

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

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, October 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. Kenny Bratton; Mr. Benny Harp; Mr. Randy Miles; Mr. Dennis Setliff, Chair 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 October 28, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:09 p.m.

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

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the agenda with the addition of #3. Action Matters, Shentel Internet.

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

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the September 23, 2025, meeting of Fairlawn Sewer Authority Board of Directors.

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

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Board reviewed Public Service Authority work hours for September 2025.

The Board also reviewed the following items:

- Website domain costs have been paid for the next five (5) years
- Asphalt has been repaired at the Rural King manhole site
- Bulk mailing costs have been temporarily increased
- Two (2) additional homes are being built in the River Trail Ridge development
- Aaron's no longer has a store in Fairlawn. The space is being renovated by an existing lessee (ProComm)
- There has been no communication received regarding settlement of the Sweeney account
- An invoice (in the amount of \$13,900 - approximately) meant for the Pulaski County Public Service Authority was inadvertently sent to and paid by the Fairlawn Sewer Authority. The Pulaski County Public Service Authority (PSA) will tender reimbursement.

3. Action Matters

Shentel Internet

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized installation and selection of Shentel's Commercial internet service (Installation cost: \$100.00; Router Rental: \$12/month; Plan B: \$85/month).

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

Voting No: None.

Mr. Setliff advised the installation times in this area are one (1) to (2) weeks.

Approve Thompson & Litton Project Costs for Manhole Replacement Behind Shentel

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved payment of \$4,000.00 to Thompson & Litton for Manhole Replacement (behind Shentel) project costs.

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

Decision of What Direction We Will Take with Invoice Publication

On a motion by Mr. Bratton, second by Mr. Stafford and carried, the Board authorized proceeding with DocuSend for invoice publication.

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

Decide the Implementation Date of the Quikwater Solution

On a motion by Mr. Bratton, second by Mr. Harp and carried, the Board approved training to be conducted in November, December 2025 and January 2026, with live production to begin with the January 2026 invoices.

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

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for September 15 - October 21, 2025.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Financial Statement for September 2025, the current Budget status through September 2025 and committed balance as of October 2025.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, November 25, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Facility, 7797 Mason Street, in Fairlawn, Virginia.

10. Adjournment

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

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

Voting No: None.

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

- Further reduce operating costs
- Replace the current operating system within the bookkeeping service
- Customer Comment Related to Property Drainage Along Walnut Avenue
- Replace the Manhole Behind Shentel

Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Sewer Extension - On hold.

- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages
- Investigate VOIP for Bookkeeping Service