The Utilities Board of the Town of Cedar Bluff

October 19, 2021

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Tuesday, November 16, 2021 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 4:07 by Chairperson Cindy Early.

Roll Call:

Jack Bond Present Linda Pickelsimer Present

Cindy Early Present Angela Ritchie Absent

James Bo Martin Present

Minutes for the September 21, 2021 meeting were presented for approval. A motion to approve as presented was made by Cindy Early and seconded by Bo Martin.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Pickelsimer

NAY: None

ABSTAIN:

ABSENT: Ritchie

At this time, Chairman Early recognized Darrell Sears from L.A.D.D. Environmental. Mr. Sears presented the Board with a Preliminary Cost Estimate for the County Road 44 sewer line extension. Mr. Sears stated that there is a causeway area in this project and he has contacted Alabama Power concerning whether or not trenching could be done at that area. If not, a bore would be necessary and considerably more in cost. The estimate presented is based on trenching. Also presented was a cost estimate for manhole rehab for the Riverside area. The manhole rehab would aid in locating areas of sewer infiltration. Discussion was concerning cost and potential grants. Mr. John Hyatt was also in discussions concerning the number of potential customers the Board would be adding and personal funding from these individuals. Discussion was tabled awaiting an answer from Alabama Power and for more information.

Chairman Early addressed Election of Officers at this time.

Bo Martin nominated Cindy Early as Chairman. Motion was seconded by Linda Pickelsimer.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Pickelsimer

NAY: None

ABSTAIN:

ABSENT: Ritchie

Cindy Early nominated Bo Martin as Vice Chairman. Linda Pickelsimer seconded the motion.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Pickelsimer

NAY: None

ABSTAIN:

ABSENT: Ritchie

Cindy Early nominated Linda Pickelsimer as Treasurer, with Bo Martin seconding the nomination.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Pickelsimer

NAY: None

ABSTAIN:

ABSENT: Ritchie

In the Manager’s Report, the Board was presented with the Bad Debt Write-offs for the fiscal year ending September 30, 2021. The proposed write-offs are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| CUSTOMER | ACCT # | REASON | AMOUNT |
|  |  |  |  |
| Janie Ford | 1596 | unable to collect | 69.51 |
| Christian Hall | 1604 | unable to collect | 151.63 |
| Netosha Liggons | 1916 | unable to collect | 452.49 |
| Rachel Patterson | 1925 | unable to collect | 167.76 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  | $841.39 |

A motion was made by Bo Martin to write off the debts. Motion was seconded by Jack Bond.

Motion Carried (4-0)

Jack Bond Yes Linda Pickelsimer Yes

Cindy Early Yes Angela Ritchie Absent

James Bo Martin Yes

Manager Harrell informed the Board of a law that requires all underground facility owners to be members of the Alabama 811 program by January 2, 2022. The minimum rate to be a member is $420.00 annually. After discussion, Bo Martin made a motion for the Utilities Board to join the 811 program as required. Jack Bond seconded the motion.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Pickelsimer

NAY: None

ABSTAIN:

ABSENT: Ritchie

Treasurer Pickelsimer presented the Financial Reports for the month of September. Mrs. Pickelsimer stated all transactions were reviewed, and reports seemed to be in order. A motion to accept the reports as printed was made by Mrs. Pickelsimer, and was seconded by Jack Bond.

Motion Carried (4-0)

Jack Bond Yes Linda Pickelsimer Yes

Cindy Early Yes Angela Ritchie Absent

James Bo Martin Yes

First item on the agenda under New Business was Purchasing Procedures. Board member Jack Bond addressed the Board with his concerns with the process that was taken in the recent purchase of the dump truck. Current policy states: *It is policy of this Board that all expenditures exceeding $1,500.00 and pump repairs, etc. exceeding $4,000.00 must be authorized by the Board. Any expenditure exceeding these limits requires approval by three to five Board* *members*. After discussion, Chairman Early made a motion to make a policy stating that a meeting must be called for any expenditure exceeding limits of current policy. No purchase can be approved through phone calls to Board members unless it is considered an emergency situation. The motion was seconded by Bo Martin.

Motion Carried (4-0)

Jack Bond Yes Linda Pickelsimer Yes

Cindy Early Yes Angela Ritchie Absent

James Bo Martin Yes

Next item under New Business was Employee Ethics and Behavior. At 4:53pm, Executive Session was requested by Jack Bond for Employee Good Name and Character to reconvene afterward.

Meeting reconvened at 5:26pm.

After assuring there was no other business to discuss, Chairperson Early asked for a motion to adjourn. Motion was made by Linda Pickelsimer and seconded by Jack Bond.

Jack Bond Yes Linda Pickelsimer Yes

Cindy Early Yes Angela Ritchie Absent

James Bo Martin Yes

Meeting was adjourned at 5:35pm.

APPROVED November 16, 2021:

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CINDY EARLY, CHAIRMAN

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JENNI BURT, SECRETARY