

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
September 28, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Wednesday, September 28, 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 September 28, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:08 p.m.

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

2. Approval of the Agenda

On a motion by Mr. Hall, second by Mr. Lillard and carried, the Board accepted the September 28, 2022, agenda with the following modification:

- Action Items Old Business Scheduling with Mr. Guthrie RE: RESOLUTION PRESENTATION

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

Voting No: None.

3. Citizen Comments

There were no citizen comments. Mr. Setliff advised the Board that he and Mr. Miles delivered sandwiches and vegetable trays to the Celebration of Life Service for Mrs. Peggy Dehart (Mr. Kyle Dehart is a former Board member of the Authority).

4. Items of Consent

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved the minutes from the August 23, 2022, Fairlawn Sewer Authority Board of Directors meeting. all items of consent presented.

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

Voting No: None.

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

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

Voting No: None.

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. Actions Required to Revise A Term Limit

On a motion by Mr. Miles, second by Mr. Lillard and carried, the Board withdrew any plans or action(s) required to revise a term limit.

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

Voting No: None.

6. Action Items (Old Business)

A. Review Draft Position Profile

The Board reviewed the draft position profile. Mr. Hall mentioned the absence of education requirements and the Board edited the profile to include the following statement: “education or equivalent experience preferred; high school diploma required”. Mr. Lillard questioned whether a criminal background and driver’s license check along with a mandatory drug test would be required. The Board decided to proceed with inclusion of these items in position profile. The discussed pay and benefits for the position and where to advertise the posting of the profile.

On a motion by Mr. Lillard, second by Mr. Hall and carried, the Board approved to advertise the position profile at pay range at \$11,000.00 - \$14,000.00/ a year.

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

Voting No: None.

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board accepted the draft position profile to advertise on Indeed to include the following items: education or equivalent experience preferred; high school diploma required and a criminal background and driver's license check along with a mandatory drug test would be required.

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

Voting No: None.

B. Define Next Steps RE: MAILINGS

The Board discussed the increase of the rates for First Class postage.

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board accepted the quote submitted by Wordsprint.

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

Voting No: None.

Mr. Setliff will notify Wordsprint (Mr. Bill Gilmer) of the Board's revisions to the invoice, advise of the five (5) to six (6) month leeway to exhaust the Authority's current green card supply and inform of the Board's decision to use green envelopes for five (5) to six (6) months. Mr. Gilmer and Mr. Durbin, the Authority's attorney, will work to structure a contract for services.

Mr. Setliff will also communicate these changes to the Bookkeeping Service.

C. Define Next Steps for Repair Focus

The Board determined the next steps for repair focus as completing the Fairlawn Avenue project, observing rainfall amounts and event impacts along with building revenue.

D. Scheduling with Mr. Guthrie RE: RESOLUTION PRESENTATION

Mr. Sheffey will draft a letter to mail with the Resolution to Mr. Guthrie.

7. Informational Items

A. PSA Work Hours

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

B. Status of the Renter Deposit Project Activity

The Board reviewed the report regarding the status of the renter deposit project activity.

C. Grease Trap Summary Information

The Board reviewed the grease trap summary information. Hardees and Pizza Hut have been assessed fines.

D. Fairlawn Avenue Project Mailing List

Two hundred and four (204) residents were sent letters regarding the Fairlawn Avenue project. Per H.T. Bowling, the start date for the project is in two (2) to three (3) weeks. Lee Bentley with Pulaski County will check in on construction (with approval from Jared Linkous, County Engineer, Pulaski County).

E. FY 23 Insurance Has Been Approved

The FY 23 Insurance has been approved and paid.

8. Attorney Comments

No comments.

9. To Do Listing

A. Change Pump Stations to Wireless

Auto dialer has arrived; however, it has not been installed.

B. Review Invoice Mailing Options

Mr. Setliff will notify Wordsprint (Mr. Bill Gilmer) of the Board's revisions to the invoice, advise of the five (5) to six (6) month leeway to exhaust the Authority's current green card supply and inform of the Board's decision to use green envelopes for five (5) to six (6) months. Mr. Gilmer and Mr. Durbin, the Authority's attorney, will work to structure a contract for services.

Mr. Setliff will also communicate these changes to the Bookkeeping Service.

C. Define Project Actions Route 114 and Fairlawn Avenue

Started.

D. Implement Corrective Actions Resulting from FY21 Audit Summary Findings

Started.

E. Require Auto Draft for Delinquent Account Holders

Started.

F. Replace Fairlawn Avenue Line Segment

Started.

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. Hall, second by Mr. Lillard and carried, the Board adjourned its September 28, 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, 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.

