The Utilities Board of the Town of Cedar Bluff

February 15, 2022

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Tuesday, February 15, 2022 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 by Chairman Cindy Early.

Roll Call:

Jack Bond Present Linda Pickelsimer Absent

Cindy Early Present Mattie Williams Present

James Bo Martin Present

Chairman Early welcomed new Utility Board Member, Mattie Williams. Mrs. Williams was appointed to the seat previously held by Angela Ritchie.

Minutes for the January 18, 2022 meeting were presented for approval. A motion to approve as presented was made by Bo Martin and seconded by Jack Bond.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

Chairperson Early welcomed guest Chance Cassidy of BMSS, LLC, which is the company that has performed the Board’s annual audit. Mr. Cassidy presented the Board with an Executive Summaries with Prior Year Comparisons for the year ended 9/30/2021. Mr. Cassidy stated the Board has a clean audit with no compliance issues. The Board thanked Mr. Cassidy for his report and for attending.

In Treasurer Pickelsimer’s absence, Chief Utility Clerk Jenni Burt presented the Financial Reports for the month of January. Chairman Early stated that Mrs. Pickelsimer had reviewed all reports and transactions and all appeared to be in order. A motion to accept as presented was made by Mattie Williams and was seconded by Jack Bond.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

Mrs. Burt also stated the annual liability insurance payment of $23,598.35 had been made to AMIC. Mrs. Burt asked for a transfer from Liability and Workers Comp in the Allocations Account to the General Fund to cover the payment. Bo Martin made a motion to transfer $23,598.35 from the Allocations Account to the General Fund for the annual payment. Motion was seconded by Mattie Williams.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

First item in unfinished business was Proposed Co Rd 44 Sewer Project. Mrs. Burt informed the Board of an email received by Darrell Sears of L.A.D.D. from ADEM stating they had received our preapplication for the grant.

Next on the agenda, was Clarification of Service Deposit Refund Policy. This policy states that all deposits must be applied to bill and remaining refunded to the customer. The Utility Board no longer holds the deposits for future reconnections. Mrs. Burt stated office workers were unclear whether or not to continue to charge Readiness to Serve Fees to seasonal customers. The Readiness to Serve Fee is charged as a $75.00 Reconnect Fee at the beginning of the season and a $75.00 Disconnect fee at the end of the season when customer disconnects service. The customer’s deposit was then held on file for the next season. After discussion, Jack Bond made a motion to create a policy stating that customers will be charged the $75.00 Reconnect Fee in addition to the Service Deposit and when service is disconnected charge the $75.00 Disconnect Fee. Service deposits will no longer be held on file. Mattie Williams seconded the motion.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

At this time, Chairman Early brought up discussion of multi-user customers. Discussion was concerning the need for individual meters per users. Also discussed, the possibility and legality of running water lines in the campgrounds and metering all individual lots separately. Chairman Early asked Mrs. Burt to contact Board Attorney, Jim Turnbach concerning the legality of running the lines in the campgrounds on private property. Discussion was tabled.

Next on the agenda was review of the current covid policy. After discussion, Jack Bond made a motion to do away with the covid policy. Employees must use sick time for absences related to covid. Bo Martin seconded the motion.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

Chairman Early recognized Manager Harrell at this time for the Manager’s Report. The Board was presented with the work log for the month of January. The log consisted of 1 water tap, 2 sewer taps, 5 water leaks, and 1 meter replaced. There was a total of 63 work orders performed by the utility workers.

In New Business, Mrs. Burt presented the Board with a letter received from the State of Alabama concerning the Low-Income Household Water Assistance Program. The program is designed to provide emergency assistance to low-income households that pay a high proportion of their income for water and wastewater services. After discussion, all board members agreed the Utility Board should participate in the program.

After assuring there was no other business to discuss, Jack Bond made a motion to adjourn the meeting. Mattie Williams seconded the motion.

Motion Carried (4-0)

AYE: Bond, Early, Martin, Williams

NAY: None

ABSTAIN:

ABSENT: Pickelsimer

Meeting was adjourned at 5:00pm.

APPROVED March 15, 2022:

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CINDY EARLY, CHAIRMAN

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JENNI BURT, SECRETARY