

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

STATE OF ALABAMA  
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a special business meeting Thursday, October 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: Bob McWhorter, Janet Warren

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 September 18, 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**

Manager Dutton presented the Managers Report to the Board. The report consisted of fourteen turn ons, nine turn offs, fourteen disconnects, two reconnects, five re-reads, three read leave ons, three water taps, three sewer taps, twenty-two water leaks, one sewer leak, two sewer inspections, one meter replaced, one flushed line, one pressure check, sixty-nine line locates, and two meter checks. There were a total of one hundred fifty-two complete Work Orders.

The Board asked if the unused columns on the report could be hidden and they also asked if they could get the system totals report. Office Manager Bolton stated he could adjust the report and provide the system totals report for each meeting.

### **Financial Report**

Treasurer Pickelsimer stated the September Financial Report was not ready due to September being the end of the fiscal year. She suggested tabling the Financial Report until the next meeting. The September Financial Report was tabled.

### **Customer Concerns**

Office Manager Bolton presented a twelve-month audit for Susan Goodwin, who had a leak. The credit amount was \$49.50. Board Member Warren made a motion to credit \$49.50 to Susan Goodwin's account; Board Member Higgins 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 Franklin Ford, who had a leak. The credit amount was \$147.79. Board Member Warren made a motion to credit \$147.79 to Franklin Ford's account; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

### **Old Business**

Chairman Williams reported the Board hired a new employee for the maintenance department. Howard Hogue was hired on Friday October 10, 2025 and his start date was Monday October 20, 2025.

Manager Dutton gave an update on the Vacuum Excavator. He stated the new Vacuum Excavator arrived on Monday October 20, 2025 and was working very

well. He stated he had Office Manager Bolton order aprons and face shields to use while operating the Vacuum Excavator for safety and cleanliness reasons.

### **New Business**

Office Manager Bolton presented a quote from AAA Security to install a continuous feed camera system at the Cedar Bluff Utilities Shop. The quote was \$1915.60. Office Manger Bolton explained the system would allow 24-hour surveillance and the recording would be saved to a storage device. He also stated the current system is a trigger system that records short clips that he is able to view. He stated the issue with the current system was that the cameras were not always triggered. After some discussion the Board asked Office Manager Bolton to get a total of three quotes. They also asked him to find out if the storage system for the recording could be set up at the office and not the shop.

Manager Dutton addressed the Board concerning making Daniel (Brock) Black the new Assistant Manager. He stated Brock was now licensed as a Water Operator and stated he would be the next person ADEM would look to if there was a problem. After some discussion Board Member Warren made a motion to make Brock Black the new Assistant Manager and give him a \$0.50 raise for the position. Board Member Higgins seconded the motion.

Motion Carried (4-1)

Aye: Higgins, Pickelsimer, Warren, Williams

Nye: Baker

Abstained: None

Chairman Williams addressed the Board concerning Phillip and Karen Williams who resides at 4385 AL Hwy 9 Cedar Bluff, AL. She stated the customer had a problem with calcium in their lines after the maintenance crew had fixed a busted main. Manager Dutton informed the Board he had talked to Jonny Jorden who manages Northeast Water and was informed they were adding something to the water to lessen the amount of calcium in the lines. Chairman Williams asked the Board if they should help Phillip and Karen Williams with any plumbing bill regarding the calcium in their line or if they should be directed to Northeast Water. The Board agreed the customers should be directed to Northeast Water because they supply the water to Cedar Bluff Utilities.

Office Manager Bolton presented a letter from Marie Vitek, who is a customer of Cedar Bluff Utilities. The letter was about the outstanding work Terry White, a Cedar Bluff Utilities maintenance employee, had done while covering a hole that had been dug in her yard to fix a leak. Chairman Williams read the letter to the Board.

Chairman Williams addressed the Board concerning performing a rate study. She informed the Board the rate study could be done by Alabama Rural Water Association and would need to be done after the 2024 – 2025 year end audit was complete. The Board asked Office Manager Bolton to start working on the paperwork for the rate study.

Office Manager Bolton addressed the Board concerning employee raises. He stated the raises were supposed to be voted on in September following the adoption of the 2025 – 2026 budget but was left off the agenda. After some discussion the Board asked Office Manager Bolton to take a poll from the employees for a \$0.50 raise or a \$1000.00 bonus. The discussion ended.

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 5:19 P.M.

---

Mattie Williams, Chairman

Date

---

Joshua Bolton, Secretary

Date