The Utilities Board of The Town of Cedar Bluff

October 17, 2023

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Thursday, October 17, 2023, at 4:00 p.m. at 4971 Alabama HWY 68, Cedar Bluff Alabama 35959. The meeting was called to order by Chairman Mattie Williams.

Roll Call:

Allen Baker Present Jack Bond Present

Linda Pickelsimer Present Mattie Williams Present

William Warren Present

Meeting attendees: Larry Sutherland

The prayer was led by Chairman Williams followed by The Pledge of Allegiance, led by Board Member Baker.

**Approval of Minutes**

Office Manager Joshua Bolton presented the minutes from the meeting of September 5, 2023. Board Member Warren made a motion to accept the minutes as written, which was seconded by Board Member Bond.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Joshua Bolton presented the minutes from the meeting of September 19, 2023. Board Member Warren made a motion to accept the minutes as written, which was seconded by Board Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Joshua Bolton presented the minutes from the meeting of September 21, 2023. Board Member Warren made a motion to accept the minutes as written, which was seconded by Board Member Baker.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**Manager Report**

Manager Steven Dutton presented the Managers Report to the Board. The report consisted of 1 water tap, 1 sewer tap, 30 water leaks and 1 meter or fitting repair/replaced. There was a total of 92 completed Work Orders.

Board Member Warren asked for an update on using Fortiline as a vendor. Manager Dutton stated Fortiline sells parts at a cheaper price than Calhoon Metters. He also stated he will still be using Calhoon Metters in cases of emergency.

Board Member Warren asked for an update on the new truck. Office Manager Bolton reported he had sent the truck bid to Attorney McWhorter for approval. Attorney McWhorter replied that morning with his approval. Office Manager stated the truck bid has been posted at the Cedar Bluff Post Office, Union State Bank, Cedar Bluff Utilities and will be printed in the Post on October 25, 2023.

Board Member Warren asked for an update on the shoring box. Manager Dutton reported the shoring box is being built.

Board Member Warren asked for an update on putting the old equipment on the surplus list. Manager Dutton reported he is still waiting for Volcavich to fix the old excavator before putting the old equipment on the surplus list.

Board Member Warren asked for an update on leasing the Spray Fields. Manager Dutton reported he had discussed it with Steave Brewer. Mr. Brewer told Manager Dutton he would sign the lease after the picking season. Manger Dutton suggested growing pine trees if Mr. Brewer does not sign the lease.

**Financial Report**

Treasure Pickelsimer presented a Profit and Loss Report for the month of September. Office Manager Bolton had informed her, because September was the end of the fiscal year, BMSS needed a few things before they could finalize September’s financial report. Board Member Warren made a motion to table the Financial Report until BMSS is finished, Board Member Bond seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton presented the Check Registry to the Board. The Board did not have any questions concerning the Check Registry.

**Customers**

The customers who requested to meet with the Board who were not present are as followed: Debra Moon, Coy L Deaton, Jerry Stephens, Jeremy Ayers, Derick Stallins

Chairman Williams reported on Alma Jean Dixon’s behalf. She stated Ms. Dixon was unable to attend the meeting due to the fact she had COVID. Ms. Dixon had a leak coming from around her toilet. After some discussion, Board Member Pickelsimer made a motion to credit Ms. Dixon’s account by $25.69, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Bond reported Coy L. Deaton had contacted him and spoke on his behalf. Ms. Deaton had a complaint about the wording on the Red Notices. The Red Notices are used to warn customers they have illegally hooked up a second dwelling to their water meter. Board Member Bond stated the Red Notices were strongly worded and should be changed or done away with. Board Member Warren suggested cutting the Red Notice in half or sending the customers a certified letter. After some discussion, Board Member Warren made a motion to do away with the Red Notice and replace it with a certified letter to inform the customers their bill will increase, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Dutton informed the Board there are individuals on Money’s Bend who are filling up portable water tanks for people. Board Member Bond stated he was told, by Even Smith, there was a state law stating if a utility service was available to an individual, they must pay for the service even if they did not have the service. Board Member Warren suggested having Attorney McWhorter review the state laws.

**Old Business**

Manager Dutton addressed the Board concerning the tank inspection. He stated Lara Taylor, from ADEM, stated it was a requirement to have the tank inspected. Manager Dutton stated the tank had not been inspected since 2004 and presented the Borad with a quote from Southern Corrosion. The quote stated Cedar Bluff Utilities would be responsible for emptying and removing any debris for the tank. Board Member Bond and Board Member Warren were concerned with the removal of the debris and if the debris was safe for the environment. After some discussion, Board Member Bond made a motion to table the tank inspection until Manager Dutton can provide the Board with additional information and quotes, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton addressed the Board concerning the old computer keyboard, computer monitors and phones in the office. He stated the old equipment was of no use and he was unsure of the proper way to dispose of it. He also stated Donna Walling was willing to purchase an old keyboard. After some discussion, Board Member Baker made a motion to give Donna Walling a keyboard and scrap the rest of the old equipment.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer addressed the Board concerning the disposal of old files dating back to 2004. She suggested asking BMSS how far back the files should be kept before disposing of them. After some discussion, Board Member Pickelsimer made a motion to dispose of the old records after Office Manager Bolton talks to BMSS, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**New Business**

The Board discussed extending sewer lines on county road 604. Office Manager Bolton stated two of the customers on 604 were being charged sewer but the service was not available to them. Manager Dutton stated they would need to run 700 feet of sewer line and the estimated cost of the project would be $1500. After some discussion, Board Member Warren made a motion to run the extended sewer lines down county road 604, Board Member Bond seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton asked if the customers on 604 would be refunded their money. Board Member Bond stated the customers were within 1000 feet of the current lines therefore no refund was needed.

Board Member Warren addressed the Board concerning the purchase of two commercial fire extinguishers for the office. He stated the two extinguishers in the office had not been inspected since 2014 and would need to be hydrotested. He suggested allowing Office Manager Bolton to purchase two new commercial fire extinguishers. After some discussion, Board Member Baker made the motion to purchase two new commercial fire extinguishers for the cost of $500 or less, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton stated Donna Walling had asked him if the Women’s Club of Weiss Lake could hold meetings in the back office of the Cedar Bluff Utilities office building. He told her he would have to ask the Board. The Board stated due to liability issues they could not allow the Women’s Club of Weiss Lake to hold meetings in the office.

Board Member Pickelsimer addressed the Board concerning the budget for this fiscal year. She stated Office Manager Bolton had worked on the budget and the only thing that was new was the cost of repaired16 fire hydrants for $50,000.00.

Board Member Warren addressed the Board concerning the fire hydrants. He stated the Cedar Bluff Fire Department purchased a flow meter to test the towns fire hydrants and have found 16 fire hydrants that need to be repaired. He stated once the 16 fire hydrants have been repaired the Cedar Bluff Fire Department agreed to sand blast the remaining fire hydrants. Cedar Bluff Fire Department also agreed to purchase the paint and paint the fire hydrants to code. Board Member Bond asked if it was the Town of Cedar Bluff’s responsibility or The Utilities Board of the Town of Cedar Bluff’s responsibility to repair the fire hydrants. Chairman Williams and Board Member Warren explained that it is the responsibility of The Utilities Board of the Town of Cedar Bluff to maintain the fire hydrants.

Board Member Pickelsimer stated the current budget for the fiscal year is $20,000 over budget and suggested the Board review the budget in three months. Board Member Pickelsimer made a motion to adopt the budget with a three-month review, Board Member Warran seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board discussed the stipend increase for the Board Members. Board member Warran made a motion to table the discussion until the budget can be reviewed in three months, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Chairman Williams addressed the Board concerning the Employees Holiday schedule. She stated that Board Member Bond had suggested adding a floating holiday that could be used at any time, but the employees could not take off at the same time. Board Member Bond stated he had reconsidered the floating holiday because there was not a day that could be taken from the employees. Board Member Warren stated he would make a motion to add a floating holiday in addition to the current holidays the employees already have. After some discussion, Board Member Pickelsimer made a motion to table the discussion until the Board can review the current holiday schedule, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Bond asked for an update on the flags. Board Member Bond stated The Board had voted to remove the old flagpole and mount a flag to the front of the office. He then stated The Board then later voted to repair the old flagpole. Office Manager Bolton stated Board Member Bond had looked at the old flagpole and determined the flags should be at the door instead, but it was never discussed during a meeting. The Board decided to mount a flag to the front of the office.

The Board discussed the coming Trunk or Treat event for the Town of Cedar Bluff. Board Member Bond asked if there was a requirement on how much candy should be donated and could the Board purchase candy with petty cash. Chairman Williams stated there was not a requirement on how much candy can be donated. Board Member Pickelsimer stated the Board could not use the petty cash. Chairman Williams stated they should give information packets to the parents. After some discussion, the Board decided to allow Office Manager Bolton to purchase preprinted pencils from Franklin Press.

Board Member Bond addressed the Board concerning changing the office operating hours to open at 8:00 am. After some discussion, Board Member Bond made a motion to change the office operating hours to open from 9:00 am to open at 8:00 am, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board discussed nominating new officers for the ensuing year.

Board Member Baker made a motion to nominate Board Member Bond for Chairman, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Bond made a motion to nominate Board Member Baker for Vice Chairman, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Bond made a motion to nominate Board Member Pickelsimer for Treasure, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer made a motion to nominate Office Manager Bolton for Secretary, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Baker asked Office Manager Bolton if he had contacted AAA Security about Curly’s Cove pump truck not triggering the system to record the truck. Office Manager Bolton stated he had contacted AAA Security and he had been instructed to change the recording settings. If there were not any changes by Friday, he stated he would be calling AAA Security to determine the upgraded camara cost. The Board stated the dump station may need to be locked out again.

Manager Dutton addressed the Board conserving the employees’ PTO hours. He asked if the Board could vote to allow the employees to give up PTO hours, in case of an emergency, to another employee. The Board decided to table the discussion until the meeting on November 21, 2023.

Chairman Williams made a motion to adjourn the meeting, Board Member Bond seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The meeting was adjourned at 5:47.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mattie Williams, Chairman Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joshua Bolton, Secretary Date