

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
January 28, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, January 28, 2025, at 6 p.m. in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Benny Harp; Mr. Randy Miles; Mr. Joseph Sheffey; and Mr. Christopher Stafford.

Staff members participating included Mr. Theodore “TJ” Cox, Superintendent and Ms. Ashley Edmonds, Recording Secretary.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the January 28, 2025, 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.

Approval of Minutes

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board approved the minutes from the November 26, 2024, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Announcements by Staff

Mr. Setliff will abstain from future votes involving First Bank & Trust in an effort to avoid any impropriety or conflict of interest. Mr. Setliff declared he and his wife recently placed investments with First Bank & Trust.

Ms. Edmonds confirmed receipt of each Board members Financial Disclosure Statement.

Citizen Comments

There were no citizen comments.

## 2. Information Points

### Dunkin Donuts

Per an email received from James Taylor, P.E., MASCE, Civil/LA Department Head/Vice President, Balzer & Associates, the project has been delayed and is on hold.

### Sweeney Payment Plan

The Sweeneys continue to make their monthly payments.

### Mark Wiley Response

Mr. Setliff reviewed the response received from Mark Wiley regarding delinquencies at Schooler Hill Apartments.

### Overpayment of Board Members

Mr. Setliff advised of an overpayment given to Board members.

### Hickman Cemetery and Belspring Road Funding

Hickman Cemetery and Belspring Road Federal funding submissions will be decided in early 2025.

### ACH Customers Update

164 ACH customers totaling \$7,348.35

### Pizza Penalty Reversal

Penalties regarding grease trap non-compliance totaling \$6,400.00 were removed from Pizza Hut's account.

### PFRWA Appointments (FSA)

Mr. Stafford was appointed as the member and Mr. Sheffey, the alternate for the Peppers Ferry Regional Wastewater Treatment Authority Board of Directors representing the Fairlawn Sewer Authority.

### 3. Action Matters

#### Election of Board Chair

Mr. Harp nominated Mr. Setliff as Chair. Mr. Sheffey seconded the nomination. Mr. Setliff accepted the nomination. Nominations were closed.

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

Voting No: None.

Abstain: Mr. Setliff.

#### Election of Board Vice Chair

Mr. Miles nominated Mr. Harp. Mr. Harp declined. Mr. Harp nominated Mr. Stafford. Mr. Stafford declined. Mr. Harp nominated Mr. Miles. Mr. Miles declined. There were no further nominations and action on the matter was tabled.

#### Confirmation of 2025 Meeting Dates

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board confirmed the 2025 meeting dates as submitted.

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

Voting No: None.

#### Approval of Rose Bid Award

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the bid as submitted by Premier Group limited for the Rose project (\$259,791.00).

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

Voting No: None.

Reese Williams, Project Manager, advised of tentative start date of mid-February.

#### Q1 2025 Newsletter

The Board approved the development of a Q1 2025 newsletter focused on the Walnut and Rose projects.

#### Thank You Board of Supervisors Correspondence

The Board approved sending a thank you letter to the Board of Supervisors upon repayment of the loan.

#### Strategy Discussions

The Board reviewed the January 2025 strategic plan document and mission statement provided. Approval of the mission statement to be considered at the February 25, 2025, meeting.

#### 4. Superintendent's Report

The Board reviewed the Superintendent's activity reports for November - December 2024.

#### 5. Attorney Comments

None.

#### 6. Administrative Reports

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved the Customer Status/Delinquency Reports, Financial Statements for November and December 2024 and the current Budget status (with an adjustment of \$1,797.00).

#### 7. Consideration of Matters Presented by Members

None.

#### 8. Closed Meeting (If Required)

None required.

#### 9. Next Meeting Date

Tuesday, February 25, 2025, at 6 p.m.

#### 10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board adjourned its January 28, 2025, meeting.

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

Voting No: None.

Absent: Mr. Miles.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, February 25, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.

#### To Do Listing (Highlighted Items Are Being Worked on Currently)

- Walnut - Bid award has occurred; post bid conference to be held followed by a notice to proceed.

#### Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Extension - On hold.
- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages