The Utilities Board of The Town of Cedar Bluff

February 7, 2024

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a special business meeting Tuesday, February 7, 2024, at 2:00 p.m. at 4971 Alabama HWY 68, Cedar Bluff Alabama 35959. The meeting was called to order by Chairman Jack Bond.

Roll Call:

Allen Baker Present Jack Bond Present

Linda Pickelsimer Present Mattie Williams Present

William Warren Present

**New Business**

Chairman Bond addressed the Board about the payroll. Chairman Bond stated the way the current schedule was set Office Manager Bolton was having to prorate Wednesday’s because he had to turn in the time on Tuesday’s. He asked Office Manager Bolton who authorized him to make that decision. Office Manager Bolton stated BMSS had suggested this so they would not have to change the current payroll schedule. He also mentioned he had discussed moving the current payroll schedule with Board Member Pickelsimer. Attorney McWhorter stated it was not good practice to use public funds to pay for hours not worked. The Board asked Office Manager Bolton for the amount being paid for the payroll services. Manager Bolton explained there was a $3,000 bill that needed to be paid monthly and a $3000 bill that was paid yearly but was unsure of the cost. Board Member Warren stated Cedar Bluff Utilities should not be paying for the payroll services because there are only six employees. Chairman Bond suggested dropping BMSS’s payroll services and changing the payroll schedule from Thursday through Wednesday to Monday through Friday. Attorney McWhorter reminded the Board of the 941 taxes that would need to be paid weekly and quarterly.

After some discussion Board Member Pickelsimer made a motion to terminate BMSS’s payroll service on February 28, 2024, which was seconded by Board Member Williams.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer made a motion to change the payroll schedule from Saturday through Friday, 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 Bob Blunt to do the quarterly and yearly payroll taxes and coordinate the change over with BMSS, Board Member Williams seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Williams addressed the Board concerning the W2’s the Board members received. She stated her accountant said it was set up as if the Board members are employees of Cedar Bluff Utilities. She stated her accountant stated the Board members should be receiving 1099’s. Attorney McWhorter also agreed that the Board members should be receiving 1099’s because they were appointed and are not employed by Cedar Bluff Utilities. After some discussion, the Board decided to ask Bob Blunt.

Chairman Bond reported that Donna Walling, a part of the office staff, turned in her resignation. He asked if a new ad should be run in the new paper. Attorney McWhorter suggested running the ad. The Board discussed hiring a temporary employee to work the days Ms. Walling was scheduled but was unable to work. Board Member Warren asked Office Manager Bolton if he would be able to operate the office without hiring a temporary employee. Office Manager Bolton stated he would be able to operate the office sufficiently. After some discussion Board Member Warren made a motion to run an ad for two weeks, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board discussed the employee handbook. Chairman Bond asked Board Member Williams about the policy of the vacation time. He stated he thinks the employees are supposed to contact the Chairman before taking a day off or using any vacation time. Board Member Williams agreed with Chairman Bond and stated that policy was put in place. Attorney McWhorter stated he was rewriting the handbook, and he was questioning how the chain of command should be structured. The Board discussed the chain of command and gave their different views on the way the chain of command should be structured. In the end the Board agreed with a chain of command being structured with the Office Manager reporting to the General Manager.

Chairman Bond addressed the Board about the contract that was put in place with BMSS’s payroll service PBS. He stated that Cedar Bluff Utilities was not under a contractual agreement that prevented them from dropping the service. Attorney McWhorter asked to see the contract. Office Manager Bolton presented the contract to Attorney McWhorter.

During the discussion, the Board asked Office Manager Bolton to plan to cross-train the office staff and the maintenance staff in the normal operations of the office.

The Board continued the discussion of the employee handbook. The Board discussed the employee dress code, sick and vacation time.

Board Member Williams made a motion to adjourn the called meeting.

The meeting was adjourned at 3:25 P.M.

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Jack Bond, Chairman Date

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Joshua Bolton, Secretary Date