The Utilities Board of the Town of Cedar Bluff

February 21, 2023

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for their regular business meeting Tuesday, February 21, 2023 at 4:00 p.m. in the Utility Board room located at 4971 Al Hwy 68, Cedar Bluff, Alabama. The meeting was called to order at 4:00 p.m. by Chairman Mattie Williams.

Roll Call:

Allen Baker Absent Jack Bond Present

Cindy Early Present Linda Pickelsimer Present

Mattie Williams Present

Meeting Attendees: Valerie Connell, Larry Sutherland, Tory McDaniel, Todd Dean, Debbie Shaw.

At this time both prayer and The Pledge of Allegiance was led by Chairman Williams.

Vice Chairman Early made a motion to nominate Joshua Bolton to become the new secretary, which was second by Board Member Pickelsimer.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

The minutes from the January 19, 2023, meeting was presented for approval. Vice Chairman Early made a motion for the minutes to be approved as written, which was second by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

The Manager’s Report was presented to the Board by Manager Steven Dutton. The work order log consisted of a total of 92, performed by the utility workers. They consisted of 9 water leaks, and 2 pump station repairs. Chairman Williams asked, after review of the Managers report, for any questions. Chairman Williams made a motion to accept the Managers report as given, and second was made by Board Member Bond.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Manager Steven Dutton reported that the water tank is due for an inspection. He presented the Board with three estimates for the cleaning and inspection of the tank. Manager Dutton, reminded Co- Chairman Early of the rust spot he had seen on the outside of the tank. Former Chairman Burton checked on getting the outside of the tank painted. The estimated cost was $20,000 to $25,000. It was decided to not paint the tank at that time. Chairman Williams asked if the grant that was applied for, covered the cost of painting the tank. Vice Chairman Early stated that it would only cover the cost to paint the inside of the water tank. Vice Chairman Early asked Manager Dutton for confirmation on the previous statement but he was unsure. Manager Dutton spoke with Darrel Sears, from LADD, who stated he would give all the information about the grant to the State Representative, Ginny Shavers, to be delivered in Montgomery Alabama.  The audits from 2021 to 2022 still need to be turned in to ADEM in order to continue with the grant. Chairman Williams made a motion for any further discussion on the inspection to be tabled until information about a deadline for cleaning is confirmed, which was second by Board Member Pickelsimer.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Cedar Bluff School principal, Tory McDaniel, addressed the board about a bill the school received during the time it was closed. The water was turned off; however, there was a leak at the concession stand. Vice Chairman Early made a motion to adjust Cedar Bluff Schools sewer bill, which was second by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Todd Dean addressed the Board about a leak and repair on his property. He asked if he could get a reduction on his bill. Vice Chairman Early made a motion to adjust his sewer bill, which was second by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Debbie Shaw addressed the Board about a leak and repair to her property. She asked if she could get a reduction on her bill. Chairman Williams made a motion to adjust her sewer bill, which was second by board member Bond.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

**Unfinished Business**

The town of Cedar Bluff provided a copy of the ordinance that set up the license fee we currently pay to them. It was established during the time the Town Hall and Cedar Bluff Utilities Board legally became separate entities. The Board's attorney, Bob McWhorter, is waiting on a report from Montgomery to find out if our license fees to the State of Alabama have been paid. Attorney McWhorter is unsure if the board is exempt from paying both the state and town.

Curley’s Cove was sent a certified letter to inform them of the current charge to dump waste. Starting February 15, 2023, they will be billed $50 per dump. The letter was mailed on February 6, 2023; The Board is still waiting for confirmation on the delivery of the letter.

**New Business**

Office Manager, Joshua Bolton, reported that after speaking with previous secretary, Lala Stowe, that Cintas has stopped servicing the office and there is no longer a contract. Office Manager Bolton called Cintas to confirm that there was no contract and the board will not be billed. With Office Manager Bolton’s continuous research, found that the same rug provided by Cintas was cheaper, if purchased through Office Max. Vice Chairman Early made a motion to buy a good quality rug from Office Max, which was second by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

The Board received a thank you card from Board Member Pickelsimer for the donation given to the Church in lieu of flowers for her husbands’ memorial.

Vice Chairman Early made a motion that Utilities Office employee Donna Walling become a full-time part-time employee, which was second by Board Member Bond.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

It was decided that Utilities Office employees Donna Walling and Kathy Bond, will alternate schedules acting as one full-time employee, to complete a five-day work week. They will also need to inform each other of the days they will not be able to work, to see if the other person will be able to do so. Also, these two employees are to learn everything that is needed to perform all tasks required for the function of the Utilities Office.

The Board discussed whether there was a need for Microsoft Word and Excel on the new computer. Office Manager Bolton declared he was unsure if the computer needed these programs to complete other clerical or payment tasks in the office. Vice Chairman Early made a motion that the discussion be tabled until the next meeting, which was second by Board Member Bond.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

It was decided that the Utilities Office employees Kathy Bond and Donna Walling report to Secretary Bolton on the days they will be absent on a regular scheduled workday. It was also decided that all employees, part-time or full-time, are to fill out a time off request sheet if they have missed or will miss work.

Vice Chairman Early suggested that three or more Board members need to approve the office closing early for inclement weather. Vice Chairman Early made the motion to approve this and it was seconded by Board Member Bond.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Vice Chairman Early suggested that the check registry, sick leave and annual leave totals be provided at the board meetings. Vice Chairman Early made the motion, and it was seconded by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

At 5:30 p.m. Chairman Williams made a motion to go into Executive Session for Good Name and Character. The board reconvened at 5:55 p.m.

Mr. Todd Hindsman, during the audit meeting with BMSS, presented a program that BMSS offers that can help with accounting and payroll issues internally. Board Member Pickelsimer made the motion to ask Mr. Heisman to make a proposal for BMSS’s accounting advisory services and have it presented at the next meeting. This was second by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

It was decided that a sign for the night drop box be made that says, “No Cash in Drop Box”, and “Please Put Checks in Envelopes.” Board member Pickelsimer suggested that a notice about the drop box be added to the bills.

Board Member Bond made the motion to buy two more cameras from AAA for the drive through window and office area, which was second by Vice Chairman Early.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Vice Chairman Early mentioned getting a postage meter. After some discussion, it was decided that Office Manager Bolton will research our options.

It was decided that Utilities Office employee Donna Walling go through the minutes to find any information on the Utilities Maintenance employees “on call” pay rate, due to the Board being unsure if the current rate is a part of Utilities policy.

Board Member Bond made a motion for the meeting to be adjourned and it was seconded by Chairman Williams.

Motion carried (4-0)

Aye: Bond, Early, Pickelsimer, Williams

Nye: None

Abstained: None

Meeting was adjourned at 6:07 PM

Approved April 18, 2023.

I agree that the above minutes are correct.

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Mattie Williams, Chairman Date

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Joshua Bolton, Secretary Date