The Utilities Board of the Town of Cedar Bluff

October 16, 2018

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Tuesday, October 16, 2018 at 4:00 p.m. in the Utility Board room located at 4971 AL Hwy 68, Cedar Bluff Alabama. Meeting was called to order at 4:00 pm by Vice Chair Norman Burton.

Roll Call:

Norman Burton Present Linda Pickelsimer Present

Cindy Early Present Donald Sanders Present

James Bo Martin Present

Minutes for the September 18, 2018 meeting were presented for approval. A motion to approve as presented was made by Donald Sanders. Motion was seconded by Linda Pickelsimer.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Treasurer Linda Pickelsimer presented financials for the month of September, and a revenue and expense summary for the fiscal year of 2018. Mrs. Pickelsimer stated all financials were in order and made a motion to accept as presented. Motion was seconded by Donald Sanders.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Next on the agenda was election of officers. Board member Cindy Early's resignation was rescinded and she will remain a Utility board member. First was the nomination of the Chairman position. Cindy Early nominated Norman Burton as Chairman. Nomination was seconded by Bo Martin.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Cindy Early was nominated by Donald Sanders for Vice Chair. Nomination was seconded by Norman Burton.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Donald Sanders nominated Linda Pickelsimer to remain as Treasurer. Motion was seconded by Norman Burton.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Treasurer Pickelsimer brought to the Board's attention the fact that there is a deficit in the debit/credit card fee account. The Board's monthly cost is dependent on the total monies taken in from the cards. The $2.00 charges per transaction to run the cards are not covering the cost. Mrs. Pickelsimer made a motion to increase the transaction fee to $3.00 effective immediately. Motion was seconded by Cindy Early.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Next on the agenda was the 2018/2019 Budget. There is a necessary increase in computer maintenance due to the need of upgrades to the office computer system. Also, an annual salary increase of $.50 per employee is included in the new budget. Increases will be effective January 1, 2019. After discussion, Treasurer Pickelsimer made a motion to accept the budget as printed. Motion was seconded by Bo Martin.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

In Manager's Report, Manager Jeff Harrell presented the Board with a printout of work performed by utility workers for the months of September. The log consisted of 28 water leaks, 1 sewer tap, and 1 sewer leak, with a total of 87 work orders performed.

Manager Harrell presented the Board with 2019 Holiday Calendar. Cindy Early made a motion to approve the calendar. Motion was seconded by Bo Martin.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Manager Harrell presented the Board with evaluations he had previously done on the employees. The Board agreed to do Manager Harrell's evaluation next meeting.

Mr. Harrell also presented the Board with a list of Bad Debt Write Offs for the year of 2018. After some discussion, Cindy Early made a motion to write off the debt. Motion was seconded by Linda Pickelsimer.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

In new business, Treasurer Pickelsimer brought up the Debt Retirement Account. Mrs. Pickelsimer informed the board of the balance in the account and the debt owed by the Board was discussed. After some discussion, Mrs. Pickelsimer made a motion to pay off the USDA 2011 Series Bond; principle balance of the bond is $135,000.00 pending confirmation from USDA of amount owed and there is no penalty for prepayment. Motion was seconded by Bo Martin.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Next on the agenda is the discussion of camper parks and apartments. It had previously been brought to the Board's attention that some campgrounds and apartments in town are on single unit commercial billing, while others privately owned are on multi-user. Chairman Burton and Donald Sanders met with the owners of said campgrounds and complexes notifying them of impending changes to their rate structures. After some discussion, Chairman Burton made a motion to give these customers the option to install individual meters per unit or to pay one half minimum bills per additional units. Smaller campgrounds need to be checked monthly to see how many campers to charge for. Changes will be effective January 1, 2019 and customers will be notified by mail. Motion was seconded by Bo Martin.

Motion Carried (4-1)

AYE: Burton, Early, Martin, Pickelsimer,

NAY: Sanders

ABSTAIN:

ABSENT:

After assuring there was no other business, Cindy Early made a motion to adjourn. Motion was seconded by Donald Sanders.

Motion Carried (5-0)

AYE: Burton, Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT:

Meeting was adjourned at 5:05pm.