

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

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, February 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: David Erdner, Larry Sutherland, Linda Sutherland, Marcia Kastl

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

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of January 28, 2025. Board Member Warren made a motion to accept the minutes as presented, Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

Manager Report

Manager Steven Dutton presented the Managers Report to the Board. The report consisted of one water tap, three sewer taps and thirteen water leaks. There were a total of fifty-five completed Work Orders.

Manager Dutton reported his sewer license had expired, and he would have to retake the test according to an ADEM representative. Manager Dutton stated he had informed the ADEM representative that the entire office staff who kept up

with the licenses were replaced with new employees. The representative informed Manager Dutton he would have to retake the exam to be recertified. Chairman Williams stated she would reach out to ADEM if Manager Dutton could get her the contact information.

The Board asked Office Manager Bolton to find a way to keep up with the license and when they would need to be renewed.

Board Member Higgins asked for an update concerning Coretta Hackett's property. Board Member Warren and Chairman Williams stated that Ms. Hackett had found where the sewer was tied in.

Financial Report

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

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

Customer Concerns

Harvey Brock and Don Chitwood, who asked to be put on the agenda to address the Board, were not present.

Chairman Williams asked what the customers issues were. Office Manager Bolton stated Don Chitwood had a leak and Harvey Brock asked to talk to the Board concerning why he is paying for sewer service when he is not hooked to the sewer system. Office Manager Bolton explained he had informed Mr. Brock he was paying for the service because it was available to him and that it was a town ordinance. He also explained that both customers on either side of Mr. Brock were also paying for sewer. The Board asked Manager Dutton to investigate the area to ascertain if sewer was indeed available to Mr. Brock.

Chairman Williams addressed the Board concerning a customer who had come to a previous meeting for a leak adjustment. She stated the customer had a leak recently and the customer thinks the Utilities Board of the Town of Cedar Bluff

should be responsible for the bill. She stated during the phone conversation the customer made a threat that office staff reported to the authorities.

Old Business

During the January 28, 2025 meeting the Board asked Office Manager Bolton to produce a contingency plan to reach customers during an emergency boil notice. Office Manger Bolton presented the contingency plan to the Board. He explained he was waiting on two radio stations to respond to his email so they could be added to the list. The Board reviewed the contingency plan. Chairman Williams asked Office Manager Bolton was going to put a link on the Cedar Bluff Utilities for customers to navigate to the EMA app. Office Manager Bolton stated he was going to put the link on the website and on the doors of the office. The Board gave more suggestions on tv and radio stations to reach out to. Board Member Baker made a motion to table the contingency plan until Manager Bolton received a response from the radio stations, Board Member Warren seconded the motion. Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

Board Member Pickelsimer presented a breakdown of the Allocations account to the Board. The Board reviewed the breakdown. Board Member Pickelsimer did note that the Workers Comp Insurance Premium also came out of the Allocations account. She stated Office Manager Bolton could pay for the Workers Comp from the General account. She then stated the Board would need to approve the transfer of the funds from the Allocations back to the General account once the bill has been paid.

Board Member Warren asked Board Member Pickelsimer if she had had a chance to check on setting up automatic transfer from the Peoples Bank General account to the Union State General account. Board Member Pickelsimer stated there could be a fee in doing an ACH transaction between banks. She stated she would need to follow up with Peoples to confirm the fee.

Board Member Pickelsimer asked if the Board had purchased the new truck yet. Office Manager Bolton responded with saying the new truck had been purchased for \$65,519.50. Board Member Pickelsimer made a motion to transfer \$65,519.50

from the equipment fund in the Allocations back to the Union State General account to cover the cost of the new truck.

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

The Board discussed the Bylaws / Handbook / Board Etiquette. Attorney McWhorter presented the Board with a second draft of the operating resolution to review. Board Member Warren stated that the document that Attorney McWhorter presented to the Board overlapped with the Bylaws. He stated he would like to incorporate the document into the By Laws. Attorney McWhorter agreed with Board Member Warren. He stated that once the Board agreed to adopt the operation resolutions, he would incorporate them into the bylaws.

Board Member Warren stated he thought the part of the document that stated that Board Members terms were initially set as 2, 4, 6 years should be changed to state each Board Members term is set to 6 years.

Board Member Warren was also concerned with the section of the document concerning the secretary of the Board. Chairman Willams stated in the second draft it stated the secretary of the Board would not be a voting member of the Board.

Board Member Warren was also concerned with section of the document stating that a quorum can only be present when three members of the Board are present. But if a Board Member has a conflict of interest concerning a point of interest during the meeting that Board Member could still be counted as part of the quorum. Board Member Warren stated this could allow points of interest to be passed or rejected with just two votes. He stated there should be some verbiage in the Bylaws to prevent that from happening. Attorney McWhorter stated he could add verbiage that states if there was a quorum of three there must be three affirmative votes. Attorney McWhorter's concern was dead locking an issue. The Board stated that if something like that comes up the matter should be tabled.

Board Member Warren asked if the section in the document concerning the accounts payable should be moved under the part concerning the treasures report. Chairman Williams stated it should stay where it was in the document. Attorney McWhorter stated it was a way of record keeping. The Board ended the discussion.

Board Member Warren was concerned with section in the document that determined when regular meetings are held. He reminded the Board that during the month of January the meeting had to be moved due to inclement weather. Attorney McWhorter stated he could add verbiage to the document to address the concern.

The Board ended the discussion about the Bylaws / Handbook / Board Etiquette.

New Business

Board Member Pickelsimer addressed the Board concerning the Peoples Bank ATM lease. She explained that the lease was currently set for \$350 per month for renewal and increased after 5 years to \$400 per month. She stated it would increase \$50 per month after each renewal. Board Member Pickelsimer made a motion to approve the lease agreement for 5 years for \$400 per month, Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

Dave Erdner, from Blood Assurance, addressed the Board concerning holding a blood drive at the Cedar Bluff Utilities office. He explained that Blood Assurance provided blood to the local areas (Alabama, Kentucky, Tennessee, and Georgia). Chairman Williams ask if Blood Assurance provided blood to Cherokee County Hospital. He stated he did not know but he could get the information for the Board. After some discussion, the Board tabled the discussion until Mr. Erdner could answer their questions.

Board Member Pickelsimer addressed the Board concerning updating the signature cards at Peoples Bank and Union State Bank. She stated Board Member Higgins needed to be added to the signature cards at both banks. She also stated

that Jenni Burt was still listed as the administrator of the Peoples Bank account. Board Member Pickelsimer stated Office Manager Bolton needed to be added as the administrator of the Peoples Bank account and Jenni Burt needed to be removed. Board Member Pickelsimer made a motion to have Office Manager Bolton to contact both banks to start the process of updating the signature cards and adding him as the administrator of the Peoples Bank account. Board Member Baker seconded the motion.

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

Office Manager Bolton presented a quote from Data Plus Security for \$1,690.85 to repair the drive through speaker. Board Member Warren made a motion to approve the quote for \$1,690.85 to repair the drive through speaker, Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

The Board discussed the number of adjustments a customer should be eligible for per year. Chairman Willaims asked if a customer had a continuous leak and if they did not resolve the leak should the Board make multiple adjustments. Board Member Baker made a motion to only adjust an account twice a year, seconded by Board Member Warren. Attorney McWhorter suggested reviewing each case before making the adjustment. After some discussion, Board Member Baker withdrew his motion and Board Member Warren withdrew his second and the Board decided to review each case before making the adjustment.

Board Member Warren asked Office Manager Bolton about the threat that was made on the office. Office Manager Bolton stated according to the conversation he understood the customers' words as a threat to blow up the office. He also stated that the customer in question had made multiple threats to do bodily harm to the employees of the Utilities Board of the Town of Cedar Bluff. The Board asked Office Manager Bolton to produce a safety plan to prevent harm from coming to the employees.

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

Motion Carried (5-0)

Aye: Pickelsimer, Williams, Warren, Higgins, Baker

Nye: None

Abstained: None

The meeting was adjourned at 5:42 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date