

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
October 22, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, October 22, 2024, 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. Christopher Stafford and Mr. Joseph Sheffey (arrived at 6:37 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 22, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

A quorum was confirmed initially with four (4) members present. Mr. Sheffey arrived at 6:37 p.m.

2. Approval of the Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board accepted the October 22, 2024, agenda as presented.

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

Voting No: None.

Absent: Mr. Sheffey.

3. Citizen Comments

None.

4. Executive Session

Executive Session Pursuant to §2.2-3711. A.1. of the Code of Virginia

Mr. Setliff advised an Executive Session was held to discuss the following:

An Executive Session is requested pursuant to §2.2-3711. A.1. of the 1950 Code of Virginia, as amended: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, regarding:

- Interview session with prospective employees

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Fairlawn Sewer Authority Board of Directors entered into Executive Session.

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

Voting No: None.

Absent: Mr. Sheffey.

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Fairlawn Sewer Authority Board of Directors returned to Open Session.

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

Voting No: None.

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Fairlawn Sewer Authority adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Fairlawn Sewer Authority Board of Directors of Fairlawn, Virginia, as convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, §2.2-9712(D) of the Code of Virginia requires a certification by the Fairlawn Sewer Authority Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, the Fairlawn Sewer Authority Board of Directors of Fairlawn, Virginia hereby certifies to the best of each members'

knowledge (i) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

## 5. Items of Consent

### Approval of Minutes

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved the minutes from the September 24, 2024, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

### Financial Matters

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the Financial Statements for September 2024, the Customer Account Status/Delinquency Reports and the current Budget Status.

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

Voting No: None.

## 6. Informational Items

Mr. Miles advised of a second overflow on South Drive. Mr. Setliff will reach out to PSA maintenance for an update and will share the results with the Board.

### A. PSA Work Hours

The PSA Work Hours report for September 2024 were not available for review.

## B. Harp Reappointment

Mr. Setliff advised of Mr. Harp's reappointment (three-year term to expire October 31, 2027) to the Fairlawn Sewer Authority's Board of Directors

## C. PFRWA Hurricane Helene Response Timeline

The Board was provided with Peppers Ferry Regional Wastewater Treatment Authority's Hurricane Helene Timeline and Emergency Response Actions.

## D. Notice to Nesselrod Owners to Apply for Service

The Board discussed second communication to Brittany & Joe's Property LLC to advise of the need to apply for service to avoid termination of water.

## E. Communication RE: RAMSEY DELINQUENT ACCOUNT

Correspondence sent and no response received from the Ramseys regarding the status of the delinquent account.

## F. SPDA Audit Requirement Has Been Met

Mr. Stafford assisted and completed the SPDA audit requirement for the Authority.

## 6. Action Items (New Business)

### A. Decide Next Step to Fill Vacancy

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board authorized the offer of the System Superintendent (part-time) position to Mr. Theodore (TJ) Cox with a start date of November 4, 2024.

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

Voting No: None.

### B. Review VACORP System Evaluation

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized Mr. Setliff to execute the VACORP property valuation report.  
Voting Yes: Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Sheffey, Mr. Stafford.  
Voting No: None.

## 7. Action Items (Old Business)

### A. Walnut Bid Recommendation

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the award the Walnut Sewer Improvements project to the Premier Group for \$242,510.00.

Voting Yes: Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Sheffey, Mr. Stafford.  
Voting No: None.

### B. Rose Project Costs to Take to Bid

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board authorized Thompson and Litton to prepare bid documents for Rose project.

Voting Yes: Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Sheffey, Mr. Stafford.  
Voting No: None.

## 8. Attorney Comments

None.

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

A. Walnut, Rose and Pine Streets - Action taken under Action Items (Old Business) for Walnut and Rose sewer projects.

B. Hire a Superintendent - Action taken under Action Items (New Business)

## 10. Additional Items for Future Consideration

A. Define Project Actions Route 114 - On hold.

B. Auto Fill Forms - No report.

- C. Hickman Cemetery Extension PER - On hold.
- D. Belspring Estates Installation Project - On hold.
- E. Brooklyn CCTV investigation
- F. Brandon line blockages

#### 11. Adjournment

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board adjourned its October 22, 2024, meeting.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Sheffey, Mr. Stafford.  
Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, November 26, 2024, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.