The Utilities Board of The Town of Cedar Bluff

March 21, 2023

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Tuesday, March 21, 2023 at 4:00 p.m. by Chairman Mattie Williams.

Roll Call:

Allen Baker Present Jack Bond Present

Cindy Early Present Linda Pickelsimer Present

Mattie Williams Present

Meeting attendees: Larry Sutherland, Dana and Kevin Dellascio, Adam Stimpson, Robert Watson, Todd Hindsman, Barbara and Mark Pike

At this time prayer was led by Board Member Baker followed by The Pledge of allegiance by Chairman Williams.

Treasurer Pickelsimer requested to table the Financial Report until the April meeting. Vice Chairman Early made a motion to table the Financial Report, and was second by Chairman Williams.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

At this time, the Board revived the Managers Report that was in their meeting packets. Vice Chairman Early raised the question as to why the report was color coded. Chairman Williams asked the question if all the work orders were completed to satisfaction. The Board will bring this question up to Manager Steven Dutton at the next meeting.

Office Manager Joshua Bolton presented and explained the Monthly Check Registry to the Board. He added that in the future, he will highlight the voided checks in the registry.

**New Business**

Barbara and Mark Pike came to the meeting to discuss a leak they had fixed. Vice Chairman Early made a motion that we adjust their sewer rate, which was second by Chairman Williams.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Dana and Kevin Dellascio from The Cove RV LLC, came to the meeting to find out what the rules are pertaining to how many campers are allowed on one meter. After much deliberation, the Board gave Dana a copy of the rate codes and decided to ask Office Manager Bolton to look for any other information on the rate increase.

Adam Stimpson, from Cintas, presented a proposal for uniforms and other product services, for both the shop and office. to include rugs, toilet paper and hand soap. The uniforms will be a payroll deduction each month for the Utilities Maintenance employees. After much deliberation, Vice Chairman Early made a motion to accept the uniform proposal from Cintas, which was second by Chairman Williams.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Board Member Bond made the motion to accept the Cintas proposal for office rug service and the paper/soap products, for both the office and the shop, which was seconded by Board Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Robert Watson, from the Lighthouse Restaurant, came to the meeting to find out if the Board would accept his proposal to extend the sewer lines to the Lighthouse Restaurant, as well as, pay half the cost for the project. Darrell Sears, from LADD, had emailed the plans for the proposal. Robert Watson was reminded that the Board still could not make a decision on this project because Northeast provides water to the Lighthouse. Vice Chairman Early made a motion to table any further discussion until Robert Watson attends the Northeast Board meeting, this was seconded by Board Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams Nye: None

Abstained: None

Chairman Williams suggested that Secretary Joshua Bolton should become a notary. Vice Chairman Early asked to table the idea for further discussion.

Todd Hindsman, from BMSS, discussed the proposal for the CFO Advisory Services & QBO Training. The service would provide timely and current financial information at every board meeting. They would manage payroll and directly deposit the payroll checks. The fees for these services are estimated to be about $3000 a month for the CFO Advisory Services and about $3651 a year for the Payroll & Benefit Solutions Service. With the CFO Advisory Services, the financial information could be accessed at any time during the month. After much deliberation, Vice Chairman Early made the motion that the Board discuss the proposed services before voting, that was second by Board Member Baker.

Motion Carried (5-0)

Aye: Backer, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Vice Chairman Early asked Todd Hindman if the audit was ready. Mr. Hindman stated that it was in the last stages and should be completed soon.

Office Manager Joshua Bolton reported that he had been working in Sage to reconcile the accounts. He stated that the $15,000 that was supposed to be transferred to the Union State General account from the Peoples Bank General account, had not been done since December 2022. He would be writing the check for the full amount, to be signed by the Board on Thursday. This includes the check to transfer funds from the Union State Allocations account to the Union State General account.

At 5:16 PM, Chairman Williams made a motion to go into Executive Session for Good Name and

Character. The Board reconvened at 6:40 PM.

**Unfinished Business**

Chairman Williams reported that Johnny Jordan, from Northeast, was not able to attend our board meeting since he was attending a conference. He agreed that he could come to our Board meeting in April or to a designated meeting with the Board.

Chairman Williams made the motion that due to Curley’s Cove non-response, after being sent two letters that indicated the increase of the dump fees, that we check the Post office a 3rd time, as is customary, for a response on the invoice. Once it has been checked, if a payment has not been received for the dumping fees; Curley’s Cove will be denied access to the lagoon. This was seconded by Board Member Bond.

Motion Carried (5-0)

Aye: Backer, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Board Member Bond made the motion to purchase the Microsoft Word and Excel programs for the new computer, which was seconded by Board Member Pickelsimer.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

It was decided that the Utilities Office employees Donna Walling and Kathy Bond both work on the 1st, 15th, and the 20th of the month along with Office Manager Joshua Bolton, to help with the busy times of the month and any other time deemed necessary.

It was also decided that if a customer owed any amount of their bill on the 20th of each month, before the work orders are given out, the water will be turned off. Board Member Bond made the motion to confirm the above statement which was seconded by Vice Chairman Early.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Board Member Baker made the motion that customers can apply for an extension on one bill a year. This was seconded by Board Member Bond.

 Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Vice Chairman Early made the motion that any letters regarding anything legal received by Manager Steven Dutton or Office Manager Joshua Bolton, should be copied and given to Chairman Williams. This was seconded by Board Member Bond.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Board Member Linda Pickelsimer made a motion to contact the CFO Advisory Services, QBO Training and PBS, to inquire about enrollment, which was second by Board Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Chairman Williams informed Office Manager Bolton that she will be meeting with him to go over job performance and improvement. His probationary period will be extended another 30 days. If the improvements are not made by the end of the 30-day extension he will be terminated. After further discussion, Board Member Bond made the motion to extend Secretary Bolton another 30 days to allow him additional time to improve his job performance. This was seconded by Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Early, Pickelsimer, Williams Nye: None

Abstained: None

The meeting was adjourned at 6:56 PM.

Approved April 18, 2023.

I agree that the above minutes are correct.

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Mattie Williams, Chairman Date

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Joshua Bolton, Secretary Date