

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
September 24, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, September 24, 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. Joseph Sheffey; Mr. Christopher Stafford.

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 September 24, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

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

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board accepted the September 24, 2024, agenda with the following additions:

- #5. Informational Items E. Overflow at Intersection of Ridge Road & South Drive
- #9. To Do Listing C. Define Level of Grant Funding Is Available to FSA

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

Voting No: None.

3. Citizen Comments

None.

4. Items of Consent

Approval of Minutes

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the minutes from the August 27, 2024, Fairlawn Sewer Authority Board of Directors meeting with correction.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, 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 August 2024, the Customer Account Status/Delinquency Reports and the current Budget Status.

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

Voting No: None.

On a motion duly made, a second by Mr. Stafford and carried, the Board authorized correspondence be drafted to Randy Sweeney to present a repayment plan and for the Authority to forgive penalty and interest on the account upon acceptance of the payment plan.

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

Voting No: None.

5. Informational Items

Mr. Setliff advised of the following:

153 customers are using auto draft services to pay invoices.

A. PSA Work Hours

The Board reviewed the PSA Work Hours report for August 2024.

B. VDOT Meeting Minutes and Plans for Route 114 and Route 11 Corridors

The Board was provided the meeting minutes and plans from VDOT's meeting on Route 114 and Route 11 corridors.

C. Communication RE: RAMSEY DELINQUENT ACCOUNT

No response received concerning the correspondence sent to the Ramsey account. The Board authorized drafting additional correspondence advising of the preparation to take legal action options if a payment plan is not initiated.

Mr. Setliff advised of the initiated payment plan by the Sweeneys (\$40.00 was paid).

D. Walnut Project Has Been Rebid

The Board reviewed the advertisement for bid for the Walnut project.

E. Overflow at the Intersection of Ridge Road & South Drive/DEQ Notification

Mr. Setliff advised of an overflow at the intersection of Ridge Road & South Drive. Less than five (5) gallons was lost on September 18, 2024, at approximately 12:30 p.m. and correspondence was sent to notify DEQ.

6. Action Items (New Business)

A. Mr. Sheffey's Term on the PFRWTA Board Expires at Year End

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board recommended reappointment of Mr. Sheffey to the Peppers Ferry Regional Wastewater Treatment Authority Board of Directors to represent the Fairlawn Sewer Authority.

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

B. PFRWA Master Plan Request

Mr. Stafford advised of the Highbridge development at Heron's Landing.

C. Review Superintendent Submission

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized calling Mr. T.J. Cox to assess availability and interest and if available, schedule a virtual interview.

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

Voting No: None.

D. SPDA Audit Requirement Status

Mr. Stafford is working on completing the SPDA Audit requirements.

7. Action Items (Old Business)

A. Initiate Actions Against the Sweeney Delinquent Account

The Board reconfirmed the actions defined in the correspondence drafted to the Sweeneys.

8. Attorney Comments

None.

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

A. Walnut, Rose and Pine Streets - Bid documents have been received.

B. Hire a Superintendent

C. Define level of grant funding available to the FSA - Mr. Stafford advised of two (2) grants (SERCAP/CDBG) with \$100,000.00 total available for planning funds.

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. Miles, second by Mr. Stafford and carried, the Board adjourned its September 24, 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, October 22, 2024, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.