

The Utilities Board of The Town of Cedar Bluff
April 15, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, April 15, 2025 at 4:00 p.m. at 4971 Alabama HWY 68, Cedar Bluff, Alabama 35959. The meeting was called to order by Chairman Williams.

Roll Call:

Allen Baker	Absent	Mattie Williams	Present
Linda Pickelsimer	Present	Loretta Higgins	Absent
William Warren	Present		

Meeting attendees: Larry Sutherland, Bobbie Hicks, Ollina McClellan.

The prayer was led by Board Member Pickelsimer followed by the Pledge of Allegiance led by Board Member Warren.

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of March 18, 2025. Board Member Warren made a motion to accept the minutes as presented, Board Member Pickelsimer seconded the motion.

Motion Carried (3-0)

Aye: Pickelsimer, Williams, Warren

Nye: None

Abstained: None

Manager Report

Office Manager Bolton presented the Managers Report to the Board. The report consisted of one water tap and twenty water leaks. There were a total of ninety-five completed Work Orders.

Chairman Williams asked Manager Dutton if there were any overflows during the heavy rainfall that occurred last month. Manager Dutton stated there were three overflows caused by rainwater infiltration into the sewer system.

Chairman Williams addressed the Board to discuss the Utility Board Member/Decisionmaker Training that Manager Dutton, Office Manager Bolton, Board Member Warren, and herself had attended on April 10, 2025. She stated the class was highly informative and informed the Board that ADEM had new water tank requirements. The new requirements are under ADEM 335-7-7-.04 Water Storage Tank Maintenance. Manager Dutton explained the requirements to the Board. Under section two it requires all public water systems to develop and implement a written maintenance plan for all water storage tanks. After some discussion, Board Member Warren made a motion to have Office Manager Bolton draw up a maintenance plan with all the requirements ADEM is requiring and have it state that the tank will be inspected monthly by employees and every four years by an inspector. Board Member Pickelsimer seconded the motion.

Motion Carried (3-0)

Aye: Pickelsimer, Williams, Warren

Nye: None

Abstained: None

Financial Report

Treasurer Pickelsimer presented the March Financial Reports to the Board. She stated Financial Reports were in order and made a motion to approve the February Financial Reports, Board Member Warren seconded the motion.

Motion Carried (3-0)

Aye: Pickelsimer, Williams, Warren

Nye: None

Abstained: None

Treasurer Pickelsimer also stated she had included a reconciliation and breakdown of the allocations account with the Financial Report.

Customer Concerns

Harvy Brock, who requested to be on the agenda to address the Board, was not present.

Old Business

The Board asked for an update on the Ultra Sonic Meters. Office Manager Bolton stated he did not have an update on the Ultra Sonic Meters. But he did have an update on the billing software that was compatible with the Ultra Sonic Meters.

He presented the Board with a quote from Edmons GovTech. The quote for year 1 is \$56,750.00 in total. After year 1 the annual fees are \$25,500.00. Office Manager Bolton stated the subscription fees could be lowered depending on the modules the Board agreed on keeping.

Chairman Williams asked Office Manager Bolton the total cost for RVS. Manager Bolton was unsure but stated he could get the total cost during the next meeting. He also stated he had a zoom meeting on April 16, 2025 with another billing software company. The Board tabled the discussion until the next Board meeting.

The Board asked for an update on the New Computer. Office Manager Bolton stated he received the new computer. The discussion ended.

On September 19, 2024 the Board discussed a Fire Hydrant that had been damaged by Adam Neyman. The repairs on the Fire Hydrant totaled \$862.64. Mr. Neyman had agreed to reimburse the \$862.64 by making eight equal payments of \$100 and a remaining payment of \$62.64. Chairman Williams addressed the Board to update the status of Mr. Neyman's payments. She stated he had been making the monthly payment agreed upon. The discussion ended.

The Board discussed the upcoming Blood Drive event in June being held at Cedar Bluff Utilities office by Blood Assurance. Chairman Williams asked Attorney McWhorter if he had received the insurance paperwork from Ms. Erdner, a representative of Blood Assurance. Attorney McWhorter stated he had received the insurance paperwork, but he was still waiting for the Indemnity Letter. He asked the Board if they could hold off on the decision of hosting the blood drive until he received the Indemnity Letter. The discussion ended.

The Board asked Attorney McWhorter for an update on the Handbook and the Bylaws. He presented the Board with a draft of the new Bylaws and asked the Board to review the draft for any changes. He stated in the current bylaws Article 5 Section 5 stated the following:

The Treasurer shall execute a surety bond payable to the Utilities Board in the amount to be set by the Board by resolution. Said surety bond shall be made by the company authorized to do business within the State of Alabama. The

premium for said surety bond may be paid by the Utilities Board and is hereby deemed to be a legitimate expense of the Utilities Board.

Attorney McWhorter stated if the Board had never had a surety bond for the Treasurer, then the Board may consider removing Article 5 Section 5 from the bylaws. Board Member Pickelsimer stated she did not think a surety bond was needed because the Treasurer never managed funds. Board Member Warren asked if a surety bond was purchased for the employees in the office. Attorney McWhorter stated he could review the insurance policy. Office Manager Bolton stated he would supply Attorney McWhorter with the insurance policy, and he would call AMIC and ask about the surety bonds. The discussion ended.

New Business

Manager Dutton addressed the Board concerning a new development on Paradise Point. He stated he was asked to address the Board concerning running a sewer service to the new development. He stated where the current sewer service ended 3620 feet of sewer pipes was needed to reach the new development. He also added it would take 181 pieces of 20-foot 3-inch diameter PVC pipe that will cost \$9,500.00. He also stated the customers would be sewer only customers and the Board had already voted not to allow more sewer only customers. Board Member Warren stated if the developers were willing to pay the total cost of running the lines, then he would support the idea of running the sewer service to the new development. Manager Dutton stated if a customer did not pay for their sewer service there was no way to turn the service off without digging up the line and turning the valve off. He also stated it would cause problems if a customer sold their property, and the new owner was not told of the sewer service. After some discussion, the Board decided to follow the policy and would not run a sewer service to the new development because it was outside the city limits and the customers would be sewer only customers. The discussion ended.

Office Manager Bolton presented the Board with a quote from Bankpak to repair the night drop box. He stated the quote was for \$2,474.00 and would replace the current night drop box. He stated the current night drop box was designed for large bank bags and not envelopes and had begun to malfunction. Chairman Williams asked Office Manager Bolton if there was a guarantee after the work was completed. He stated he would contact the representative and ask about a guarantee of work. After some discussion, Board Member Warren made a motion

to accept the quote for \$2,474.00 to repair the night drop box with a minimum of a 90-day preferably a year guarantee of work. Board Member Pickelsimer seconded the motion.

Motion Carried (3-0)

Aye: Pickelsimer, Williams, Warren

Nye: None

Abstained: None

Olina McClellan addressed the Board concerning some days she had requested off between the first and the tenth of the month. She stated the request was denied due to the Board ruling that no employee was allowed to take off between the first and the tenth of the month. Chairman Williams explained that she could have off if the management staff was given plenty of notice to allow for coverage in the office. The discussion ended.

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

Motion Carried (3-0)

Aye: Pickelsimer, Williams, Warren

Nye: None

Abstained: None

The meeting adjourned at 4:52 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date