



# TOWN OF BRIGHTON

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

## BOARD OF MAYOR AND ALDERMEN MEETING

APRIL 10, 2018

7:00 PM

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

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

### ROLL CALL

#### Present

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

#### Absent

#### **Others Attending:**

Tammy McKinney, Town Recorder  
Mike Durham, Brighton Police Chief  
Chris Bryan, Brighton Fire Dept  
David Braden, Poplar Grove Utility District  
William Wooten, Town Attorney

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; Pat Frazier, 8005 Hwy 14, Brighton, TN; Alice Foster Wakefield, 33 Huffman Drive, Brighton, TN; Eddie Foster, 170 Sharon Street, Atoka, TN; and Sara Jo Hernandez, The Leader

### APPROVAL OF MINUTES

**Minutes Approval: Regular Board of Mayor and Aldermen Meeting March 13, 2018**

Alderman Hall made a motion to approve the minutes as written. The motion was seconded by Alderman Dittrich. 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**

#### **Shane Greer, 68 Woodshire Ln, Brighton, TN**

Mr. Greer wanted to express his displeasure concerning the drainage issue in his yard. Alderman Dittrich gave him an update. The pre-bid for the tv camera procedure was yesterday, April 9th. The bid opening will be Friday, April 13th. The meeting to award the contract will be Monday, April 16<sup>th</sup>. Mr. Greer asked if we were certain the statute of limitations has run out. Mr. Wooten, Town Attorney, had considered if the Town could claim fraud under the statute of limitations issue. He would like to do a little more research to see if we could come up with a claim. In general, his initial reaction along with the engineers, is that we are not going to have a claim due to the time period of when the initial development began.

#### **Pat Frazier, 8005 Hwy 14**

Ms. Frazier is here regarding a ticket that her son received for non-insurance. He was given 30 days to pay after he came to court. He did not have a job during that time span. The Town did not allow him an extension or ability to make payments. If payment is not made, then it will be sent to the State where he will incur more fees. Mayor Crocker replied that she is almost certain that someone can come back to court and ask the judge for an extension. The ticket for non-insurance will automatically be reported to the State.

Ms. Frazier is also wanting to know why the water and sewer payments show the same on her bill. Mayor Crocker said when your water comes into your house, it runs through a meter. When it exits your home, it goes into your septic tank and into the sewer line. The Town does not have a way to calculate what comes out, so we have to assume all the water that goes in is being sent through our sewer. Mr. Braden said that was a standard practice. He added that the volume you are charged going in is the same volume you are charged going out. He also mentioned that you can have an auxiliary meter for washing cars and watering the lawn that will not be billed sewer. There will be an additional charge to have one installed.

#### **Alice Wakefield, 33 Huffman Drive**

Ms. Wakefield is here concerning the code enforcement letter she received about the accumulated tires on her parent's property on Hwy 51. Alderman Smith had asked for a letter to be sent to the property owner. Ms. Wakefield said she came to a meeting back in 2008 to get the Town to help John Carraway in removing those tires. Mr. Carraway passed away about 6 or 7 years ago. The tires have collected over 25 plus years. Ms. Wakefield said the Tipton County Landfill will not accept tires of that multitude. Mayor Crocker asked if this was on private property. Mr. Wooten told Ms. Wakefield that the Town doesn't send a letter unless we have received a complaint. The Town has codes adopted that say you have to keep your property in a certain state so it doesn't affect property values for various reasons. What we've done in the past is we have given you the opportunity to take care of the issue before we take any action. If the

property is not cleaned up, the Town has the right to clean it up and bill you back. Alderman Hall said in his opinion if the Town sees there's some type of progress being made then the Town will not take action at this time. The Board of Mayor and Aldermen agreed. Mr. Wooten advised Ms. Wakefield that the issue is on private property, the ordinances are in place and it does seem to be in violation. Mr. Braden said he would contact Tipton County Public Works Director tomorrow and ask what the rule is and if he would make an exception. The discussion was tabled until a later time.

## **DEPARTMENTAL REPORTS**

**Fire Department:** Mr. Chris Bryan, Brighton Fire Department, presented the monthly status report (see attached report).

The USDA loan application was completed. It still needs to be approved by MTAS and sent to Nashville for them to finish.

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

Officers Max, Joyner and Speight seized \$2600.00, marijuana and crystal meth (aka ICE) in one vehicle.

Chief Durham said they have hired Doylen Baskin.

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

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 26<sup>th</sup> 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 9<sup>th</sup> 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 30<sup>th</sup>. 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 15<sup>th</sup>. **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 1<sup>st</sup>. 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 16<sup>th</sup>. **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.

**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. **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 19<sup>th</sup>, 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 30<sup>th</sup> 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 3<sup>rd</sup> 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.
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. **Update 04/10/18:** Bids for the CCTV part of the project will be received at 2:00pm on Friday April 13<sup>th</sup>. Currently there are seven contractors that have picked up plans and specifications.

### **PARKS AND RECREATION REPORT**

Baseball has started.

### **PLANNING COMMISSION REPORT**

None.

### **MAYOR AND ALDERMEN REPORTS**

None

### **OLD BUSINESS**

Alderman Dittrich asked about the speed bumps and the update from TML. Mayor Crocker forgot to call TML. She will call and update them at a later date.

Alderman Dittrich also asked for an update concerning Jeff Boberg's water drainage issue from the previous month's meeting. Ms. McKinney replied that she and Ms. Baker, Town Clerk, looked for an ordinance and could not find anything. She did respond to Mr. Boberg and gave him a copy of the subdivision covenants.

### **NEW BUSINESS**

None

### **ADJOURNMENT**

Alderwoman Chapman-Washam made a motion to adjourn the meeting. The motion was seconded by Alderman Hall. All approved. Motion carried. The meeting adjourned at 7:46p.m.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Town Recorder**