



Tuesday June 27, 2023
Fairlawn Sewer Authority Board of Directors Meeting

1. Welcome and call to order

Subject: Confirmation of a Quorum

Type: Information

A majority of members (3 out of 5) must be in attendance to qualify as a quorum of the Board

2. Approval of the agenda

Subject: Revisions to the agenda

Type: Procedural

All revisions to the published agenda are to be registered and approved prior to discussion

3. Citizen comments

Subject: Citizen comments

Type: Procedural

The Fairlawn Sewer Authority welcomes and appreciates comments and suggestions from the public regarding issues of concern to the Authority.

4. CONSENT ITEMS 5, 6 and 7

5. Approval of minutes

Subject: Review of minutes from monthly meeting

Type: Decision

Suggestion: Approval of minutes from May 23, 2023 Board meeting

6. Financial matters

Subject: Review of monthly statement of revenues and costs

Type: Decision

Suggestion: Approval of financial statement

Subject: Review of customer account status with influence of delinquency

Type: Decision

Suggestion: Approval of account status

Subject: Review of budget performance

Type: Decision

Suggestion: Approval of budget status

7. Informational items

Subject: PSA work hours
Topic: Information
No activity report is available

Subject: PFRWA notice of communication responsibility
Topic: Information

Subject: FSA included in county term contract for engineering services
Topic: Information
Subject: Fairlawn Avenue project is completed and payment rendered
Topic: Information

Subject: Feedback from Montgomery County contact – Joe to update with findings
Topic: Information

8. Action items new business

Subject: Presentation of audit findings from Mr. Gordon Jones
Topic: Discussion and decision
Suggestion: Decision

Subject: Request for a closed session pursuant to § 2.2-3711.A.1. of the Code of Virginia: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body

- Compensation

Subject: Return to Open Session. Closed sessions allow the Fairlawn Sewer Authority Board of Directors to discuss items that would be of disadvantage if discussed in public including personnel matters, property acquisition or disposition, prospective industry and legal matters. The specific topic for which an executive session has been called are included in the resolution entering into each executive session.

Subject: Certification of Executive Session. WHEREAS, the Fairlawn Sewer Authority Board of Directors of Fairlawn, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by the Fairlawn Sewer Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Fairlawn Sewer Authority Board of Directors of Fairlawn, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Fairlawn Sewer Authority Board of Directors.

Subject: What actions may be undertaken along activity plan for Hickman Cemetery Road
Topic: Discussion and decision
Suggestion: Decision

Subject: Define activity plan for Walnut, Rose, and Pine streets based upon CCTV results
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Approval of rate revisions presented in public hearing
Topic: Discussion and decision
Suggestion: Decision

Subject: Approve FY23/24 budget
Topic: Discussion and decision
Suggestion: Decision



FSA draft budget rev.
8.xlsx

Subject: Develop a list of potential board members
Topic: Discussion and decision
Suggestion: Decision

Subject: Board member input regarding IT business solution providers re: operating system
Topic: Discussion and decision
Suggestion: Decision

Subject: Use our invoice to sell advertising space
Topic: Discussion and decision
Suggestion: Decision

10. Attorney's comments

11. To do listings (highlighted items are being worked on currently)

- a. Eliminate fax lines at bookkeeping service – replace with Email-to be implemented by year's end – Board responsibility
- b. Investigate costs to provide auto fill forms on our website – Joe – in progress
- c. Remove brush and trees along Madison and retreat with root control – 4th quarter
- d. CCTV Walnut, Rose, and Pine streets – inspection performed – identify activity plan

12. Additional items for future consideration

- a. Brooklyn Road sewer extension
- b. Hickman sewer extension
- c. Define project actions Rt. 114 and Fairlawn Avenue – on hold
- d. Investigate online bill pay

13. Adjournment

The next Board meeting is July 25, 2023

Fairlawn Sewer Authority Board of Directors
Term Information:

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2023
Gerald T. (Tom) Lillard	October 31, 2024
James R. (Randy) Miles	August 31, 2023
Dennis L. Setliff	December 31, 2024
Joseph L. Sheffey	May 31, 2025

Note: Board of Directors are appointed by the Pulaski County Board of Supervisors. Terms on the Board are for three years and there are no term limits.

Pulaski County Sewerage Authority D.B.A. Fairlawn Sewer Authority