The Utilities Board of the Town of Cedar Bluff

December 17, 2020

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Thursday, December 17, 2020 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 4:02 by Vice Chairman Cindy Early.

Mrs. Early made a motion to go into Executive Session to discuss good name and character, to reconvene afterward. Motion was seconded by Linda Pickelsimer.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Meeting reconvened at 4:42pm.

Roll Call:

Norman Burton Absent Linda Pickelsimer Present

Cindy Early Present Donald Sanders Present

James Bo Martin Present

Ms. Early recognized visitor Jack Bond. Mr. Bond had previously been appointed to the Utility Board, but at this time has not officially been voted in by Town Council.

Minutes for the September 15, 2020 meeting were presented for approval. A motion to approve as presented was made by Bo Martin. Donald Sanders seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Treasurer Pickelsimer presented the Financial Reports for the months of September, October, and November. Mrs. Pickelsimer stated after her review the reports appeared to be in order, and made a motion to accept as printed. Motion was seconded by Bo Martin.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Election of Officers is next on the agenda. Bo Martin made a motion to nominate Cindy Early as Chairman. Motion was seconded by Linda Pickelsimer. Donald Sanders made the motion to close nominations.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Donald Sanders made a motion to nominate Bo Martin as Vice Chairman. Motion was seconded by Linda Pickelsimer. Motion to close nominations was made by Donald Sanders.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Bo Martin made a motion to nominate Linda Pickelsimer as Treasurer. Motion was seconded by Donald Sanders. Cindy made the motion to close nominations.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

In the Manager Report, Mr. Harrell presented the Board with the work log for the months of September, October, and November. The log consisted of a total of 1 water tap, 3 sewer tap, 50 water leaks, and 2 water meters replaced, with a total of 216 work orders performed by utility workers.

Manager Harrell informed the Board of a sewer pump in need of repair. Rebuilding of the pump will cost approximately $7,000.00 and $14,000.00 to replace. Mr. Harrell stated there had been an increase in costs of the pumps recently, and he had chosen to rebuild instead of replace.

In unfinished business, Chief Utility Clerk Jenni Burt explained two Disposition of Claims that had been received from AMIC. The first was concerning a dismissed lawsuit involving the Utility Board. The form stated attorney fees had been paid by AMIC on the Board’s behalf. The second was concerning damage utility workers had done to TDS communication lines.

In new business, Treasurer Pickelsimer informed the Board of the upcoming annual bond payment due to USDA on January 1, 2021. Ms. Pickelsimer stated the monthly transfer of $6,250.00 into the checking account the payment is deducted from is insufficient. Mrs. Pickelsimer made a motion to increase the monthly transfer to $6,500.00. Donald Sanders seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Mrs. Burt informed the Board the account is currently short of the $79,008.40 annual payment by $3,403.03. Mrs. Pickelsimer made a motion to do a one-time transfer of $4,000.00 from the General Fund to the USDA Series 14 Bond Fund to cover the upcoming payment.

The AMIC Annual Policy Renewal Options Letter was next in new business. Treasurer Pickelsimer explained the Board has a one-year policy option or a three-year option. A 2% discount will be applied to the annual rate each year if the three-year option is selected. Mrs. Pickelsimer made a motion to select the three-year option. Bo Martin seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

The Board was presented with a proposed Covid-19 policy for review. The policy contains guidelines that employees would follow if they received a positive test result or come in contact with a person that has. After discussion, Linda Pickelsimer made a motion to accept the policy as presented. Motion was seconded by Bo Martin.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Employee Holiday Calendar for the upcoming 2021 year was presented. Mrs. Burt informed the Board no changes were made to the calendar as previous years. Bo Martin made a motion to accept the calendar as presented. Motion was seconded by Donald Sanders.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Bad Debt Write offs for the year totaling $1,224.82 were presented to the Board. After discussion, Chairman Early made a motion to write off the debts. Donald Sanders seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

At this time, Mrs. Pickelsimer made a motion to give the employees a one-time pay increase of $100.00 effective next payroll. Donald Sanders seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Mrs. Pickelsimer made a motion to give each hourly employee a $.50 an hour pay raise and Manager Harrell a $20.00 weekly pay increase effective January 1, 2021. Bo Martin seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Recently, the employees had been receiving $50.00 per week Hazzard Pay due to Covid-19. Mrs. Pickelsimer made a motion to discontinue the Hazzard Pay effective December 31, 2020 with the office lobby remaining closed until further notice. Motion was seconded by Donald Sanders.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

Payroll is signed on Thursdays but the employees do not receive their checks until Friday. Vice Chairman Bo Martin asked the Board to consider giving the employees their checks on Thursdays. After discussion, Mr. Martin made a motion to allow all employees to receive payroll checks on Thursdays after checks are signed. Linda Pickelsimer seconded the motion.

Motion Carried (4-0)

AYE: Early, Martin, Pickelsimer, Sanders

NAY: None

ABSTAIN:

ABSENT: Burton

After assuring there was no other business, Chairman Early adjourned the meeting at 5:18pm.