

The Utilities Board of The Town of Cedar Bluff
August 21, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a special business meeting Thursday, August 21, 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	Present	Mattie Williams	Present
Linda Pickelsimer	Present	Loretta Higgins	Present
William Warren	Present		

Meeting attendees: Larry Sutherland, Janet Warren

The prayer was led by Board Member Higgins followed by the Pledge of Allegiance led by Board Member Baker.

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of July 15, 2025. Board Member Higgins made a motion to accept the minutes as presented; Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Report

Office Manager Bolton presented the Managers Report to the Board. The report consisted of forty-eight water leaks, five meter replacements, one pump replaced, one sewer inspection, four customer complaints, forty-two line locates, twenty-six water reconnects, forty-six disconnects, eight read leave on and two rereads. There were a total of one hundred eighty-five complete Work Orders.

Board Member Warren asked Manager Dutton if the bushhog was now in working condition. Manager Dutton responded yes.

Financial Report

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

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Customer Concerns

Vikash Mishra, the manager of Weiss Mart, who asked to be put on the agenda was not present at the meeting. Office Manager Bolton informed the Board that Mr. Mishra had a leak. After some discussion Board Member Warren made a motion to adjust the bill by \$11.07, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Old Business

Chairman Williams gave an update on the Blood Drive. She stated Blood Assure did not have very many donors. Office Manager Bolton stated Blood Assure only had about 9 or 11 donors show up. He also added that Bobbie Hicks called the local radio station so it could be announced because it was never called in by Mr. Erdner, who was a representative with Blood Assure. Chairman Williams stated the Board may not want to support a blood drive next year because there was not any advertisement done by Blood Assure. The discussion ended.

Office Manager Bolton presented a rough draft of next fiscal year's budget. He informed the Board he would have a more accurate budget during the September meeting. The discussion ended.

Board Member Warren gave an update on the Lagoon Grant. He explained there was no real update and Chrisi Robinson, from Waggoner Engineering, was still working on the proposal. The discussion ended.

Manager Dutton addressed the Board concerning the Spray Fields at the lagoons. He stated John Knight, who is leasing the land, could not plant due to weather conditions. Mr. Knight's original lease was for the first two years to be free. Manager Dutton suggested giving Mr. Knight another year free due to not being able to plant this year because of the weather conditions. After some discussions, Board Member Warren made a motion to give Mr. Knight another free year to his lease due to weather conditions, Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board asked Office Manager Bolton to send a letter of notification to Mr. Knight on the changes.

Office Manager Bolton presented the Board with a copy of the job requirements for the new maintenance position. He also presented the Board with a quote for taking out an advertisement with The Gadsden Times, Fort Payne News Paper and Rome News Paper.

The Gadsden Times - \$2948.08 (Small ad)

Fort Payne News Paper – \$588.80 (Large ad)

Rome News Paper – \$927 (Large ad)

The Board decided not to run advertisement at The Gadsden Times, Fort Payne News Paper or Rome News Paper. Board Member Warren stated he did not think it was a dire need to hire a certified employee now that Brock Black has a Water Operator License. The Board decided to change the portion of the advertisement to require a CLASS B CDL. Chairman Williams stated she would help Office Manager Bolton with finding community pages to post the advertisement. The discussion ended.

The Board discussed the current Handbook and asked Attorney McWhorter if he had had a chance to finish the new handbook. He stated he had not been able to work on the final draft and asked Chairman Williams and Board Member Pickelsimer if he could get a copy of the changes that need to be made. The discussion ended.

New Business

Chairman Williams addressed the Board concerning Network Solutions, Cedar Bluff Utilities computer support vendor. She informed the Board that Manager Dutton's computer had crashed due to a hard drive failure, and Office Manager Bolton was told by Network Solutions individual desktops were not being backed up. Only the server was being backed up. Office Manager Bolton informed the Board that he had bought three external hard drives to back up the remaining computers. Chairman Williams and Board Member Baker thought that Network Solutions was doing a full back up of all the desktops. The Board discussed looking for another computer support company. Office Manager Bolton did inform the Board he had a meeting earlier that day with a potential billing software company that also had computer support company that worked alongside them. He stated he would send the Board a copy of the emails he received so they could be reviewed at the next meeting. Office Manager Bolton also stated he was told by Network Solutions it could cost anywhere from \$800 to \$1500 to recover the hard drive and it was not a guarantee the hard drive would be recovered. The Board agreed it was too much to pay for something that was not a guarantee.

Office Manager Bolton presented a quote from Network Solutions for a new computer to replace the computer that crashed. He stated from looking at the current budget there was enough funds in the office equipment account to purchase two new computers. He stated the computer being used by Ollina McClellan also had a mechanical drive like the computer Manager Dutton was using. The quote was for \$1083.50 for one computer. Board Member Warren stated he would like to add another hard drive to the computer, for back-up purposes, and for the computer to have 32 GB of RAM. After some discussion Board Member Warren made a motion to allow Office Manager Bolton to purchase two computers with an extra hard drive in both and 32 GB of RAM for \$3000.00. Board Member Pickelsimer seconded the motion and added if the computers cost \$50 more than the \$3000 to inform the Board and purchase the computers.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton informed the Board he was contacted by Ashley Sanders, with Gerald Pentecost CPA, who does the year-end audit.

Chairman Williams reminded the Board they would be voting for officers during the next meeting.

Manager Dutton presented a quote from Vermeer to purchase a LP Mini 373 Vacuum Excavator for \$57,939.14. Manager Dutton explained the Vacuum Excavator would make repairing pipes that are near gas and phone lines safer to repair. Board Pickelsimer suggested transferring funds, within the Allocations account, from the Water and Sewer Infrastructure funds to the Equipment fund to purchase the Vacuum Excavator. After some discussions, Board Member Warren made a motion to transfer funds, within the Allocations account, from the Water and Sewer Infrastructure funds to the Equipment fund to purchase a LP Mini 373 Vacuum Excavator \$57,939.14. Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Dutton presented a quote from Ferguson to purchase a Fisher Big Foot Leak Detector for \$3686.22. Manager Dutton explained the Leak Detector would make finding leaks easier. Board Pickelsimer suggested transferring the remaining funds, within the Allocations account, from the Water and Sewer Infrastructure funds to the Equipment fund to purchase the Leak Detector. After some discussions, Board Member Warren made a motion to transfer funds, within the allocations account, from the Water and Sewer Infrastructure funds to the Equipment fund to purchase a Fisher Big Foot Leak Detector for \$3686.22. Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer addressed the Board concerning the Water and Sewer Infrastructure funds in the Allocation account. She stated a fraction of the income

received from Water and Sewer taps was supposed to be transferred to the Allocations account for the Water and Sewer Infrastructure funds but had not been done for some time. After some discussions Board Member Pickelsimer made a motion to take 50% of the income from water and sewer taps and transfer it into the Allocations account to fund the Water and Sewer Infrastructure funds. Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer addressed the Board concerning the Series 14 USDA loan. She stated there is \$610,929.25 remaining on the loan. She also stated normally Cedar Bluff Utilities uses the Debt Retirement funds in the Allocations account and funds from the General account to pay an additional \$100,000.00 each year. After some discussion Board Member Pickelsimer made a motion to use the Debt Retirement funds in the Allocations account and funds from the General account to pay an additional \$110,929.25 on the Series 14 USDA lone. Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Warren addressed the Board concerning Brock Black who passed the Grade 1 Water Operators test and is now certified. He stated after Mr. Black passed his test, he received a fifty-cent raise and suggested giving him another fifty-cent raise to make the full amount a \$1.00 raise. After some discussion board Member Warren made a motion to give Brock Black a fifty-cent raise, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Warren made a motion to adjourn the meeting; Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The meeting adjourned at 5:23 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date