



# TOWN OF GLASGOW, VIRGINIA



## MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark  
Mayor

Date: November 20<sup>th</sup>, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: November 20<sup>th</sup>, 2019 Planning Commission Committee Minutes

CC: Mayor, Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the November Planning Commission Committee:

1. Call to Order – called by Chairman Bob Hinkle at 6:00 PM.
2. November 20<sup>th</sup>, 2019 Minutes

**Mr. Hinkle motioned to adopt the October 30<sup>th</sup> Meeting Minutes as presented, and Mr. Camden seconded.**

**Vote was unanimous 4-0.**

Eric Pollitt  
Town Manager  
[epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)

### Reports and Updates

Jane Higginbotham  
Sr. Administrative Assistant  
[jhigginbotham@glasgowvirginia.org](mailto:jhigginbotham@glasgowvirginia.org)

### 3. **Workshop Discussion**

Thomas Simons  
Town Attorney

#### A. Public Utilities CIP Requests

Angel Poole  
Chief of Police  
[apoole@glasgowvirginia.org](mailto:apoole@glasgowvirginia.org)

- Well 4 – Jeff presented his Well 4 study request the Commission. Jeff stated we could apply for a grant through VDH for \$35,000 for a study of the facility. This would recommend facility upgrades. CHA who did our sewer project said they would come out here for free on an initial visit then come back out to draft a report for us. This would be a small amount to pay for, then if an in-depth study is required it could be refunded by a VDH grant. Reese McClanahan asked how come we can't get a local masonry expert to look at it? Jeff indicated VDH will want a certified engineer to produce the report. Tom indicated to plan on providing funding in next year's budget then by the time it is processed, it could be implemented in FY22.

Jeff Rankin  
Wastewater Operations  
[jrankin@glasgowvirginia.org](mailto:jrankin@glasgowvirginia.org)

Chris Flint  
Public Works  
[cflint@glasgowvirginia.org](mailto:cflint@glasgowvirginia.org)

Aaron Britton - 2021  
Council Representative

Bob Hinkle - 2023  
Chairman

Tom Camden -2022  
Vice Chairman

Eric Pollitt  
Town Manager | Committee Clerk

Marty Diamond - 2020  
Resident

Reese McClanahan - 2019  
Resident



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- Well 4 Lab Equipment – This request was to replace the fluoride softener, a piece of equipment used for testing purposes. Jeff stated the equipment could be purchased and reimbursed through a VDH grant. Tom Camden and Bob Hinkle expressed the support for this request noting the grant reimbursement.
- Public Utilities Vehicle – Jeff stated the cost to replace the transmission will be more than what the vehicle is worth. He stated the \$35,000 is based off of state contract for a 4-wheel drive F-150. Jeff stated he would be satisfied with a vehicle that has 5-30k miles on it and save \$10-15k. Reese McClanahan asked about the usage of the vehicle and why not use one of the service trucks. Jeff stated that both public works employees use those which has specific public works equipment on the vehicles. It just wouldn't work logistically. Jeff stated he drives around Town to check on the wells and occasional leaks in the lines. He also takes samples up to Lexington and goes to regional conferences in Roanoke or Staunton. He doesn't take the vehicle further than that to trainings nor take it home on weekends on a regular basis. He uses his personal vehicle for weekend checks and only takes the explorer home with him if the weather might cause an emergency at the plant.
- Oxidation Ditch & Influent Bar Screen Study – This would be a study of the oxidation ditch at the waste water treatment plant (WWTP). This study would look at one of the two oxidation ditches. There are roughly 12-13 shafts & bearings that need to be replaced. The bar screen would help with the life of the pumps and check valves for the plant. This could be another study that could be reimbursed by a grant through USDA or another agency for a shorter-term loan.
- Lab Equipment - This is needed for testing for the Town to be a certified lab.

## Actions Items

### 4. New Business

#### A. CIP Ranking Discussion

Chairman Hinkle stated he would like to see more options on the vehicle. Mr. Hinkle also like the idea of purchasing the Well 4 equipment sooner rather than later because of the grant money involved. Tom Camden suggested putting money aside for the WWTP study of the plant as a whole. Then follow through the following year in implementing the study. Tom Camden and Reese McClanahan stated having CHA come out to look at Well 4 for a free look then go from there.

The Town Manager suggested to schedule a tour of the public works facilities and equipment before the next meeting.

Next Meeting: December 18<sup>th</sup>, 2019 6pm at Town Hall

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Bob Hinkle - 2023  
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