The Utilities Board of The Town of Cedar Bluff

January 16, 2024

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, January 16, 2024, at 4:00 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

Meeting attendees: Mayo Williams, Bobbie Hicks, Jennifer Runnels, Curtis O’Daniel Jr. (Greenhill Engineering)

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

Chairman Bond presented the Board with a copy of the Roberts Rules of Order. He asked the Board to look them over and suggested using the format to simplify future Board meetings. He stated it is a state mandate that any subject not on the agenda should be voted on before any discussion.

**Approval of Minutes**

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

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 sewer tap, 5 water leaks, 2 sewer leaks, 3 meter or fitting repair/replaced and 1 sewer line/manhole repair. There was a total of 65 completed Work Orders.

Board Member Warren noted there were less water leaks than last month. Manager Dutton stated it was due to the weather change.

Board Member Williams asked if any action had been taken concerning the calcium in Ms. Moten’s water lines. Manager Dutton stated no action had been taken and explained how he will test the water coming from the meter.

Board Member Warren asked for an update on the Spray Field. Manager Dutton reported he had reached out to Steve Brewer several times. Mr. Brewer has not signed the lease agreement that was signed by the past Chairman, Board Member Williams, in March of 2023. Manager Dutton stated he had talked to the Rochester’s who were very interested in leasing the Spray Field with the Boards approval. After some discussion Board Member Williams made a motion to allow Manager Dutton to contact Mr. Brewer with a deadline to sign the lease agreement by the end of business on Friday January 19, 2024 at 4:00 PM. or all negotiations will end, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Warren asked for an update on the tank inspection. Manager Dutton stated he has emailed a representative from Southern Corrosion but has not received a response.

Board Member Warren asked for an update on the Excavator. Chairman Bond stated the Excavator was brought back to the shop. He stated a mechanic from Cave Springs and Vuckovich’s Equipment Repair believes the exhaust system needs to be replaced. But the mechanic from Cave Springs is waiting for a diagnostic tool before replacing the exhaust system.

Chairman Bond addressed the Board and explained that Greenhill Engineering is also the engineering company for Northeast Water. Mr. O’Daniel, from Greenhill Engineering, introduced himself and explained what his company does.

**Financial Report**

Treasure Pickelsimer presented the financial report for December 2023 to the Board. Treasure Pickelsimer made a motion to accept the financial report as printed, which was seconded by Board Member Williams.

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 following customers with concerns who were put on the agenda were not present: AM Brown and Masha Kastl

Mayo Williams addressed the Board concerning a bill he had received. The bill was $58.69 with 0 gallons of water being used. The Board explained to Mr. Williams this was a minimum bill. Mr. William suggested charging customers with 0 gallons of water being used for $16.41. Board Member William suggested having Office Manager Bolton contact other Water Utility companies to inquire about their minimum charge for 0 gallons used. After some discussion the Board tabled the discussion until the next meeting.

**Old Business**

Attorney Bob McWhorter addressed the Board about the Employee Handbook. He explained the Handbook and stated the current handbook should be simplified. He suggested that the Board allows him to simplify the Handbook and present it to them. He also stated he will be reviewing the bylaws. Chairman Bond asked if he could have the handbook completed before the next meeting. Attorney McWhorter stated he would work on creating a draft and when it was completed, he could send Office Manager Bolton a copy for the Board to review. The Board agreed with Attorney McWhorter’s proposal.

Chairman Bond addressed the Board concerning the inspection of the sewer taps. He explained the Building Inspector for the town of Cedar Bluff is the person in charge of completing the inspections and must sign off on the inspection before Cedar Bluff Utilities can complete the sewer tap. He stated he thinks Cedar Bluff Utilities should oversee the inspection. Attorney McWhorter stated if there was a town ordinance that required the town’s building inspector to inspect the sewer systems before proceeding with the sewer tap the ordinance would have to be changed. He also stated that Cedar Bluff Utilities could also adopt an inspection policy, but the town would also have to inspect the sewer system. Attorney McWhorter suggested going to Cedar Bluff Town Hall to have the ordinance changed. After some discussion the Board decided to meet with Cedar Bluff Town Hall.

Board Member Warren addressed the Board about sandblasting the fire hydrant. He stated he had investigated buying or renting a sandblaster. The price for renting a sandblaster from Sunbelt Renters was $1400 for two weeks without the media. Board Member Warren stated he was having a hard time locating a place to purchase the media for the sand blaster but after talking to a sand blasting company he discovered it would be more cost effective to hire a sand blasting company. He explained to the Board if the individual doing the sandblasting was inexperienced, they may use more media than required to do the job. Board member Warren presented the Board with a proposal from Sandblasting Solution of Alabama for $6750. After some discussion Board Member Warren made a motion to accept the proposal from Sandblasting Solutions of Alabama to have the fire hydrants sandblasted for the price of $6750.00, Board Member Williams seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**New Business**

Office Manager Bolton addressed the Board about the camera for the dump station at the Shop. He suggested it would be a good idea to move the camera to provide a better view of the dump station and the customers using the station. After some discussion Board Member Warren made a motion to move the camera for the dump station, Board Member Williams seconded the motion. Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer addressed the Board about Manger Dutton’s spending limit. She thought the spending limit was set at $500 but Manger Dutton stated the amount was $1000. After some discussion Board Member Pickelsimer made a motion to table the discussion, Chairman Bond seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton addressed the Board about the yearly premium insurance. He stated the cost to renew Cedar Bluff Utilities insurance with AMIC would cost $29,927 for a three-year policy or $30,422 for a one-year policy. Office Menager Bolton also stated AMIC was offering a Forgery of Alteration coverage with a limit of $10,000 for the cost of $100. After some discussion Board Member Pickelsimer made a motion to accept the three-year policy with first year annual premium of $29,927, Board Member Williams seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer made a motion to purchase the Forgery of Alteration coverage for the cost of $100, 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 transfer the funds from the Allocations account to the General account to offset the cost of purchasing the first-year premium of a three-year policy from AMIC, Board Member Williams seconded the motion.

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

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

Motion Carried (5-0)

Aye: Baker, Bond, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The meeting was adjourned at 5:43 P.M.

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Jack Bond, Chairman Date

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Joshua Bolton, Secretary Date