

The Utilities Board of The Town of Cedar Bluff
September 18, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a special business meeting Thursday, September 18, 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: Bobbie Hicks, Marcia Kastl, Linda Sutherland, Larry Sutherland, Tracy Marks, Bob McWhorter, Harvy Brock

The prayer and the Pledge of Allegiance led by Chairman Williams.

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of August 19, 2025 and the meeting on August 29, 2025. Board Member Warren 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 two water taps, two sewer taps, eight water leaks, one sewer leak, one sewer inspection, two customer complaints, fifty-three locates, three turn water connects, five disconnects, and one read leave on. There were a total of one hundred seventy-eight complete Work Orders.

Chairman Williams asked if the communication between customers requesting 811's have gotten better. Manager Dutton explained 811's are called in before

the maintenance staff does any digging. He also stated if the time limit was up for the locate to be completed the crew would cover themselves by taking photos of the area. The discussion ended.

Financial Report

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

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Customer Concerns

Renea Moten, Paul McWhorter and the Subway manager who asked to talk to the Board was not present for the meeting.

Office Manager Bolton presented a twelve-month audit for Subway, who had a leak. The credit amount was \$148.35. Board Member Warren made a motion to credit \$148.35 to Subway's account; Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton presented a twelve-month audit for Paul McWhorter, who had a leak. The credit amount was \$99.62. Board Member Warren made a motion to credit \$99.62 to Paul McWhorter's account; Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Renea Moten wanted to discuss calcium buildup in her water lines.

Board Member Pickelsimer addressed the Board concerning customers who are not present and still receiving a credit for a water leak. It was Board policy that a customer must be present to receive a credit for a water leak. After some discussion Board Member Baker made a motion to change the policy to state the following.

A customer must be present to discuss receiving a credit for a leak only if the credit is above \$200. Otherwise, the customer did not need to be present.

Board Member Pickelsimer second the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Harvy Brock addressed the Board concerning his sewer charges. He stated he had been being charged for sewer and sewer was not available at his location.

Manager Dutton stated the crew had dug on either side of the road and did not find a sewer line within 100 feet of Mr. Brock's property. After some discussions, Board Member Warren made a motion to refund any sewer charges to Mr. Brock; Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Old Business

Office Manager Bolton presented information on United Systems to the Board. He informed the Board it was an all-inclusive billing software. The one-time fee was \$46,540.00 to implement the software and then \$2,500.00 per month. After some discussion the Board decided to continue to use RVS as the current billing software.

Board Member Warren presented a quote from Waggoner Engineering for \$12,000.00 to develop and submit a grant application to ARC funding and USDA Rural Development to dredge the first lagoon cell. Board Member Warren stated

it was \$6000 for each submission and suggested submitting a grant application to ARC funding. Board Member Pickelsimer asked Board Member Warren if he could get a quote just for the ARC funding application because it was not clearly illustrated in the original quote. He stated he would contact Christi Robinson, who is a representative of Waggoner Engineering, to update the quote to suit the Board decision. After some discussions, Board Member Warren made a motion to accept Waggoner Engineering's quote contingent on receiving an updated quote to develop and submit a grant application to ARC funding for \$6000.00 to dredge the first lagoon cell; Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Office Manager Bolton presented the Oct 2025 - Sep 2026 Budget to the Board. Board Member Warren was worried the budget was showing a deficit of \$18,350.00 and did not think the Board should accept the budget. Office Manager Bolton reminded the Board that they accepted the previous budget with a \$68,500.00 deficit. Board Member Pickelsimer informed the Board the Budget was more of an in-house guideline on how the next fiscal year may be depending on the income coming in and the expenditures going out. She also reminded the Board the depreciation on the value of equipment and was not a physical expenditure and would account for \$190,500.00 of the total budget. After some discussion, Board Member Pickelsimer made a motion to accept the Oct 2025 - Sep 2026 Budget as written; Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

New Business

Office Manager Bolton addressed the Board. He stated in the past the Board was charging customers who were renting a dwelling, \$400 for water service but later changed the amount to \$250. He stated a customer had asked if they could get refunded \$150 of their \$400 deposit making their deposit \$250. He stated there were several other customers who had the same \$400 deposit. After some discussion, Board Member Baker made a motion to refund all customers who

were renting a dwelling, and paid \$400, \$150 to make their deposit \$250; Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Chairman Williams addressed the Board and stated it was time to re-elect officers.

Board Member Warren made a motion to nominate Mattie Williams as Chairman; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Higgins made a motion to nominate Allen Baker as Vice Chairman; Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Baker made a motion to nominate Linda Pickelsimer as Treasurer; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer made a motion to nominate Joshua Bolton as Secretary; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The election of officers for the Utilities Board of the Town of Cedar Bluff ended.

Office Manager Bolton addressed the Board concerning the new office hours. He stated the new office hours was from 7:30 am to 4:00 pm and the office staff was now alternating lunches to ensure the office was staying open.

Manager Dutton presented a quote from A & R Contracting for \$2300.00 to replace a leaking fire hydrant and a quote from Calhoun Meters to purchase a new M & H fire hydrant for \$3200.00. After some discussion Board Member Warren made a motion to purchase the M & H Contracting fire hydrant and to have A & R replace the leaking fire hydrant; 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 5:05 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date