

The Utilities Board of The Town of Cedar Bluff
January 28, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, January 28, 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	Present
William Warren	Present		

Meeting attendees: Bobby Hicks, Larry Sutherland, Linda Sutherland, Terri Zuber, Marcia Kastl, Coretta Hackett

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

Approval of Minutes

Office Manager Bolton presented the minutes from the meetings of December 2, 2024 and December 17, 2024. Board Member Warren made a motion to accept the minutes as presented, Board Member Higgins seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Manager Report

Manager Steven Dutton presented the Managers Report to the Board. The report consisted of 8 water leaks and 3 Meters or Fitting Repairs/Replaced. There was a total of 63 completed Work Orders.

Financial Report

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

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Customer Concerns

Michael Ivey, Brenda Fischer, Krist Whitmire, Sharon Manney, Shelley Drewry, Martha Clifton, and Joe Toliver were on the agenda to address the Board but were not present.

Terri Zuber addressed the Board concerning a leak. Office Manager Bolton stated the credit to her account would be \$100.89. Board Member Warren made a motion to credit Terri Zuber account by \$100.89, Board Member Higgins seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Bobbie Hicks addressed the Board concerning a leak for Tabitha Combs who was unable to attend the meeting. Office Manager Bolton stated the credit to her account would be \$42.70. Board Member Warren made a motion to credit Ms. Tabitha Combs account by \$42.70, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Marcia Kastl addressed the Board concerning a leak. Office Manager Bolton stated the credit to her account would be \$12.08. Board Member Warren made a motion to credit Marcia Kastl account by \$12.08, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Martha Clifton, Joe Toliver and Shelley Drewry, who were not preset, asked to be added to the agenda to discuss a late fee added to their account. Office Manager Bolton stated the customers use the bill pay option at their bank. He also stated the checks were written before the 5th of the month, but the envelopes were not postmarked until after the 5th of the month. The policy the Board adopted stated if a check was received after the 11th of the month and the envelope was postmarked before the 5th of the month then the late fee should be removed. However, if the envelope was postmarked after the 5th of the month the late fee would stand. Chairman Williams asked if the customers share the same bank. Manager Bolton stated he was unsure, but it was possible. He stated that when the checks are issued from a bank the office will receive a stack of checks in the same envelope. After some discussion, Board Member Warren made a motion to remove the late fees on a one-time basis and to send the customers a letter stating as such, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Coretta Hackett addressed the Board concerning a property she owned. She stated the property had sewer and water hook up at one time but was removed during the sewer rehab. Chairman Williams stated the sewer rehabilitation was done when Cedar Bluff Utilities and the Town of Cedar Bluff was one entity. She also stated the rehabilitation was done by contractors. Manager Dutton stated if the lot was empty the contract company who was doing the rehabilitation would not have hooked the property to the sewer system. He stated this was done to prevent surface water infiltration. The Board asked for the total amount for the taps. Office Manager Bolton stated for a gravity fed sewer the tap fee was \$1000 and for the water tap fee was \$800. After some discussion, Board Member Williams made a motion to have Manager Dutton investigate the property and if no taps were found to allow Coretta Hackett to pay half the sewer tap fee and half the water tap fee for a total of \$900, Board member Higgins seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Board Member Warren made a motion to credit Krist Whitmire by \$17.59, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Board Member Warren made a motion to credit Sharon Manney by \$16.95, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Old Business

Office Manager Bolton addressed the Board concerning the Texting/Calling services. He reminded the Board he was looking for better ways to reach the customers for the purpose of a boil notice or a water outage. He presented the Board with three quotes.

Daupler - \$5000 per year

Text-Em-All - \$479 per month

Calling Post – 413.10 per month

Board Member Warren asked Office Manager Bolton which provider had the best options. Office Manager Bolton stated Daupler had better options because of the map overlay that was used to select customer. Chairman Williams asked if the membership could be canceled at any time or after a period of time had passed. Office Manager Bolton stated he was unsure, but he could get the information. Chairman Williams asked if the service was cost effective and if there has ever been a boil notice issued before. Manager Dutton stated not during his time. The Board agreed it was not cost effective to have the texting/calling service, but a

better way to reach the customer was still needed. Board Member Warren stated Cedar Bluff Utilities could use the EMA system to reach customers during a boil notice without any cost. He also stated that other radio stations besides Weiss Radio could be used, and the weather channel could also be used. After some discussion the Board asked Manager Bolton to draw up a contingency plan for a boil notice.

The Board discussed purchasing a new Truck. Office Manager Bolton stated the Board had not received any bids. He presented the quote from Donohoo Chevrolet for a 2025 Chevrolet Silverado 2500HD Work Truck for \$65,519.50. Chairman Williams asked Board Member Pickelsimer if the funds were available. Board Member Pickelsimer stated she was unsure what percentage of the funds in the allocations account was allocated for equipment. She stated she would like the Board permission to audit the account with Office Manager Bolton. Board Member Pickelsimer did state the payment could be made and once the allocations account was allocated the funds could be transferred back to the Union State General account. She also stated the funds for the payment could be transferred from the Peoples Bank account to the Union State General account with the Board permission. After some discussion, Board Member Warren made a motion to allow Office Manager Bolton to transfer \$65,519.50 from the Peoples Bank General account to the Union State General account for the purpose of purchasing a 2025 Chevrolet Silverado 2500HD Work Truck for \$65,519.50, Board Member Higgins seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

The Board discussed the repairs needed for Chevrolet Colorado utility truck. Manager Dutton stated he would like to get the truck repaired. The truck would mostly be used as a runner truck.

Board Member Pickelsimer made a motion to have the allocation account audited by herself and Office Manager Bolton, Board Member Warren seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None
Abstained: None

Board Member Warren addressed the Board concerning the grant for the Sewer Lift Station Upgrades. He stated the grant was submitted and thanked LADD and Manager Dutton for the work they did getting the grant together.

New Business

Office Manager Bolton addressed the Board concerning the liability insurance payment due to AMIC. He stated the invoice was for \$32,389.00. The funds would need to be transferred to the Union State General account from the Allocations account with the Boards approval. Board Member Pickelsimer made a motion to transfer the \$32,389.00 from the Allocations account to the Union State General account to pay for the liability insurance, Board Member Warren seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

Lou Dempsey was not present to discuss running sewer lines on Co Rd 642.

Chairman Williams addressed the Board concerning employee travel per diem. She presented the Board with three quotes Manager Dutton had received from other municipalities.

City of Centre - \$70

Center Water Works - \$50

County Water - \$57

Board Member Warren stated the Town of Cedar Bluff had raised their employee travel per diem to \$65. He also stated the state had raised their employee travel per diem. Board Member Pickelsimer had Office Manager Bolton Google the state employee travel per diem. Office Manager Bolton stated the state employee travel per diem was \$85 for one night and \$100 for two or more nights. After some discussions, Board Member Warren made a motion to raise the employee

travel per diem from \$40 to \$70 per day. Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

The Board discussed the Board Rules and Procedures, the Bylaws and Agenda Protocol. Warren stated that the Rules and Procedures and Bylaws should be one document. Charman Williams stated Attorney McWhorter had provided the Board with a Rules and Procedures document. She asked the Board to review the document to be discussed at the next meeting. The discussion was tabled.

At 5:25 P.M Board Member Warren made a motion for good name and character to move into executive session, Board Member Pickelsimer seconded the motion.

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

The Board reconvened at 5:29.

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

Motion Carried (4-0)

Aye: Pickelsimer, Williams, Warren, Higgins

Nye: None

Abstained: None

The meeting was adjourned at 5:29 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date