

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

**April 11, 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
Corey Gatlin, Brighton Fire Dept	Jacob Blevins, Brighton Police Dept
Johnny Payne, Brighton Public Works	
Blaine Max & "Zorro", Brighton Police Dept K9 Unit	
David Braden, Poplar Grove Utility District	

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Joe Thomason, 520 Wylie Drive, Brighton, TN; Barnet Hall, 852 Terry Lane N, Covington, TN; Ed Hargraves, 3009 Davies Plantation Rd, Lakeland, TN; Ken King, King Engineering and Alice Wakefield, 34 Huffman Dr, Brighton, TN

**APPROVAL OF MINUTES**

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

**ACKNOWLEDGEMENT OF GUESTS**

**Joe Thomason, 520 Wylie Drive**

Mr. Thomason wanted to remind the Board that he attended a meeting a couple of months ago concerning a drainage issue located on his property. To date, he hasn't been contacted and the issue keeps getting worse. He also wanted to make mention that the hole located on the street in front of his house has washed out again. Mr. Payne, Brighton Public Works, stated that Mr. Luke McKee has putting together

bids for several properties and is prioritizing as he goes. Alderman Dittrich asked if the Town could get a copy of the list and make it public to the citizens. Mr. Payne said it shouldn't be a problem.

**Alice Wakefield, 33 Huffman Dr, Brighton, TN 38011**

Ms. Wakefield is here to make a complaint about individuals dumping on her land located at 34 Huffman Drive. Also tires been dumped on her mother's property. Ms. Wakefield attended several meetings back in 2007 when her mother's house was built with grant funds. During that time, she spoke to former Brighton Mayor, Jeff Scott, and County Mayor, Jeff Huffman, and both told her they would look into getting a grant to remove the tires. She said the mosquitos are terrible because of all the water those tires hold. Alderman Hall asked "who is it that's doing the dumping"? Ms. Wakefield said she isn't calling any names but it's a neighbor up from her. Mayor Crocker said we actually sent someone up there to clean it but it was too much for our guys to handle. Mr. Payne also commented by saying "it will be a pretty major ordeal to clean up". Apparently, it's been a dumping site for several years for construction materials, household garbage, etc. The property backs up to Diane's Portables. When the Town first addressed the situation back some time ago, they spoke with the man associated Diane's Portables. He put it on Matthew Buford. Matthew Buford puts it back on Diane's Portables. That's when the argument began between Diane's Portables and Matthew Buford because the trash is being dumped on private property illegally. Diane's Portables wanted to talk with Brighton Police Dept. and have them speak with Matthew Buford. Mr. Payne said "that's when the dumping ceased and they started trying to bury it". Alderman Dittrich asked "so nothing has happened since that time?" Mr. Payne replied "the only difference is what was close to the road; some has taken a backhoe in there and pushed it all the way up on Diane's Portables property". Ms. Wakefield said they have started back dumping. Alderman Dittrich suggested the Brighton Police Department patrol the area in hopes of catching the one dumping. Alderman Dittrich also stated if the Town doesn't have an ordinance against dumping then it's really a "civil matter" between the property owner of the dumping site and the one dumping.

**DEPARTMENTAL REPORTS**

**Fire Department:** Mr. Corey Gatlin, Brighton Fire Dept, presented the monthly status report (see attached report).

Mayor Crocker informed the Board that she and Chief Russell met with Jeff Huffman, Tipton County Mayor, about obtaining additional grant money. Mayor Huffman advised them to meet with Mr. Beanblossom about completing some federal grant applications. Mayor Huffman said he would also bring up our request at their next county meeting.

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

Officer Jacob Blevins will be attending the Memphis Police Academy.

Officer Max gave a report to the Board concerning the K9 Unit. Since the Town purchased the K9, they've had 1 bust for methamphetamines, 3 bust for pills and 2 busts for marijuana. He has also assisted other officers with 4 arrests. Last week, he had a really good bust that included \$642.00, over 50 grams of marijuana, several prescription pills and seized the vehicle. It was all because of the dog. Alderman Dittrich looked back on some of the previous month's reports and it verifies that last month's arrests matched the previous 3 months. Officer Max thanked the Board for purchasing the K9. He stressed that it's a continual work in progress but they work every day. Officer Max believes it will be a few more

months before the K9 will be ready for a “school demo”. He is still so young and those types of demos need to go flawless or the public may get the wrong impression of the dog and/or the unit. Alderwoman Chapman-Washam asked if the schools knew about the Brighton K9 Unit. Maybe the students knowing that their lockers could be searched by our own K9 unit would deter them from bringing drugs on to the school campus. Chief Durham replied by saying “that is something we would like to work with school board in doing”. Lastly, Officer Max took Zorro to Munford Animal Clinic. They did complete blood work and verified it all came back normal. According to his xray, Zorro looked like one of the best police dogs in the county. He is perfectly good health. After he turns 2, they can test his hips which will determine how long his service life should be.

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

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. **Update 04/11/17:** Contracts are signed and projects are out for bid.

#### **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>. **Update 04/11/17:** Drought Management Plan is ready to be adopted by Board tonight.

#### **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. **Update 04/11/17:** Both elevated tanks have been inspected by KEC. No deficiencies were noted.
- 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. **Update 04/11/17:** The W&WFB has been notified that the Town has approved an Employee Seccession Policy and a new Water Supply Contract.

#### **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 Ton 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. **Update 04/11/17:** Tonight the Board will consider the funding of this project in its FY 2018 Budget.

### **Drought Management Plan**

Alderman Dittrich made a **Motion to Approve the Drought Management Plan as Presented Tonight. It was seconded by Alderman Hall. All approved. Motion Carried.**

### **Brighton Elementary School Project**

Mayor Crocker gave Mr. Ken King, King Engineering; Mr. Barnet Hall and Mr. Ed Hargraves, representing the Tipton County Board of Education; and Mr. David Braden, Poplar Grove Utility; the floor. \*\*\*Alderman Dittrich recused himself from this discussion\*\*\* Mr. Hall began by saying when Brighton Elementary School was built in 1982 there was no sewer system in the Town of Brighton. Therefore a lagoon was put in to treat the water and turn it out to Myron Creek which runs to Indian Creek on to the Hatchie River then eventually on to the Mississippi River. The equipment at the lagoon is old and worn out. The population of the school in 1982 was approximately 33,000 and it has now doubled. The State of Tennessee is adamant that we get the lagoon closed. A plan has been brought to Mayor Crocker and David Braden, Poplar Grove Utility and Ken King. The plan would be to go straight from the school to the Donald Jackett pump station. This would reverse the flow at the pump station to Hwy 51. Alderman Hall asked "where are we at on cost" and "what are you asking from the Town of Brighton on cost"? Mr. Braden added "I believe it is agreed that it is in the Town's best interest to reverse the flow of Donald Jackett pump station to new Hwy 51 where it will be pumped twice. Instead of it going through the Town and being pumped six times. It will save the Town operation, maintenance and lots of other expenses through the years. That's where main cost sharing comes in that the County is asking for. Last month, the cost estimate was \$16,000.00 however it has now risen to \$21,500.00. The County is looking for a 50/50 cost sharing on that expense". The discussion last month was that this cost would need to be put in the 17/18 Budget if approved. Mr. Braden recommends that the Town enter into a contract with the Tipton County School System saying that conditionally we will go into this cost sharing with you; the conditions being (1) the 17/18 Budget allows it and (2) the Water and Wastewater Financing Board allowing us to expedite this money to improve our system. Mr. Braden doesn't see them disapproving of it. Alderman Hall asked "will it be a problem putting it off until the 17/18 Budget is approved"? Mr. Hall said they want to complete this project when the students are out of school. Mr. Braden clarified that the Town is wanting to know if the County would foot the bill and accept reimbursement after the 17/18 Budget is passed. Alderwoman Chapman-Washam made a **Motion to Appropriate the Funds in the 17/18 Budget Which Will Foot 50% of the Brighton Elementary School Project as Presented Tonight. Alderman Hall Seconded the Motion. All Approved. Motion Carried.**

## **PARKS AND RECREATION REPORT**

### **Brighton Baseball**

Baseball started Saturday. Alderwoman Chapman-Washam was asked about a new concession stand door. No one responded.

## **Easter**

Glow in the Dark Easter Egg Hunt will begin at 6:30pm on April 15<sup>th</sup>.

## **PLANNING COMMISSION REPORT**

None.

## **MAYOR AND ALDERMEN REPORTS**

None.

## **OLD BUSINESS**

**Paving Project** - Mayor Crocker gave Ken King, King Engineering, the floor. The paving project consists of two sections. One is Brighton Village Loop and the other is James, Jenna and Timbs Lane. The easier section being James, Jenna and Timbs Lane. The proposal is to dig down 6 inches, get rid of that and come back with an asphalt base material. Then an inch and a half surface core. Brighton Village Loop required a GeoTech Soil Testing. The results showed that the soil cement and asphalt are both good but the bad news is that in the areas where sewer lines, sewer services and drains were located; the contractor did not do a good job of repacking the backfill over the trenches. There were two plans presented. The first plan would be to do the same as for James, Jenna and Timbs Lane except digging all the way down to the sewer lines, etc. This of course would be more costly. The second plan mimicked the first plan but you would dig down 12 inches. However with this plan, the Town will be taking a risk of the same issue happening in a few years. The Board decided to go with the second plan for Brighton Village Loop. Mr. King will be putting the paving project out for bid with James, Jenna and Timbs Lane as a deductive alternate. That means the entire job will go out for bids but if the bid happens to go over the money then James, Jenna and Timbs Lane will be taken out. Alderman Dittrich added that he would like to do a mandatory pre-bid. A pre-bid means that any contractor that wants to bid would have to attend the pre-bid. Those contractors will ask any questions and walk the site.

**Roofing Project** – Mr. King was contacted by John Chlarson of MTAS about a roofing project which includes Brighton Town Hall and the Old Brighton High School Gym. About a year ago, the Board had asked for the gym to be a pitched roof. To add a pitched roof would require a structural engineer like King Engineering. When the engineer looked at it, it was going to be more complicated than the Town originally thought. Mr. King is recommending an EPDM roof. The Board verbally approved to have two separate bids. One for Town Hall and one for the Old Brighton High School Gym. The gym would have an EPDM roof and we can use Mr. Chlarson to prepare those bids.

**913 East Kenwood** - This issue was tabled from last month's Board Meeting. It was concluded that the street in front of this property is flat. There is nothing the Town can do to resolve her issue.

**NEW BUSINESS**

Alderman Dittrich made a **Motion to Approve the Revised Code Violation Letter**. Alderwoman Chapman-Washam seconded the motion. All approved. Motion carried.

Alderman Dittrich made a **Motion to Approve the First Reading of the Revised Personnel Policy**. Alderman Hall seconded the motion. All approved. Motion carried.

**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 8:25p.m.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Recorder**