

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

**March 14, 2017**

**7:00 PM**

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

The meeting was called to order by Mayor Sarah Crocker at 7:01 p.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  
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 Chief  
David Braden, Poplar Grove Utility District  
Johnny Payne, Brighton Public Works

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Jeremiah Jones, 81 Charleswood Drive, Atoka, TN; Joseph and Marge Knight, 312 Carrington Ave, Brighton, TN; Kenneth and Lacey Deer, 111 Brighton Village Loop, Brighton, TN; Judy Wood, 115 Brighton Village Loop, Brighton, TN; Melinda Hartsfield, 751 Lyndsey Drive, Brighton, TN; and Jackie Reece, 913 E Kenwood, Brighton, TN

**APPROVAL OF MINUTES**

**Minutes Approval: Regular Board Meeting February 14, 2017:** Alderwoman Stephanie Washam-Chapman 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 Dittrich made a motion to pay the Town's bills. The motion was seconded by Alderman Smith. All approved. Motion carried.

**ACKNOWLEDGEMENT OF GUESTS**

**Jeremiah Jones, 81 Charleswood Drive, Atoka, TN**

Mr. Jones has purchased 3 houses in the Brighton Village Loop subdivision. He plans to put these houses on the market after finishing the uncompleted work. Mayor Crocker advised him that the Town is working with an engineer to get the paving project completed. Our engineer recommended that the Town of Brighton get soil samples. Once we get the results back, we will begin the process of bidding. Mr. Jones was concerned about the overgrown lots as well. The lots not only need to be cut but cleaned from

debris. Mayor Crocker said we can get letters mailed out to the property owners. Mr. Jones also brought up the fence (that separates the railroad track from the subdivision) is in need of repair. Alderman Dittrich stated that since Brighton Village Loop will be 80% completed after Mr. Jones finishes his houses, the Town will be required to take over the subdivision. Repairing the fence will probably fall under our responsibility.

**Jackie Reece, 913 E Kenwood, Brighton, TN**

Ms. Reece has drainage issues on her property. The water will stand on her driveway and will continue down the sidewalk. She showed the Board pictures from her phone which displayed the water issue. Mr. Payne said the grade of the road is the problem. All of her neighbor's rain and leaves drain to her property. Furthermore according to the Tipton County GIS, both ditches that run on either side of her property follow the property lines. Ms. Reece has raked the leaves several times and has also cleaned out the drains as much as she could. Mayor Crocker said they will look into it and get back with her.

**Joseph Knight, 312 Carrington Avenue, Brighton, TN**

Mr. Knight is inquiring about the For Sale sign on the property located next door to him. He wants to know how this property can be sold when it contains a detention pond. Alderman Dittrich responded by stating that when the subdivision plat was recorded, the detention pond is considered a permanent water flow and can't be altered. If they can build a house on the lot without disturbing the detention pond, then it will be approved. However if they can't, then a building permit will not be approved.

**DEPARTMENTAL REPORTS**

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

Renovation has begun at the Fire Station. During the demolition, black mold was discovered. Chief Russell has asked the Town Recorder to contact the McGowan & Stitt Insurance concerning this problem.

Mayor Crocker and Chief Russell will be requesting a meeting with Tipton County Mayor Huffman very soon.

The Brighton Fire Department will be hosting a cornhole tournament as a fundraiser for a child that has been diagnosed with spinal bifida. This child was approved by Shriner's Hospital for treatment. The cost will be \$100.00 per team. Date and time will be announced later.

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

Chief Durham asked the Board for approval to hire another full time patrolman. Officer Lightsey has been terminated. Officer Joyner will be taking his place. The other part time officer has been working 33 hours per week but P.O.S.T. says he can only work a maximum of 24 hours per week. This is making it difficult to keep the midnight shift covered. Alderman Dittrich asked if the decision could be made when the 17-18 budget is completed. He also asked who pays for the officer to attend the police academy. Chief Durham expressed the urgency of another full time officer and verified that the Town will be paying for this officer to attend the police academy. **Stephanie Chapman-Washam made a Motion to Approve Making a Part Time Police Officer into a New Full Time Position. The motion was seconded by Alderman Hall. All approved. Motion carried.**

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

Mr. Payne is working to get quotes to repair the shaft at the Dale Smith Station. The Board was looking to see if the 16-17 Budget would accommodate the repairs. Alderman Dittrich asked if it could wait until the 17-18 Budget was approved. Mr. Payne thinks it will hold. However if it breaks, it then becomes an emergency case and will be repaired asap. The Board verbally agreed to table this discussion til a later date.

**Alderman Dittrich Made a Motion to Approve the Water Purchase Contract as Presented. Alderman Hall Seconded the Motion. All Approved. Motion Carried.**

Resolution #03142017 was presented to the Board of Mayor and Alderman. This resolution is to adopt a policy on succession planning and professional development for employees in the Town of Brighton Government. **Alderman Hall Made a Motion to Approve Resolution #03142017 as Presented. Alderman Dittrich Seconded the Motion. All Approved. Motion Carried.**

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 led 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>. **Update 03/14/17:** The proposed contract is on the agenda for the Board's consideration tonight.

#### **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. **Update 03/14/17:** Jim Hunter with KEC will have both elevated tanks inspected no later than July 1<sup>st</sup>, 2017.
- 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>. **Update 03/14/17:** At their March meeting, the W & WFB's will not consider the Town's Letter of Compliance. This letter from the Town will be considered at their next meeting in May.

#### **New Suggestion 03/14/17**

**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 at an estimated material's cost of \$16,000.00. The County has requested that the Town fund 50% of this cost (\$8,000.00). If the Board agrees to do this, the next step would be to request permission from the Water and Wastewater Financing Board to spend these funds. \*\*\*Alderman Dittrich recused himself

from discussing this topic. He is employed with A2H as an engineer.\*\*\* The Board of Mayor and Alderman (minus Alderman Dittrich) is concerned about the project cost not being in the 16-17 Budget. They would like to table this until a later date.

**PARKS AND RECREATION REPORT**

Glow in the Dark Easter Egg Hunt will be Saturday, April 15<sup>th</sup>.

**PLANNING COMMISSION REPORT**

None.

**MAYOR AND ALDERMEN REPORTS**

The Board of Mayor and Alderman has scheduled a Special Called Meeting for April 4<sup>th</sup> at 6pm to discuss the upcoming 17-18 Budget and revising the Personnel Policy.

Alderman Smith requested Public Works to repair the potholes in front of Brighton Lumber.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Alderman Dittrich received a phone call from Adam Lewis of 114 Regency Drive concerning potholes and the entrance sign to McLister Subdivision. Public Works is currently working on the lettering for that sign.

**ADJOURNMENT**

Alderwoman Chapman-Washam made a motion to adjourn the meeting. The motion was seconded by Alderman Dittrich. All approved. Motion carried. The meeting adjourned at 8:35p.m.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Recorder**