

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
October 24, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, October 24, 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. Randy Miles, Mr. Christopher Stafford and Mr. Joseph Sheffey (arrived at 6:06 p.m.).

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 October 24, 2023, 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.

2. Approval of the Agenda

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board accepted the October 24, 2023, agenda, with the addition of:

- Action Items New Business, D. Request for Approval of Audit Funding

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

Voting No: None.

Absent: Mr. Sheffey.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved the minutes from the September 26, 2023, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Abstain: Mr. Stafford.

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

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

Voting No: None.

## 5. Action Item (New Business)

### A. Approve Draft Deposit Return Form Plus Publication to Our Homepage

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved the draft deposit return form and its publication to the Authority's website/homepage.

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

Voting No: None.

### B. Approve Draft Newsletter for Production with November Invoices

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the draft newsletter and its production with the November invoices.

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

Voting No: None.

### C. Board Members to Define Their Plans for for Next Year's Board Chairperson

If nominated, Mr. Setliff agreed to serve as Board Chairperson for the first three (3) months of 2024. A workable plan regarding the Board Chairperson position is to be developed.

### D. Request for Approval of Audit Funding

The total cost for audit services is \$11,600.00. (\$3,100.00: McMillion &

McMillion, PC and \$8,500.00: Robinson Farmer Cox Associates)

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved the audit service costs at \$11,600.00 and adjustment to the budget.

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

Voting No: None.

## 6. Action Items (Old Business)

### A. Delete Invoice Advertising Due to Lack of Demand

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board authorized deletion of invoice advertising due to lack of demand.

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

Voting No: None.

## 7. Informational Items

### A. PSA Work Hours

The PSA Work Hours reports for September 2023 were reviewed.

### B. Communication Regarding Pump Station Alternative at St. Albans

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

## 8. Attorney Comments

No comments.

## 9. 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

No report.

D. Walnut, Rose and Pine Streets

Re-quote line replacements

10. Adjournment

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board adjourned its October 24, 2023, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet 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.

