

## Fairlawn Sewer Authority Board of Directors Meeting Minutes March 28, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, March 28, 2023, at 6 p.m. in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Tom Lillard, Vice Chair; Mr. Randy Miles; Mr. Joseph Sheffey and Mr. Christopher Stafford. Mr. Miles left the meeting at 6:43 p.m.

Staff members participating remotely included Ms. Ashley Edmonds, Recording Secretary.

### 1. Welcome, Call to Order and Confirmation of A Quorum

Mr. Setliff welcomed all present and called the March 28, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:02 p.m.

A quorum was confirmed with five (5) members present.

### 2. Approval of the Agenda

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board accepted the March 28, 2023, agenda as presented.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.  
Voting No: None.

### 3. Citizen Comments

There were no citizen comments.

### 4. Items of Consent

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved all Items of Consent to include the minutes from the February 28, 2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of February 2023, the Delinquency Reports, the review of the current Budget Status and PSA work hours.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.  
Voting No: None.

## 5. Action Item (New Business)

### A. Update Renter Deposit to Service Deposit and Revise Scope

On a motion by Mr. Miles, second by Mr. Lillard and carried, the Board approved the following update to service deposit to include in the public hearing advertisement - The Fairlawn Sewer Authority requires a deposit for all new customers requesting service. All applications for service must include a deposit of \$75.00 for residential customers and \$100.00 for commercial customers and require the deposits are paid prior to commencement of service. The service deposit will be returned to each customer after establishment of a continuous twelve (12) month period of full invoice payment received on or prior to the invoice due date. Customers will need to submit a written request to Fairlawn Tax and Bookkeeping Service. The service deposit will be returned as a credit against the next month's invoice. Failure to sustain credit worthiness will result in reapplication of the service deposit.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

### B. Revise Late Payment Penalty Fees

On a motion by Mr. Lillard, second by Mr. Stafford and carried, the Board approved advertisement of the following revision to late payment penalty fees: Late payment penalty fees for residential customers to be 10% and 15% for commercial customers. Returned check or insufficient funds fee to be \$25.00. Additional related information may be obtained from the Fairlawn Tax and Bookkeeping Service, 7351 Peppers Ferry Boulevard, Fairlawn, Virginia or by calling (540) 633-5146.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

### C. Revise Reconnection Fees

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board approved advertisement of a tiered fee structure charging increased fees for multiple disruption accounts with the following recommendation: Enable a charge of \$50.00 for reestablishment of service, a second reconnection will be charged \$100.00 with each subsequent reconnection charged at \$150.00.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

#### D. Revise Connection Fees

On a motion by Mr. Lillard, second by Mr. Miles and carried, the Board approved advertisement of proposed connection fees for residential customers at \$1,000.00 and commercial customers at \$1,500.00

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

#### E. Adopt Resolution in Support of Fee Revisions

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board adopted the Resolution Providing for Advertisement and Holding of A Public Hearing on Amended Sewage Rates of the Pulaski County Sewerage D/B/A Fairlawn Sewer Authority.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Stafford.

Voting No: None.

Absent: Mr. Miles.

### **RESOLUTION PROVIDING FOR ADVERTISEMENT AND HOLDING OF A PUBLIC HEARING ON AMENDED SEWAGE RATES OF THE PULASKI COUNTY SEWERAGE AUTHORITY D/B/A FAIRLAWN SEWER AUTHORITY**

**WHEREAS**, as provided in Section 15.2-5136 of the Code of Virginia, 1950, as amended, water and waste authorities may adjust, from time to time, rates charged for services rendered after due advertisement and the holding of a public hearing on such topic; and

**WHEREAS**, the Pulaski County Sewerage Authority d/b/a Fairlawn Sewer Authority has determined through its Board of Directors to hold a public hearing on the preliminary rate schedule, set forth below, and schedule said hearing for May 23, 2023, at 6:00 p.m.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PULASKI COUNTY SEWERAGE AUTHORITY D/B/A FAIRLAWN SEWER AUTHORITY:**

**1. A public hearing will be held on the rate schedule set forth below on May 23, 2023, at the Pulaski County Innovation Center, New River Room at 6:00 p.m. and the advertisement of same is hereby approved.**

**2. Preliminary Rate Schedule: the following preliminary rate schedule is hereby approved for advertisement:**

- Residential - base rate remains unchanged. The incremental rate changes from \$2.00 to \$3.00 per 1,000 gallons.
- Commercial - base rate remains unchanged. The incremental rate changes from \$5.00 to \$6.00 per 1,000 gallons.
- Effective Date of New Rates: Upon approval, the rate revisions will be implemented with the July bills.

### **3. Revise sewer reconnection fees that result from delinquency resulting in temporary service interruption.**

- Adopt a tiered fee structure charging increased fees for multiple disruption accounts

### **4. Increase late payment fees**

- Residential late fee is increase to 10%
- Commercial late fee to increase to 15%
- Returned check and insufficient fund to increase to \$25.00

### **5. Implementation of updated service deposit requirements and application of same.**

- All new applications for sewer service will require a service deposit
- Service deposits will be returned after a 12 month period of on-time payment

### **6. Simplify connection fee structure and revise fees**

- Residential connection fees revised from \$500 minimum to a flat \$1,000.
- Commercial connection fees revised from \$500 minimum to a flat \$1,500.

**7. Effective Date:** This Resolution to approve public hearing and advertise shall take effect immediately.

## **CERTIFICATION OF ADOPTION**

The aforementioned Resolution was adopted by a majority of the Members of the Authority during open meeting at the Authority's regular meeting held on March 28, 2023, by the following votes:

**AYES:** Mr. Lillard  
Mr. Stafford  
Mr. Sheffey  
Mr. Setliff

**NAYS:** None

**ABSTENTIONS:** None

**ABSENT:** Mr. Miles

#### F. Approve Publication Plan

On a motion by Mr. Lillard, second by Mr. Stafford and carried, the Board authorized publication of an advertisement of a public hearing to be held on May 23, 2023, concerning the proposed schedule of rates, fees and charges in The Patriot and The Southwest Times.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Stafford.

Voting No: None.

Absent: Mr. Miles.

#### G. Provide Input Into Budget Plan

The Board members reviewed and provided input into the proposed FY 24 budget.

#### H. Define Action Plan for Madison Street

The Board will request informal quotes for relining or replacing pipe on Madison Street.

### 6. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

### 7. Informational Items

A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for February 2023. It was noted the number of work hours were higher than previous months due to efforts to eliminate tree roots on Lee Avenue.

B. PCB Test Results

The Board reviewed information regarding the latest PCB test results; the probable source of PCBs is creosote.

8. Attorney Comments

No comments.

9. To Do Listing

A. Review Invoice Mailing Options

Implementation Phase.

B. Replace Fairlawn Avenue Line Segment

Waiting on contractor.

C. Add Service Deposit Requirements to Invoice

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

D. Walnut Line Replacement Tree Roots

Retreated.

E. Madison Avenue Tree Roots

Consider relining or replacing line due to tree roots.

F. Investigate Auto Form Fill

No report.

G. Investigate Online Bill Pay

No report.

Note: Mr. Setliff asked Mr. Sheffey to review the Authority's website for accuracy in content and photos.

## 10. Adjournment

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board adjourned its March 28, 2023, meeting.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Stafford.

Voting No: None.

Absent: Mr. Miles.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, April 25, 2023, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.

