



# TOWN OF BRIGHTON

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

## BOARD OF MAYOR AND ALDERMEN MEETING

JUNE 12, 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  
Ricky Russell, Brighton Fire Chief  
David Braden, Poplar Grove Utility District  
Johnny Payne, Brighton Public Works Director  
William Wooten, Town Attorney  
Captain Pifer, Brighton Police Dept  
Lieutenant Rick Singletary, Brighton Police Dept  
Officer Blaine Max, Brighton Police Dept  
Patrolman Doylen Baskin, Brighton Police Dept

**Guests:** Ann Blackmon, 164 Shady Lane, Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; Ronnie and Debbie Dunn, 610 Donna Drive, Brighton, TN; Alice Foster Wakefield, 33 Huffman Drive,

Brighton, TN; Eddie Foster, 170 Sharon Street, Atoka, TN; Pat Frazier, 48 Mathis, Brighton, TN and Sara Jo Hernandez, The Leader

**Alderman Dittrich presented a letter of resignation to the Board of Mayor and Aldermen. Alderman Hall made a motion to accept his resignation. Alderwoman Chapman-Washam seconded the motion. All approved. Motion passed.**

Mayor Crocker presented Alderman Dittrich a plaque acknowledging his years of service to the Town of Brighton.

### **APPROVAL OF MINUTES**

#### **Minutes Approval:**

**Regular Board of Mayor and Aldermen Meeting May 8, 2018**

**Special Called Meeting May 14, 2018**

**Special Called Meeting May 21, 2018**

**Special Called Meeting May 29, 2018**

Alderman Hall made a motion to approve the minutes as written. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried.

### **FINANCIAL REPORT/PAYMENT OF BILLS**

The financial report was presented. Alderwoman Chapman-Washam made a motion to pay the Town's bills. The motion was seconded by Alderman Hall. All approved. Motion carried.

### **ACKNOWLEDGEMENT OF GUESTS**

#### **Ronnie and Pat Dunn, 610 Donna Dr, Brighton, TN**

Mr. Dunn wanted to follow up with the Town concerning his issues from last month. Town Attorney, William Wooten, updated the Dunns' and the Board of his findings.

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

Mrs. Wakefield wanted to follow up with the Town concerning the tire issue. Mr. David Braden updated the Fosters' and the Board of his findings. According to Mr. Chrisley with TDEC in Nashville, there is a grant available. The grant will take care of all the tires at one time. Mr. Braden will move forward with the paperwork to begin the grant process if the Board approves it. The Board of Mayor and Aldermen verbally approved to move forward with this grant.

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

Mr. Greer requested an update on the CCTV in Woodlawn. Mr. Payne, Brighton Public Works Director, updated Mr. Greer and the Board.

He also asked about the status of the minutes on the website.

### **Pat Frazier, 48 Mathis, Brighton, TN**

Mrs. Frazier is expressing her concerns about water running down Mathis Street. She believes this has affected her utility bill. Mr. Payne, Brighton Public Works Director, updated Mrs. Frazier and the Board.

She is also questioning why she doesn't have thru the 11<sup>th</sup> to pay her bill when the 10<sup>th</sup> falls on a Sunday.

### **DEPARTMENTAL REPORTS**

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

They had to purchase a new HVAC unit at the station.

The Crown Victoria is currently at Jackett's Auto Repair being repaired.

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

Patrolman Dailey received an appreciation letter for checking on cars that had been left unlocked. Also, she will graduate from the Shelby County Police Academy in August.

Patrolman Baskin will be attending the Tennessee Law Enforcement Training Academy in Nashville. Orientation is on Friday.

Captain Pifer and Lieutenant Singletary were presented plaques for 10 years of service with the Brighton Police Department.

**Public Works:** Mr. Johnny Payne, Brighton Public Works Director, 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. (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. **Update 05/08/18:** 695 meters have been changed out. We are still on track to complete on time. **Update 06/12/18:** As of June 7<sup>th</sup>, 831 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. **Update 05/08/18:** Bids for the project were received on April 27<sup>th</sup> with DozerTrax USA being the low bidder at \$456,964.90 which is \$99,845.10 below budget (including contingency). I've spoken with Johnny about identifying additional areas where

AC pipe replacement is necessary if indeed funds are remaining at the end of the project. **Update 06/12/2018:** The contract will be awarded to Dozertrax on Thursday, June 14<sup>th</sup>, at 2:00pm. At Town Hall. The Notice to Proceed will be issued at that time.

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. **Update 05/08/18:** Bids were received on April 13<sup>th</sup> for the CCTV part of the project with Mid South Septic being the low bidder at a Base Bid of \$21,752.00. Their bid for the Additive Alternate is \$43,789.50 in case additional scoping is required at McLister and Carrington. **Update 06/12/18:** Some scoping of the drainage systems has occurred, but no reports have been delivered to the Town or KEC. KEC has requested these reports on two different occasions. McLister and Carrington appear to have catch basin problems with the drain pipes being sound. Woodlawn appears to have terrible pipe failures.
26. I think that the Town desires to resolve the issue of the old car tires on the Fosters' property. In an attempt to help resolve this matter, I have received information from Mr. Leland Harris at TDEC that the State may have some grant money for such cleanup project. I am currently making contract with TDEC's Nashville office to learn more about this program.

#### **PARKS AND RECREATION REPORT**

None.

#### **PLANNING COMMISSION REPORT**

None.

**MAYOR AND ALDERMEN REPORTS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Alderman Chapman-Washam made a motion to approve the FYE 17/18 Accountant Engagement Letter from William M. Harmon, Certified Public Accountant. The motion was seconded by Alderman Hall. All approved. Motion carried.**

**Alderman Chapman-Washam made a motion to approve FYE 17/18 Audit Engagement Letter from Whitehorn Tankersley & Davis, PLLC. The motion was seconded by Alderman Hall. All approved. Motion carried.**

**Alderman Hall made a motion to approve the First Reading of the FYE 17/18 Budget Amendment. Alderman Chapman-Washam seconded the motion. All approved. Motion carried.**

**Alderman Hall made a motion to approve the First Reading of the FYE 18/19 Budget Ordinance. Alderman Smith seconded the motion. All approved. Motion carried.**

**ADJOURNMENT**

Alderman Smith made a motion to adjourn the meeting. The motion was seconded by Alderman Hall. All approved. Motion carried. The meeting adjourned at 7:39p.m.

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**Sarah Crocker, Mayor**

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**Tammy McKinney, Town Recorder**