



**Tuesday November 28, 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 October 24, 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

Subject: Confirmation of Board appointments  
Topic: Information

Subject: Communication regarding pump station alternative at St. Albans  
Topic: Information

Subject: Revised billing arrangement for Lynn Zeigler  
Topic: Information

Subject: Deposit return form has been posted to our website  
Topic: Information

Subject: Financial documents are with the pre-audit provider  
Topic: Information

## 8. Action items new business

Subject: Confirm Board member attendance for the year  
Topic: Discussion and decision  
Suggestion: Decision

## 9. Action items old business

Subject: Board members to provide names for the prospective member listing  
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 – 4<sup>th</sup> quarter

## 12. Additional items for future consideration

- a. Hickman sewer extension PER
- b. Define project actions Rt. 114 and Fairlawn Avenue – on hold
- c. Investigate online bill pay
- d. Walnut, Rose, and Pine streets – requote line replacements

## 13. Adjournment

**The next Board meeting is January 23, 2024**

Fairlawn Sewer Authority Board of Directors  
Term Information:

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2026
Bennett (Benny) Harp	October 31, 2024
James R. (Randy) Miles	August 31, 2026
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**