

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
August 22, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, August 22, 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. Joseph Sheffey and Mr. Christopher Stafford. Absent: Mr. Tom Lillard, Vice Chair.

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 August 22, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

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

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board accepted the August 22, 2023, agenda, as presented.

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

Voting No: None.

Absent: Mr. Lillard.

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 all Items of Consent to include the minutes from the July 25, 2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of July 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.

Absent: Mr. Lillard.

The Board will place an Action Item Old Business for an adjustment to the FY 2023-2024 Budget for insurance and telephone costs and to identify selected categories to modify.

5. Action Item (New Business)

A. Bid Submissions Walnut, Rose, and Lane Line Replacements

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board rejected the bid submitted by H.T. Bowling, Inc. due to financial considerations.

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

Voting No: None.

Absent: Mr. Lillard.

Mr. Setliff will draft correspondence to H.T. Bowling, Inc. and Jones and Sons for attorney review and submission by September 1, 2023.

B. First Bank Credit Card Activity

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board authorized discontinuing offering payment by credit card at First Bank & Trust effective January 1, 2024.

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

Voting No: None.

Absent: Mr. Lillard.

6. Action Items (Old Business)

A. St. Albans Alternative Sewer Line Documents

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board authorized offering Shah Development payment of one half of the cost of pipe at approximately \$67,000.00 and engineering documentation for construction of the project with total not to exceed \$100,000.

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

Voting No: None.

Absent: Mr. Lillard.

B. Secure Volunteer Responsible for Budget, Financial Report and Delinquency Activity

No action taken; item to be considered at the September 26, 2026, Board meeting.

C. Board Member Feedback Regarding IT Business Solution Providers RE: OPERATING SYSTEM

Mr. Sheffey and Mr. Stafford will meet with Town of Dublin representatives to review their IT Business Solution/Operating System.

D. Use Our Invoice to Sell Advertising Space

The Board authorized sending the drafted correspondence regarding the sale of advertising space on the back of the Authority's invoice to local businesses.

7. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for July 2023 were reviewed.

B. Presbyterian Church Billing Concern

Mr. Setliff provided an update on the resolution of a concern regarding the Presbyterian Church and its manse.

C. Plans Are Submitted for Comment for the Dudley Ferry Housing Addition

The Board reviewed the plans for the Dudley Ferry Housing Addition and had no comment for submission.

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

D. CCTV Walnut, Rose and Pine Streets

August meeting; Authority has responses to RFP/RFQ to review

Items for Future Consideration

A. Hickman Sewer Extension PER

No report.

B. Define Project Actions Route 114 and Fairlawn Avenue

No report.

B. Investigate Online Bill Pay

No report.

10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board adjourned its August 22, 2023, meeting.

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

Voting No: None.

None: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, September 26, 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.

