

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

August 8, 2017

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:

Mike Durham, Brighton Police Chief
Ricky Russell, Brighton Fire Chief
David Braden, Poplar Grove Utility District

Officer Blaine Max
Officer Jimmy Joyner

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Shane Greer, 68 Woodshire Ln, Brighton, TN; John and Jamesia Foucek, 15 N Main, Brighton, TN; Cadence Washam, 124 Woodlawn Plantation, Brighton, TN; Vicki Bradley, 71 N Main St, Brighton, TN; Stephanie Murray and Michael Heldt, 14 N Main St, Brighton, TN; Lisa Delancey, The Leader; Tim Joyce, State of Tennessee – TCRS

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting July 11, 2017

Alderman Hall made a motion to approve the minutes as written. The motion was seconded by Alderman Smith. 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 Dittrich. All approved. Motion carried.

ACKNOWLEDGEMENT OF GUESTS

Tim Joyce – State of TN TCRS –

Mr. Joyce discussed that since the Treasury Department changed a law about two years ago, there is now available a 401K Plan which is additional way to save money that is available to all employees of the Town, even part-time employees and to the Town Board Members. It is a TCRS regulated formula. It

doesn't cost the Town anything. There is no fiscal impact on the Town's budget. The Town could do a matching plan. There is a 3.2% guaranteed return on earnings no matter what the market does. Financial planners will help manage participants. There is no tax withdrawal fee. No penalty for starting or stopping. You have options to move it to other entities such as a ROTH with no tax withdrawal.

A motion was made by Alderwoman Chapman-Washam to approve Resolution #08082017-01 Deferred Compensation Plan 401K. Alderman Dittrich seconded the motion. All approved. Motion carried.

A motion was made by Alderwoman Chapman-Washam to approve Resolution #08082017-02 Deferred Compensation Plan 457B. Alderman Dittrich seconded the motion. All approved. Motion carried.

Shane Greer, 68 Woodshire Lane, Brighton, TN

Mr. Greer says the hole in the drain needs replacing. The pipe has rusted out. The Board will research this.

John and Jamesia Foucek, 15 N Main St, Brighton, TN

The Town's maintenance crew has weedeated down to dust at our home and cut down all of his monkey grass on Monday. The light by the crooked tunnel needs fixing. The "Tunnel Ahead" sign at the tunnel needs to be moved from her backyard. The paving of road needs to be accurate. Mayor Crocker will measure. Speeding motorists present a danger to Foucek driveway. Could we get speed bumps? Advised that this is discouraged for insurance and liability reasons.

Stephanie Murray and Michael Heldt, 14 N Main St, Brighton, TN

Ms. Murray asked that the fire hydrant be fixed. It is leaking. There is a problem in fixing this. The Board will check on this.

Vicki Bradley, 71 N Main St, Brighton, TN

Ms. Bradley is complaining about flooding in her yard from five sewer lines in her backyard and from the creek.

DEPARTMENTAL REPORTS

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

There was a question asked by an Alderman on overtime pay which was answered by Chief Russell.

There will be a 37% increase in the money coming from the county grant for the next two years to the Fire Department.

Police Department: Officer Max presented the monthly status report (see attached report).

They are saving on overtime. They will work on the traffic problem at the crooked tunnel. They need a new vehicle for the police department.

Chief Durham wants to appoint Officer Jimmy Joyner to the position of investigating and patrolman. He would be a floater and would fill in for vacations. He would also handle the Grand Jury.

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

The Brighton Village Loop paving looks really good.

The Scott Street leak has been fixed.

The Board wants an explanation on overtime.

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 26th 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 9th 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 30th. 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 15th.**

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. **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 19th, 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 30th 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.

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. 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 Secession Policy and a new Water Supply Contract. **Update 05/09/17:** The water and sewer ordinance will be considered tonight. **Update 07/11/17:** Tammy and I are working with Local Government to update billing codes and rates. As soon as this is done, the Town will have met all the requirements of the Water and Wastewater Financing Board. **Update 08/08/17:** Because I had misinterpreted the existing Water and Sewer rates, the increases that had been voted on in October 2016 were incorrect. The Board is considering those correcting rates tonight.
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. **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. **Update 06/13/17:** The Board of Education has taken bids for the installation of their portion of this sewer project. Material bids have been received for the Town and TCBOE's joint portion of this project. The total material cost came in at \$24,028.00 making the Town's portion \$12,014.00. **Update 07/11/17:** Tipton County Board of Education has completed its portion of the project by connection BEC to the Donald Jackett pump station. Materials for the force main are currently being received. We are awaiting plans approval from TDEC to begin installing force main.

Update 08/08/2017: BES sewer is now connected to the Donald Jackett pump station. The new force sewer line is currently being installed and should be completed by mid September.

It was mandated by the State of Tennessee to increase our Town's water/sewer rates by 10% due to the loan to replace the water pipes. **A motion was made by Alderman Dittrich to approve the First Reading of an Ordinance to set the rates, for water and sewer service. The motion was seconded by Alderman Hall. All approved motion carried.**

PARKS AND RECREATION REPORT

None.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Monday there will be a Special Called Meeting and/or Public Hearing on discussing rezoning on Portersville Road.

OLD BUSINESS

None.

NEW BUSINESS

There was a discussion on dropping the school traffic zone to 15mph. The Board does not want traffic tickets written in the school zone to be dropped.

Three sidewalk pavers in front of the Foucek home are rocking. They have been set in sand and need to be fixed.

There was a discussion on a Utility Board Training Session for Board Members. They will check into this.

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 8:30p.m.

Sarah Crocker, Mayor

Bonnie Baker, Town Clerk