The Utilities Board of The Town of Cedar Bluff

September 17, 2024

STATE OF ALABAMA

CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, September 17, 2024, 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: Bobby Hicks, Cindy Turner, Mayo Williams, Attorney McWhorter

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

**Approval of Minutes**

Office Manager Bolton presented the minutes from the meeting of August 20, 2024. Board Member Warren made a motion to accept the minutes as presented, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**Correspondence**

None

**Manager Report**

Manager Steven Dutton presented the Managers Report to the Board. The report consisted of 3 water taps, 4 sewer taps, 34 water leaks and 1 sewer leak. There was a total of 115 completed Work Orders.

Board Member Warren asked for an update on the rewiring of the Pump Station. Manager Dutton stated the elections were waiting on the parts to start the project.

Chairman Williams addressed the Board concerning purchasing a storage container for the shop. She stated the subject was supposed to be on the agenda. She turned the floor over to Manager Dutton. Manager Dutton stated the container would be used to store stick of twenty-foot PVC pipe. Manager Dutton explained that they would need a forty-foot container because the twenty-foot container are not twenty-foot on the inside. Manager Dutton presented the Board with a quote from Southern State Industrial for $4200 for a forty-foot container. After some discussion Board Member Higgins made a motion to purchase a forty-foot container for $4200, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**Financial Report**

Treasurer Pickelsimer presented the Financial Report to the Board. She had reviewed the report and recommended approving the report. Treasure Pickelsimer made a motion to approve the Financial Report, Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**Customer Concerns**

Josh Ray was on the agenda to address the Board but was not present.

Sharon Hunnicut was not present for the meeting and had asked Board Member Higgins to speak on her behalf. Board Member Higgins explained that Ms. Hunnicut had an account that was in her name closed and had not received the deposit. She thought the deposit had been stolen by the tenant of the house she was renting. Office Manager Bolton explained if the check was cashed as far as he could tell she had received the refund. Board Member Higgins also explained that Ms. Hunnicut had a leak at her residence and was asking the Board to credit her account. After some discussion Board Member Warren made a motion to credit her account by $20.17, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Cindy Turner addressed the Board. She stated she had pressured washed the Piggly Wiggly and asked if she could get a credit on her sewer. The Board explained pressuring was a choice that she had made and suggested that she purchase a second meter for pressure washing the store in the future. She also stated she had had a leak and was asking the Board if she could get a credit on her account. After some discussion Board member Warren made a motion to credit Ms. Turner’s account by $209.40 for the leak, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

**Old Business**

The Board discussed the new hire. After some discussion Board Member Warren made a motion to hire Ollina McClellan for the full-time clerk position, Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: Higgins

Chairman Williams addressed the Board concerning the HVAC system for the office. She explained she had contacted the Rheem dealer in Centre, AL and was quoted a price that has $1000 more than what Grace’s Heating and Cooling had quoted. She was also told by the Rheem dealer in Center that they use a third party to install the systems. Manager Dutton also gave an update. The owner of Grace’s Heating and Cooling, Tim Grace, told him that the Sure Comfort was made by Rheem and was compatible with Rheem parts. Grace’s Heating and Cooling quoted a Sure Comfort System for $5250 and a Rheem System for $1000 to $2000 more. After some discussion Board Member Warren made a motion to have Grace’s Heating and Cooling install the Sure Comfort System for $5250, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Chairman Willams gave an update on the Sewer Tap Inspection. The Utilities Board of the Town of Cedar Bluff was not able to speak at the Cedar Bluff Town Council meeting. But Mayor Tammy Crane explained to Chairman Williams that they will discuss the Sewer Tap Inspection at the next Town Council meeting.

**New Business**

Grady Parsons who asked to address the Board concerning sample testing was not present.

Chairman Williams addressed the Board concerning the Personnel Leave Policy. She reminded the Board and staff that they were not allowed to take vacation time during the first through the tenth of each month unless preapproved by the Board. The discussion ended.

The Board discussed the Trunk a Treat. Chairman William stated anyone who wanted to donate candy could and that Board Members and Staff were urged to attend. She also explained that the office would print off information leaflets to hand out and that they could also hand out the pencils that Board Member Pickelsimer had purchased last October. Board Member Warren suggested purchasing a tent with company’s name and logo. After some discussion Board Member Warren Made a motion to purchase a tent, Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Board discussed rental accounts and accounts with large balances. Manager Dutton asked the Board if an accounts balance had exceeded their deposit could the water be turned off. Office Manager Bolton explained there was some customer who have leaks but are renting the residents and the landlord will not fix the leaks. Board Member Warren stated that a lean could be placed against properties of customers who own the property. Attorney McWhorter informed the Board they could send the landlord a letter stating they would be held responsible for the remaining balance left by a previous renter. After some discussion Board Member Warren made a motion to have a letter sent to landlords informing them the water and sewer utilities will remain off until all past due balances on a rental property are paid in full, Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer presented the budget for the 2024 – 2025 fiscal year. Board member Pickelsimer stated she had reviewed the budget and made a motion to approve the budget for the upcoming fiscal year, Board member Warren seconded the motion.

Motion Carried (5-0)

Aye: Baker, Higgins, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

At 4:57 Chairman Williams made a motion for good name and character to go into executive session to review the applications.

Board Member Higgins exited the meeting.

The Board reconvened at 5:16 P.M.

Board Member Warren made the motion to allow Office Manager Bolton to take the Grade 1 / Grade 2 Water Operating Class to allow him to become certified, Board Member Baker seconded the motion.

Motion Carried (4-0)

Aye: Baker, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Absent: Higgins

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

Motion Carried (4-0)

Aye: Baker, Higgins, Warren, Williams

Nye: None

Abstained: None

The meeting was adjourned at 5:17 P.M.

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Mattie Williams, Chairman Date

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Joshua Bolton, Secretary Date