

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

May 9, 2017

7:00 PM

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The meeting was called to order by Mayor Sarah Crocker at 7:02 p.m. The Pledge of Allegiance to the flag was led by the Board of Mayor and Aldermen. 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
Johnny Payne, Brighton Public Works
David Braden, Poplar Grove Utility District

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Amy and Jacie Booth, 353 Wylie Drive, Brighton, TN; Jim Ward, 65 Woodlawn Cove, Munford, TN; Russell Lindsey, 101 Gillespie Drive, Apt 4108, Franklin, TN; Dani Yarbrow, 738 Bloomington Dr., Brighton, TN; Joel and Clara Wooten, 19 Woodchase Dr., Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; Mike Brooks, 104 Charleswood Dr., Atoka, TN; Charles McQuiston, 204 Alexander, Brighton, TN; Lisa Delancey, The Leader

APPROVAL OF MINUTES

Minutes Approval: Special Called Meeting April 4, 2017

Regular Board of Mayor and Aldermen Meeting April 11, 2017

Special Called Meeting April 17, 2017

Alderwoman Stephanie Chapman-Washam 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 Hall. All approved. Motion carried.

ACKNOWLEDGEMENT OF GUESTS

Mike Brooks, Showstars Dance Academy

Mr. Brooks showed the Board of Mayor and Aldermen pictures of an ongoing problem their business, Showstars Dance Academy, has been having with drainage. According to Mr. Brooks, the water flows

downhill from Old Highway 51 directly on to their property. The pictures showed the culvert and where the wash keeps filling up the ditch and eroding their driveway. He also wanted to mention that when Brighton Village Loop was developed; the water would run down the hill on to their property. He said the Town put a culvert on their property to divert the water. That 24" culvert has since collapsed. Mr. Payne, Brighton Public Works, replied that the Town bought a band to put around the collapsed part for a temporary fix. The approximate 80ft culvert runs between two properties. The problem is more or less on Showstars property but it runs into Donald Jackett's fence line as well which means the issue does cover private property. Mr. Payne has been told both ways that the Town put in the original culvert and that the Town did not put in the original culvert. He's been researching to find out exactly who the culvert belongs to. Alderman Dittrich said in a perfect world if it's a Town owned drain line then we should have a Town drainage easement but that doesn't always happen. Alderman Dittrich also asked if once Brighton Village Loop is paved would that help with the water flow. Mr. Payne said he didn't think it would make much difference. This issue stems from the subdivision and railroad being higher than his property and it acts like a natural water runoff. Alderman Hall asked "do we know what the total cost would be to fix it?" Mr. Payne said around \$5200.00 to replace it with the same existing type of culvert. Alderman Dittrich requested we get a HDPE culvert; something that won't rust or rot so we won't be in this same predicament in the future. Alderman Dittrich also mentioned to Mr. Brooks that replacing the pipe would mean tearing up the driveway. The Town will try to correlate the repair without disrupting the business too much. Until the research is completed on the culvert owner, the Town will take a blade and scrap off the excess dirt that the runoff has created on their parking lot. This should help the water run toward the ditch. Alderman Dittrich also suggested that if the pipe replacement falls on the Town we should get a drainage easement to cover 5ft on either side of the pipe.

Russell Lindsey, 320 John Hill Road, Brighton, TN 38011

Mr. Lindsey wants to know if the Town would be interested in purchasing a piece of property his daughter owns on John Hill Road. This property is also adjacent to the Brighton Dixie Youth Complex. It currently holds a Verizon Cell Tower. The monthly lease paid by Verizon would not be included in the sale.

Jim Ward, Huffman Drive

Mr. Ward and his partner recently purchased property on Huffman Drive. He doesn't understand the Code Enforcement letter he received in the mail. The word "refuse" mentioned in the letter does that mean the old house? Tammy McKinney, Town Recorder, said the letter does not make mention of the structure. Refuse is meaning trash. Mr. Ward says he has no problem cleaning the lot. Once it is cleaned, who does he need to see to make sure it is acceptable? Ms. McKinney asked him to contact Town Hall and we will get someone out there to take pictures. Weather permitting they should have the lot cleaned within the next week or so.

Joel Wooten, 19 Woodchase Dr, Brighton, TN 38011

Mr. Wooten is complaining about it being dark in the corner of his street. There's been a few issues with items being stolen and cars being broken into in his neighborhood. He wants to know if the Town can justify putting a light on a pole. Mayor Crocker said she will contact Southwest Electric.

Shane Greer, 68 Woodshire Ln, Brighton, TN 38011

Mr. Greer has been to several meetings in the past concerning a drainage issue on his property. The problem was fixed almost a year ago. Mr. Greer is attending tonight's meeting to let the Board know the hole has reemerged. He spoke to Mr. Payne last week about it. Mr. Payne has already contacted Luke

McKee about looking at the issues. The warranty has expired for the initial repair however Mr. McKee stated he would repair at no cost if it's in the same spot. But if it's in a new area of the pipe, then it will be the Town's responsibility. Alderwoman Chapman-Washam asked "what is the warranty terms?" Mr. Payne replied "6 months".

DEPARTMENTAL REPORTS

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

He will be presenting a new report format. False alarms could mean anything from a fallen tree to a canceled dispatch call.

The Fire Chiefs Association has requested that the County fund the Town an additional \$15,000.00 per year.

He is requesting to spend an additional \$10,000.00 of the Capital Improvement Account #110-42200-939 to finish the fire house renovations. The Board of Mayor and Aldermen verbally approved this appropriation of funding.

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

Officer Jimmy Joyner has graduated the Shelby County Training Academy. It's a 9 month course that met 4 days per week. He graduated 2nd of his class.

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

Alderman Hall asked about the potholes. Mr. Payne said he has spoken to Tipton County Public Works and they are receiving the last bit of coal mix next Tuesday. Mr. Payne has reserved 2 buckets.

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 5th. **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. **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.

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 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. 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 30th 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 1st, 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 23rd. **Update 04/11/17:** Drought Management Plan is ready to be adopted by Board tonight. **Update 05/09/17:** Drought Management Plan has been sent to TDEC for their approval. It is also available on the Town's website.

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. **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.

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 23rd. **Update 03/14/17:** The proposed contract is on the agenda for the Board's consideration tonight. **Update 05/09/17:** New contract has been approved by both Boards and fully executed.

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 1st, 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 13th. **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. **Update 05/09/17:** The water and sewer ordinance will be considered tonight.

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. **Update 05/09/17:** The Town's share has been revised from \$8,000.00 up to \$10,500.00. The TDEC required Plans and Specifications are being developed.

Alderman Hall made a **Motion to Reject the Automated Meter Reading Bids Due to Being Refused by the State Because of the Bid Wording.** Alderman Dittrich seconded the motion. All approved. **Motion Carried.**

Alderman Dittrich made a **Motion to Approve the First Reading of an Ordinance to Increase the Water Rates as Presented.** Alderman Hall seconded the motion. All approved. **Motion carried.**

PARKS AND RECREATION REPORT

None.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

None.

OLD BUSINESS

Alderman Dittrich asked when the McLister Place subdivison sign and the Welcome to Brighton sign will be completely finished. Mayor Crocker stated they will be finished by next month's meeting.

Alderman Dittrich made a **Motion to Approve the Resolution #05092017 Awarding the Roadway Improvements 2017, Base Bid from Fowler Paving Company in the amount of \$72,171.42.**
Alderman Hall seconded the motion. All approved.

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 8:11p.m.

Sarah Crocker, Mayor

Tammy McKinney, Recorder