Main and Kenwood. He has seen where the Town has been working on it. He would like to know the status of it being completed. Mr. Payne, Brighton Public Works, said it should be fixed by the 20th. He would also like to request the tunnel height sign to be moved from his yard and placed before the stop sign. Apparently, the trucks are not reading the signs until they come through the stop sign then they are having to back up. The last issue is about speeding cars on Main Street. He asked if it would be possible to add a rumble strip to the street. Alderman Dittrich said they have to be warranted and if we don't have multiple speeding tickets or accidents, then he doesn't see them being warranted. Other than getting increased police presence, he doesn't know what else the Town could do.

James Wheeler, 491 Carrington Ave, Brighton

He is here about a drainage issue. Mayor Crocker made an announcement that if you are here about a drainage issue, there will be a Special Called Drainage Meeting here on Monday night at 6:30. If you can't be here, you can complete a "report a concern" form on the Town of Brighton website. She asked Mr. Braden to give an update. He has reviewed the cost estimate received from John Chlarson, MTAS, as well as Mr. Ken King, the Town's Engineer. That same cost estimate has been included in the board meeting packet. It totaled \$461,000.00. That cost only includes the addresses listed. It includes 2700 ft and what is not on the list is another 3200 ft that we know is also corrugated metal pipe. So what this means is this is a little less than half of what it will cost to do the repairs. In his estimation, part of what will be discussed on the 19th is (1) go ahead and replace what is known to be failing now and then come back later and replace when other failures happen or (2) go ahead and replace everything now. That's a big decision to make. Mayor Crocker said she met with Walt Downing of USDA and they offer financing options for Storm Water issues. Mr. Braden also wanted to mention the need for a Storm Water Ordinance. If the Town was to implement any portion of this, there needs to be a funding plan in place. Mr. Wheeler asked if this cost estimate included tearing everything out and replacing it. Mr. Braden replied "yes". Alderman Dittrich wanted to inform the group that at Monday's meeting he hopes to have the areas quoted in this estimate visible on the tv monitor. They can highlight the pipes, etc.

Shawn Coleman, 240 Carrington Ave, Brighton

Mr. Coleman wanted to say "thanks" to Mayor and Board of Aldermen. It looks like things are finally starting to get done and that's no small feat. He is interested in results instead of words and things like that but he does appreciate the initiative and the hard work.

Jeff Boberg, 156 Carrington Ave

Mr. Boberg is here about a drainage problem due to his neighbor building a secondary driveway. It comes off his main driveway and it allows him to drive into his backyard. When he did that, he raised his elevation on his property. Now when it rains, it rolls over to his house. What can he do about it? Is there anything the Town can do? Ms. McKinney, Town Recorder, replied that a permit is not required unless it involves adding a culvert. Alderman Dittrich asked “even a driveway permit?” Ms. McKinney replied “that is what she was told”. Alderman asked Mr. Boberg if he could see a culvert being used for water flow. Mr. Boberg replied that you could stand and clearly see that it’s angled right at him. Mr. Shane Greer said he was told 15 years ago (when his drainage issues began) that he couldn’t divert the natural flow of water. The first meeting he ever attended there was a handout given to everyone that had drainage issues concerning diverting the natural flow of water. He believes it was written back in 1998. Alderman Dittrich asked Ms. McKinney if she would try to find that ordinance or handout. He told Mr. Boberg to check back with Town Hall on Monday to see if anything has been found.

Kristen Wanser, 254 Woodshire Lane

Mrs. Wanser wanted to let the Board know that after someone came by and filled the hole in her side yard about 3 months ago; it has already completely washed out. At the last meeting she attended, the Town talked about sending someone out to put a grate or something over it and it never happened. Mayor Crocker said when she inspected the drainage issues with Mr. Chlarson of MTAS, he did mention that the Town would need to put some grates up and/or orange fencing for some of the hazard areas. Mayor Crocker said the Town will work on getting her area marked off. Her areas are close to her foundation and the HVAC unit.

Charles Carr, 800 McClerkin Rd

Mr. Carr has brought to the Board a cost estimate for his Eagle Scout project. The Board previously agreed on the picnic tables for the pavilion. **Alderman Dittrich made a motion to approve the Eagle Scout project not to exceed \$700.00. Alderman Hall seconded the motion. All approved. Motion carried.**

Kristin Gardner, 347 Miss Helen Circle

The people in her neighborhood are wanting to know what is going on at the high school pump house. They have noticed that the generator has been on for the last couple of weeks. Mr. Payne, Brighton Public Works Director, responded. The generator is for a backup. BAM2 has pulled side two. They have taken it back to have the turbine reworked.

Shane Greer, 68 Woodshire Ln, Brighton, TN

Mr. Greer wanted an update on the drainage issues. They have already been addressed.

DEPARTMENTAL REPORTS

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

Chief Russell and the Mayor met with Walton Downing, from the USDA. He is working on the extensive application process. Our DUNS number will need to be updated. Once the application is completed, it should take approximately 3 months to know if you are approved. The rate changes quarterly. The rate will be fixed once we are locked in. Right now the rate is 3.5%. March is the end of the quarter and it

will be going up. However, it will still be less than 4%. There will be an additional \$15,000.00 for legal fees that will be the Town's responsibility. He is hoping to have a proposed amount to submit with his budget.

Chief Russell is also working with a small grant through Firehouse Subs. These types of grants are hit and miss.

The forestry grant has been pushed back to June or July. We put in for it every year and we get it about every 4th year. It's about a \$10,000.00 grant.

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

They have 5 cars online to sell at gov.deals.

The police department has been spending a lot of time at the schools searching for guns. Nothing was ever found.

The Reserve Officer is going through the Shelby County Training Academy. She will graduate in August. We can work her up to 24 hours. She is also working as a school crossing guard. Chief Durham didn't know what the Board wanted to do as far as hiring her part-time. Alderman Hall stated that they had an opening and hiring her is really up to him. Do you think it would be beneficial? Chief Durham replied that he did. Due to other issues, the Board decided to wait on making that decision at this time.

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

The telemetry system has been installed but they are having issues with the programming. The problem they are having with it is there is no regulation from the 6" valve either running 45psi (which is what the system can handle) or when it opens and jumping to 80psi (which is what is being delivered from Poplar Grove). Right now there is no way to regulate it; it's either open or close. Example of it was this morning when it opened up and it put too much pressure on the ac line and it let go.

High School Pump station is still working on a bypass. The problem is with the sludge or wipes (not real sure what it is) but it's still stopping up the turbines. He thinks a solution would be putting in a grinder with a standard operating pump with the turbine as a backup. The first guy he talked to...his system can basically mount up to what we already have (our vfd and electric). The Board of Mayor and Aldermen would like to get a couple of quotes. However, Mr. Payne stated this will be a trial run (at no cost) and if it works then he may have someone that may be interested in the turbine. This could offset some of the cost.

A portion of Oaklawn Rd has collapsed. The Town Engineer, Mr. Ken King, is working on specs for the need of repairs so we can get it out for bid. Alderman Dittrich asked if we couldn't just replace the pipe. Mr. Payne said yes that's what we are trying to do now. To do it, we are probably looking at cutting out 40ft of road to get the slope. The pipe is probably 15ft in the ground. The temporary fix will be to come in with dirt and get it compacted back in there to keep the road from washing anymore. The Board of Mayor and Aldermen verbally approved to get this project out for bid.

Mr. Shannon Reed with Tipton County Public Works has agreed to pick up cold mix for us in Milan. He is not charging us for pick up because he picks up for the County as well. He is also going to store it at the County for us.

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. **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.

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. **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.

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.
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.

Concerning the pipe replacement project, for some reason TDEC has not approved our plans. They won't tell us why. We can't put it out for bid until those plans are approved. They have been submitted since September or October of 2017. Mr. King has made numerous calls to their office in Nashville. Mr. Braden will make one more attempt to contact TDEC.

Since no one has heard from Mr. Ronnie Neill with MTAS, Mr. Braden will contact him about a Storm Water Ordinance.

PARKS AND RECREATION REPORT

Basketball is over.

Baseball starts this week.

Glow in the Dark Easter Egg Hunt will be March 31st.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

None

OLD BUSINESS

They decided to table the Second Reading of Zone Amendment Ordinance #2018-03-13 until a later date.

NEW BUSINESS

None

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderman Dittrich. All approved. Motion carried. The meeting adjourned at 8:10p.m.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder