

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
November 28, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, November 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. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford. Absent: Mr. Joseph Sheffey.

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

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

Mr. Setliff welcomed all present and called the November 28, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with four (4) members present. Mr. Sheffey was absent.

Mr. Setliff welcomed Mr. Benny Harp to the Fairlawn Sewer Authority Board of Directors. Mr. Harp was appointed to the Board by the Pulaski County Board of Supervisors at their November 20, 2023, meeting to serve the remainder of Mr. Lillard's term which expires on October 31, 2024.

Mr. Setliff also congratulated Mr. Chris Stafford on his reelection to the Pulaski County Board of Supervisors representing the Cloyd District. Mr. Stafford was also reappointed to the Fairlawn Sewer Authority Board of Directors by the Pulaski County Board of Supervisors at their November 20, 2023, meeting. Mr. Stafford's term will expire on October 31, 2026.

2. Approval of the Agenda

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board accepted the November 28, 2023, agenda, with the modification and addition of:

- Removal of Approval of Minutes from October 24, 2023, from Items of Consent
- Action Items Old Business, B. St. Alban's Pump Station Recommendation

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford.

Voting No: None.

Absent: Mr. Sheffey.

3. Citizen Comments

There were no citizen comments.

4. Minutes

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board approved the minutes from the October 24, 2023, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

Abstain: Mr. Harp.

5. Items of Consent

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board approved the Financial Statements for October 2023, the Delinquency Report and the review of the current Budget Status.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford.

Voting No: None.

Absent: Mr. Sheffey.

6. Action Item (New Business)

A. Confirm Board Member Attendance for the Year 2023

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board confirmed its members' meeting attendance for the year 2023.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford.

Voting No: None.
Absent: Mr. Sheffey

The Recording Secretary will update the form with November's attendance record and send it to Mr. Setliff (Chair) for processing.

7. Action Items (Old Business)

A. Board Members to Provide Names for Prospective Member Listing

The Board members discussed succession planning. Mr. Setliff reminded the Board to send the Recording Secretary recommendations for prospective members.

B. St. Albans Pump Station Recommendation

The Board authorized Mr. Setliff, Chair, to send correspondence to SHAH to request a response to the Authority's St. Albans pump station recommendation by January 1, 2024.

8. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for October 2023 were reviewed.

B. Confirmation of Board Appointments

The Board members reviewed letters of appointment and reappointment for Mr. Harp and Mr. Stafford.

C. Communication Regarding Pump Station Alternative at St. Albans

The communication regarding pump station alternative at the former St. Albans has been sent. No response from SHAH Development has been received.

D. Revised Billing Arrangement for Lynn Zeigler

The Board reviewed the revised billing arrangement for Lynn Zeigler's delinquent account. There were no questions and the Board concurred with the arrangement.

E. Deposit Return Form Has Been Posted to Our Website

Mr. Setliff advised that the deposit return form has been posted to the Authority's website.

F. Financial Documents Are with the Pre-Audit Provider

Mr. Setliff advised that the financial documents are with McMillion & McMillion, PC, the pre-audit provider.

9. Attorney Comments

No comments.

10. To Do Listing

A. Eliminate Fax Lines at Bookkeeping Service

Replace with email to be implemented by years end (Board's responsibility)

B. Investigate Costs to Provide Auto Fill Forms on Authority's Website

Mr. Sheffey (In Progress)

C. Remove Brush and Trees Along Madison and Retreat with Root Control

4th Quarter

Items for Future Consideration

A. Hickman Sewer Extension PER

No report.

B. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

C. Investigate Online Bill Pay

Mr. Setliff' s responsibility (ongoing).

D. Walnut, Rose and Pine Streets

Re-quote line replacements.

11. Adjournment

Mr. Setliff advised that he sent electronic calendar invitations for the 2024 Authority's Board meetings for members to accept.

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its November 28, 2023, meeting.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford.

Voting No: None.

Absent: Mr. Sheffey.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, January 23, 2024, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.