

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
October 25, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, October 25, 2022, 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. Randy Miles, Vice Chair; Mr. Adam Hall, Mr. Joseph Sheffey and Mr. Tom Lillard.

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

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

Mr. Setliff welcomed all present and called the October 25, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:02 p.m.

A quorum was confirmed with four (4) members present. Mr. Miles joined the meeting during Informational Items.

2. Approval of the Agenda

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board accepted the October 25, 2022, agenda as presented.

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

Voting No: None.

Absent: Mr. Miles.

3. Citizen Comments

There were no citizen comments. Mr. Hall suggested placing a reminder of the meeting date and times on the Authority's website and newsletters.

4. Items of Consent

On a motion by Mr. Hall, second by Mr. Sheffey and carried, the Board approved the minutes from the September 28, 2022, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Miles.

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board accepted the Financial Statements for the month of September 2022, the Delinquency Reports and the review of the current Budget Status.

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

Voting No: None.

Absent: Mr. Miles.

Mr. Setliff advised that ten (10) residential customers had been identified for termination of service for non-payment with no commercial cutoffs.

## 5. Action Item (New Business)

### A. First Bank Lockbox Proposal

On a motion by Mr. Lillard, second by Mr. Hall and carried, the Board authorized obtaining a quote from First Bank & Trust for lockbox service.

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

Voting No: None.

### B. Review Rate and Penalty Structures

The Board reviewed and compared the current rates and amounts for deposits, returned check fees, penalties and return check fees for the Authority with those in surrounding areas. The Board concurred that when it was time to adjust rates, it would look to include a percentage penalty (suggested 10%).

### C. Review Quote for Customer Newsletter

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board approved the quote provided by Wordsprint for the customer newsletter.

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

Voting No: None.

A draft of the newsletter will be presented to the Board at its November 22, 2022, meeting.

## 6. Action Items (Old Business)

### A. Review Draft Position Profile Status Responses

No responses have been received from the Indeed posting. The position profile will be included in the customer newsletter.

### B. Review Information Related to Printing Services

Revisions of the proposed contract sent to Mr. Durbin; awaiting feedback.

## 7. Informational Items

### A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for September 2022.

### B. Status of the Renter Deposit Project Activity

Mr. Setliff advised that Mr. Durbin will be providing feedback on concerning the return of deposits and the Bookkeeping Service will provide a quote on the work required for deposits.

### C. VACORP Final Response to Our Audit

The Board reviewed VACORP's response to the Authority's 2021-2022 Workers' Compensation insurance audit.

### D. Lien Is Being Filed for 6504 Annie Akers Road

Mr. Setliff updated Board members on the status of filing of a lien against the property at 6504 Annie Akers Road.

### E. Fairlawn Avenue Project Remains A Minimum of Two Weeks From A Start Date

Mr. Setliff reported a delay to the start date of the Fairlawn Avenue

project as preferred laborers who are familiar with the sewer system are working on other H.T. Bowling projects.

F. All Pump Stations Are Updated to Wireless Auto-Dialers

As of October 19, 2022, the last pump station was disconnected from Verizon landline service.

8. Attorney Comments

No comments.

9. To Do Listing

A. Review Invoice Mailing Options

Green postcard invoices will be exhausted in February/March 2023.

C. Define Project Actions Route 114 and Fairlawn Avenue

Started.

D. Require Auto Draft for Delinquent Account Holders

Started.

E. Replace Fairlawn Avenue Line Segment

Waiting for start date from H.T. Bowling; preparing letters to send.

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Walnut Line Replacement Tree Roots

Retreated.

D. Madison Avenue Replacement Tree Roots

Retreated.

E. Find Water Meter at Brooklyn Location

No report.

F. Investigate Auto Form Fill

No report.

G. Investigate Online Bill Pay

No report.

10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board adjourned its October 25, 2022, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, November 22, 2022, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.

