



TOWN OF BRIGHTON

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

BOARD OF MAYOR AND ALDERMEN MEETING NOVEMBER 13, 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
Shane Greer, Alderman
Kenny Hall, Alderman
George Smith, Alderman

Absent

Others Attending: Tammy McKinney, Town Recorder
Blaine Max, Brighton Police Sergeant
Ricky Russell, Brighton Fire Chief
Johnny Payne, Public Works Director

Guests: Ann Blackmon, 164 Shady Lane, Brighton, TN; Alice Wakefield, 33 Huffman, Brighton, TN; Sarah Brown, The Leader; Gus Smith, 147 Phillips Dr, Brighton, TN; Jack Baker, 1464 Brighton Clopton Rd, Brighton, TN; Larry Marshall, 459 Carrington, Brighton, TN; James Wheeler, 491 Carrington, Brighton, TN; David Copeland, Brighton, TN

APPROVAL OF MINUTES

Minutes Approval: Regular Board of Mayor and Aldermen Meeting October 9, 2018
Special Called Meeting October 29, 2018 at 6:30pm
Special Called Meeting October 29, 2018 at 7:30pm

Alderman Greer and Mayor Crocker requested the regular board minutes be revised to say the following:

Police Department

Mayor Crocker asked Chief Durham if he had anything he wanted to ask them. Chief Durham replied that he wanted to ask about the car. He is currently driving a seized truck with 190,000 miles on it. He drove his personal vehicle to Nashville when Officer Baskin graduated in fear that his work truck wouldn't make it. Every officer has a vehicle but they don't have a spare vehicle in case one breaks down. The Crown Vic is on its last leg. Chief Durham is going to take the new vehicle this go around. He would like to use the truck for the crossing guard and the spare. They have the equipment available for the new vehicle. The Board of Mayor and Aldermen tabled this decision until a later date.

Alderman Hall made a motion to approve the minutes as written noting Alderman Greer and Mayor Crocker's revision. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried.

FINANCIAL REPORT/PAYMENT OF BILLS

Mayor Crocker mentioned that at last month's meeting there were some questions raised about the money being spent. There was a detailed account analysis emailed to the Board after that meeting. She asked if there were any questions concerning the account analysis that was emailed to them. The money spent from the baseball account was due to a tournament held at the end of June. Alderman Greer asked if the baseball supports itself. Tammy McKinney, Town Recorder, did not have the exact numbers in front of her but she confirmed that the baseball doesn't support itself. Also, a copy of the 2017 audit is included with their packets tonight.

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

Larry Marshall, 459 Carrington

Mr. Marshall expressed concerns about the water rates increasing. Mayor Crocker verified that there has been no talk of the water/sewer rates increasing. However, the Board did mention that a Storm Water Fee being added to the monthly water bill has been discussed.

Jack Baker, 1464 Brighton Clopton Rd

Mr. Baker expressed concerns about Budget Drain Masters dumping waste at their site located at the BCI Cove.

He also expressed concern about the height of a fire hydrant. Mr. Payne, Public Works Director, said there has been discussion with King Engineering about getting the hydrant lowered at Tanner Lane.

Gus Smith, 147 Phillips Dr

Mr. Smith expressed concerns about the \$500,000 mentioned at the previous board meeting. He mentioned there were several cd's in 2003 that totaled \$637,884 that were earmarked for the Water/Sewer Department. He also mentioned there were several cd's for the general fund that totaled \$337,000. He

wants to know where the money went. Mayor Crocker and Tammy McKinney, Town Recorder, both said when they began working for the Town of Brighton there were no cd's in the bank that totaled those amounts. Mr. Smith said the previous recorder, Bonnie Baker, wrote down all the cd's with balances when he left office in June 2003. Mayor Crocker expressed that there are several years in between when he left and she began that she can't possibly answer. He questioned Mayor Crocker about the Christmas lights that were purchased a couple of years ago. He is upset about how the Town is spending money. Mayor Crocker said there isn't any money missing. Since she has been with the Town, they've had to pay for Streetscape, paving, etc. She continued by saying that you must improve infrastructure.

Dalton Hughes, Eagle Scout Project

He is requesting funding to not exceed \$400 for 4 bat houses (2ft x 3ft) to be placed down at the Brighton Park. These houses would be considered a nursery for the females and their young. Each house could hold from 50 to 200 bats. The park is recommended because during baseball season when the lights are on this would be a natural way to take care of bugs and mosquitos. Alderman Greer would like to see an effort in fundraising before approving. **Alderman Greer made a motion to approve the project without funding. Alderman Hall seconded. All approved. Motion carried.**

Alice Wakefield, 33 Huffman

Ms. Wakefield is requesting the name of a contact person at the Tipton County Public Works Landfill Department concerning the dumping of her tires. They were stopped the first day. The landfill employee told them only 20 per week could be disposed. Mr. Payne, Public Works Director, said he would get the name from Mr. Braden.

DEPARTMENTAL REPORTS

Fire Department: Chief Russell presented the monthly status report (see attached report).

We have received our funding from Tipton County. Mayor Crocker asked Chief Russell to explain how mutual aid works. He said the agreement with the County is that if they need us we will go and vice versa. Years ago, they started a third mutual aid. If there is a structural fire in our area, we will have 2 mutual aids come assist. Our department tends to travel more toward the Covington area which they are really good at disregarding us from the alarm calls. When Atoka began having a fire department, they started going toward the Quito area which also helped Brighton.

Police Department: Mr. Blaine Max, Brighton Police Sergeant, presented the monthly status report (see attached report).

Sergeant Max gave the Board an updated report that is different from their packet showed. The calls increased by about 100 from last month. Since they had less officers; each traffic stop, dispatch call, and/or police follow up is considered a call. Now that there are back to a full staff, that number will go back to normal.

An unidentified man asked where the burglary occurred that was in the report. Sergeant Max was not quite sure since he did not work that case but he thought it was Oaklawn Heights Apartments. In this case, it was someone who didn't have permission to be at that address came back to get property.

Public Works: Mr. Payne, Public Works Director, presented the monthly status report (see attached report). He also gave David Braden's report in his absence.

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. **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 1st. 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 16th. **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 7th, 831 meters have been changed out. We are still on track to complete on time. **Update 07/09/18:** 870 meters have been changed out. We are still on track to complete on time. **Update 08/14/18:** As of August 13th, 950 meters have been changed out, keeping us on track to complete on time. For the first time, the Town was able to read some meters using the automated, drive by system in July 2018. This reading was very successful. **Update 09/11/18:** As of September 10th, 951 meters have been changed out. **Update 10/09/18:** As of October 5th, 1034 meters have been changed out putting us at approximately 80% complete. At this pace, the project should be completed sometime in January which is ahead of schedule. **Update 11/13/18:** As of 11/08/18, 1066 meters have been changed out keeping us 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 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. **07/11/17: RESOLVED**
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%. **RESOLVED**
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. **Update 02/13/18:** We were able to eliminate the need for 2 of the 3 remaining easements. The 3rd 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 27th 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 14th, at 2:00pm. At Town Hall. The Notice to Proceed will be issued at that time. **Update 07/09/18:** The contractor has installed approximately 2,200' of 8" main and 2 fire hydrants. According to KEC, the project is on schedule to complete on time. **Update 08/14/18:** As of August 13th, the contractor has installed approximately 3,900 of 8" water main, 4 fire hydrants and 3 live tap connections. According to KEC, the contractor is on schedule. There is approximately \$100,000.00 remaining in project funds which will allow for up to 900' of additional A/C pipe replacement. It appears that the best, additional places for pipe replacement are E. Woodlawn to Main Street and E. Kenwood, almost to the R.R. tracks. **Update 09/11/18:** As of September 10th, the pressure testing of the 3,900' of main installed revealed several fitting leaks that are currently being repaired (tightened more). It appears that these repairs will be made and the pressure testing completed this week. Once the pressure testing is complete, the contractor will begin installing the customer services on this new main. Also, the additional 900' of pipe change order will require several easements along Woodlawn and Kenwood. KEC is currently preparing these easements. I anticipate that we will be contacting the property owners next week. **Update 10/09/18:** The 6 easements have been presented to the 5 property owners with positive feedback from each property owner. Four owners have agreed to grant the Town the easements and one owner is still considering. I am to follow up with her later this week. **Update 11/13/2018:** Of the 6 easements needed for the change order, 4 have been signed and I anticipate the other 2 being granted soon. Approximately, 700 feet of 8" water main and 1 fire hydrant has been installed on Woodlawn Avenue.

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. **RESOLVED**
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 13th. Currently there are seven contractors that have picked up plans and specifications. **Update 05/08/18:** Bids were received on April 13th 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. **Update 07/09/18:** No reports from Mid-South have been delivered to the Town or KEC and no payment has been made to Mid-South. **Update 08/14/18:** No reports have been received from Mid-South, nor has any payment been made to them. Mr. Ault has assured KEC that they have acquired a new camera and will be back on the job soon. **Update 09/11/18:** The reports and videos have been received from Mid-South. KEC has done some spot, site visits to also determine the degree of rust deterioration of the pipes. These spot checks coupled with the video indicate that rather than pipe replacement, Cured-in-Place Pipe coating procedure should be seriously considered by the Board. KEC also believes that the inlet structures can be repaired using an injection process called Polyurethane Pour-in-Place system. Both of these processes are proven methods that require much less disruption to yards and streets. Also at this point, it is my opinion that the Town should start looking at financing options since any grant funding appears unavailable.
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 contact with TDEC's Nashville office to learn more about this program. **Update 07/09/18:** Mr. Bob Fletcher with TDEC has contacted me, requesting location information for the Foster property which I have provided. I expect that a site visit will be made by TDEC within the next 30-45 days. **Update 08/14/18:** On Monday, July 30th, TDEC conducted an on-site inspection of the Foster property after a meeting chaired

by County Executive Jeff Huffman. The findings of that meeting and site visit are in TDEC's MEMO dated August 2nd, 2018.

Alderman Greer mentioned that the tunnel is still leaking even after the railroad came out to repair it. We pay rent for the tunnels and he doesn't feel like their dirt should be dripping on our cars every time it rains. Mr. Payne replied that he wasn't quite sure if the work was completed due to all the rain. He will verify that first. An unidentified man asked how much we pay the railroad for rent. Alderman Greer replied that it's \$375.00 per year. Mr. Gus Smith said the Town has to pay for the road that goes up South Poplar but that's all he's aware of. His question from years ago was what would happen if the Town quits paying. The railroad answered that they would block it off and no one would use it.

The Stormwater Utility Ordinance was been added this month. Mayor Crocker reiterated that this a First Reading only. No amounts have been finalized. However, the First Reading will be completed and the Town will not have to wait another month after the amounts have been set. **Alderman Hall made a motion to approve the First Reading of the Stormwater Utility Ordinance. Alderman Greer seconded the motion. All approved. Motion carried.**

Alderman Greer asked about the Special Called Meeting that is happening on December 5th at 4pm. Mayor Crocker responded that it is part of the CDBG program. A Public Hearing is required to let the public know what grants are available.

PARKS AND RECREATION REPORT

Basketball signups until November 17th.

Our Christmas Parade will be held on December 3rd at 7:00pm. The Board of Mayor and Aldermen will judge the floats again this year. Alderman Greer asked how do people find out about it? Mayor Crocker said it is on our website under Christmas and it was put on our Facebook page a couple of weeks ago. Vice Mayor Chapman-Washam said its always the first Monday of December.

PLANNING COMMISSION REPORT

None.

MAYOR AND ALDERMEN REPORTS

Alderman Greer is requesting a meeting concerning Personnel Policies. Mayor Crocker spoke about the Personnel Policies emailed to them from the Town's attorney, William Wooten. Alderman Greer has spoken to someone that will be attending the next meeting concerning Human Resources, Onboarding Policies, etc. He believes it will be significantly cheaper than going through our Town Attorney. Mayor Crocker asked if it would be better in a Special Called Meeting since our Board Meetings are already two hours long. He will call him to see if that would work better. This gentleman brought up several issues that he thinks the Town could benefit from.

OLD BUSINESS

Mayor Crocker opened the floor the judge position. Mayor Crocker asked Alderman Smith if he had any candidates. He said he had two but he didn't want to say. Alderman Greer said he liked

what Mr. Witherington had to say. By looking at his resume and hearing him talk, he believed him to be the most experienced. He thought he gave the best answers to the questions asked especially when asked about how he would handle certain situations. His first response was he would defer to what the City wanted to do depending on what the law would allow. He thought that was a much better answer than what their personal opinions were. Mr. Witherington was also asked about recusal. Mr. Witherington didn't think he would be dealing with many situations where recusal would be required. Alderwoman Chapman-Washam thought they were all qualified to be a traffic court judge that meets once a month. Her vote was for Mr. Eckels. Alderman Hall voted for Ms. Raynor. Alderman Smith said he was going with him and pointed to Alderman Hall. Mayor Crocker stated his vote was Ms. Raynor. She will let Ms. Raynor know.

NEW BUSINESS

Credit Card Policy

A credit card policy has been presented for the Board of Mayor and Aldermen to approve. Ms. McKinney, Town Recorder, said a credit card for each department has been requested by a couple of the department heads. Currently there is one card, and if someone else has the card out of town we don't have another one available to use. Alderman Greer expressed concern that each individual card has a limit but it exceeded the Town's limit as a whole. Ms. McKinney explained that the Town's entire limit of \$5,000 is for all departments to share. Sergeant Max asked about the use of the card other than Chief Durham because he does most of the ordering for the Police Department. The other departments had concerns about that as well because others in their department may be using the card too for Town purchases. Alderman Hall asked if the cards will have the department name or the department head's name on the card. Ms. McKinney replied that it will have the Department Head's Name first then Town of Brighton. Alderman Hall didn't like the idea of more than one person allowed to use the card. It didn't necessarily need to be a department but one employee from each department. The Board of Mayor and Aldermen asked to change Credit Card User Agreement to say the following:

I understand that I am the only person authorized to use and/or authorize the use of the card number assigned to me. I approve the following employees to use the card on my behalf.

Authorized User _____
Authorized User _____

Alderwoman Chapman-Washam approved the Credit Card Policy as presented pending the changes mentioned. Alderman Greer seconded the motion. Alderman Smith aye. Alderman Hall nay. Motion carried.

Code Book

Ms. McKinney, Town Recorder, and Ms. Hayse, Town Clerk, are in the process of organizing all of the Town's ordinances. Per Ms. McKinney, the 2007 code book was never adopted. She has presented the ordinance that was created from the code book for approval. After speaking with MTAS, she is gathering that this code book was a project that Mr. Chad Gatlin worked on when he was employed with the Town of Brighton. Unfortunately, it takes quite some time to compile a book together. When it was completed Mr. Gatlin was no longer employed with the Town of Brighton. The ordinance to adopt the book must have been missed. Alderman Greer brought to the Board's attention that the ordinance states that this will

repeal any previous ordinances except the ones saved from repeal in Section 3. Ms. McKinney said she would contact MTAS again. This was tabled until another meeting.

The Leader

Alderman Greer asked why the Town's announcements aren't being advertised in The Leader. Ms. McKinney, Town Recorder, said it was cheaper for the Town to run the announcements in the Millington Star. A few months back the same Help Wanted ad was ran in both papers for the same weeks. The Millington Star's ad was bigger and less expensive. MTAS says announcements should be advertised in a newspaper of general circulation. The Millington Star is sold in the local Brighton convenient stores. Alderman Greer said he thinks the ads should be run in The Leader even if it is more expensive. The public deserves to know when our meetings are being held. Mayor Crocker also stated that our meetings are posted on our Town's website. Alderman Hall agreed that it would be in our citizen's best interest if they were ran in The Leader.

ADJOURNMENT

Alderman Hall made a motion to adjourn the meeting. The motion was seconded by Alderwoman Chapman-Washam. All approved. Motion carried. The meeting adjourned at 8:52pm.

Sarah Crocker, Mayor

Tammy McKinney, Town Recorder