

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

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a special business meeting Thursday, November 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	Absent
William Warren	Present		

Meeting attendees: Bob McWhorter, Larry Sotherland

The prayer was led by Board Member Baker and the Pledge of Allegiance led by Board Member Warren.

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of September 18, 2025 and the meeting on October 21, 2025. Board Member Warren made a motion to accept the minutes as presented; Board Member Baker seconded the motion.

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Report

Manager Dutton presented the Managers Report to the Board. The report consisted of thirteen turn ons, twenty-one turn offs, seven disconnects, two re-reads, six read leave ons, one water tap, three sewer taps, twenty-nine water leaks, two flushed lines, one pressure check, fifty line locates, and one meter check. There were a total of one hundred ninety-eight complete Work Orders.

Office Manager Bolton presented the Systems Total to the Board. He stated the percentage loss that was incorrect six months ago had been fixed. He stated it was a problem with entering the numbers into RVS.

Chairman Williams asked if the current system was adequate if the town continued to grow. Manager Dutton explained the current system was out of date.

Manager Dutton explained to the Board the water main that runs along Old Highway 9 and comes out on East Chattooga broke due to the weight of a sagging pipe. He stated it was being held together with two wrap arounds, but the maintenance staff repaired the pipe differently to better prevent the pipe from braking. He stated he would like to secure the pipe better with a tile to ensure the pipe will not sag. The Board stated something would need to be done soon. The discussion ended.

Financial Report

Treasurer Pickelsimer stated she had received a draft for the September financial report, but she would like to table the vote until the audit is complete. She also stated the October financial report had some discrepancies and she would also like to table the report. Treasurer Pickelsimer made a motion to table the September and October Financial Reports. Board Member Warren seconded the motion.

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Customer Concerns

Office Manager Bolton presented a twelve-month audit for Union State Bank, who had a leak. The amount was \$544.66. Board Member Warren made a motion to credit \$544.66 to Union State Banks account; Board Member Baker seconded the motion.

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Debbie Shaw who asked to be put on the agenda to discuss the gravity tap fees, was not present for the meeting. Office Manager Bolton supplied the Board with a copy of the minutes from September 19, 2023. The tap fees were changed on September 19, 2023 to the following.

- ¾ "water meter tap from \$600 to \$800.
- 1 "water meter tap from \$600 to \$1000.
- 2 "water meter tap from \$2000 to \$2,100.
- Gravity Sewer no change, leave \$1,000.
- Low Pressure Sewer from \$1000 to \$1,300.
- Non-Water Sewer tap from \$1200 to \$1,500.

The Gravity Sewer tap fees that were in question did not change. The discussion ended.

Old Business

Office Manager Bolton gave an update on the camera system for the Cedar Bluff Utilities Maintenance Shop. He stated he had received two quotes but was waiting for the last quote before he presents his findings to the Board. The discussion ended.

Office Manager Bolton informed the Board that the employees of Cedar Bluff Utilities decided to receive the \$1000 bonuses and not the \$0.50 raises. The discussion ended.

New Business

Office Manager Bolton presented a quote from RVS for a new handheld to read water meters. The quote was for the following:

- \$2,999.00 for the handheld
- \$30.00 for the screen protector
- \$30.00 for the boot case
- \$90.00 for the docking station
- \$35.00 for any additional power adapters
- \$40.00 for an additional lithium battery

Board Member Warren made a motion to purchase the handheld for \$2999.00 and all the accessories for a total of \$3224.00. Board Member Baker seconded the motion.

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board discussed getting GPS and dash cam's for employee vehicles and GPS trackers for any other high-end assets owned by Cedar Bluff Utilities. After some discussions the Board asked Office Manager Bolton to get a cost estimate on GPS tags for the vehicles and equipment and investigate any free tracking applications. The discussion ended.

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

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The meeting adjourned at 4:40 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date