Meeting Minutes – Monday, April 27, 2026 - Bolivar Planning Commission

7 PM meeting called to order.

Members present: Barb Staats, Deb Hale, Jeffrey Staats, Dan Jimeno. Also present: Mr. Matt Anderson.

Absent: Marcelo Morinigo.

Approval of Minutes (from February 2, 2026, Meeting). Jeff made the first motion to approve the meeting minutes as written; Dan seconded the motion. All members approved.

New Business:

1. **Introducing Matt Anderson, building inspector**
   Mr. Anderson introduced himself as head of the small engineering company based in Brunswick, MD, that will be handling all building projects/inspections for the Town of Bolivar. They have not yet done any inspections to date, but Mr. Anderson stated that his team is able to deliver next-day service once notified of inspection requirements. He has worked with the Town office to develop a simple spreadsheet to keep track of and monitor current/on-going building projects & inspections (available to the Town office and his team). Besides doing inspections for new building and additions, the company will also inspect plumbing and electrical projects.

President's Report/Updates. Barb provided news/updates to on the following items:

1. Town Council approved the Building Inspection fees proposed increase (from February 2, 2026 meeting).
2. The Town Council now has uniform email addresses, which are currently available on the Bolivar website so that residents may contact members directly.
3. Harpers Ferry Water Works is still working on replacing current meters with radio-read (remote) meters. (Notices will be sent out when meters are installed.)
4. Four doggy disposal waste stations were installed throughout town: near the Library, at the corner of Washington & Polk streets, in front of the Children's Park, and at the corner of Washington & Downing streets.
5. Council approved a 2026 Bolivar Spring Clean-up week, where dumpsters would be made available near the Community Center for residents (large trash items, etc.): dates May 15 - May 22.
6. Parks and Recreation is continuing to work on a proposal for necessary updates (per inspection report) in the Children's Park. Dan gave a brief summary of the $61K expense maintenance project that will be underway at some point this year to upgrade and replace equipment and do general maintenance. He reported that it had been a long while since any major upgrades were made.
7. Barb met with Mayor Higdon (February 16, 2026) after our Feb 2 meeting to discuss our compiled list of SLO recommendations for Town Council to work towards achieving during the 2026 calendar year. These we derived directly from Comprehensive Plan feedback. Since those Feb. meetings, two items have already been achieved (see items #4 & #5 above).
8. Town Attorney Effie Kallas reported to the Town Council that there are a few bills introduced in the State legislature, that if passed, may affect the Town as far as ordinances and zoning (regarding business licenses and building ordinances). She will continue to monitor the situation and inform as things develop. Barb suggested that we as the BPC might want to wait to see what these changes may entail, and then review our zoning and planning ordinances at that time to make sure they reflect any new State laws, while also cleaning them up. That way all changes could be put before Council for a one-time approval. We

could schedule regular hour-long workshops to review small sections of the ordinances at a time so that the job is not too overwhelming.

9. Barb reported that Town Council Member Charlma Spence resigned due to her moving out of Town. (BPC wishes her well in her new endeavors.)

Unfinished Business:

1. **Continue discussion on ideas from BPC members referencing town ordinances as well as comments/concerns made from public during Comprehensive Plan survey and reviews for a Friendly Outline Guide Forum for Bolivar Businesses.**

Barb would still like to include an extra page insert with each Town business license that is issued regarding pertinent Town ordinances for business owners to be aware of. She plans to speak with Laura for her input. BPC members should review the ordinances and bring any items they deem pertinent to include to next month's meeting. Dan strongly suggested that we keep the tone of the insert friendly so as to encourage more business in town, and a healthy happy business environment and relationship. We will continue discussion at next month's meeting.

Virtual training on the Ethics and Open Meetings Act will be on April 30, 2026 from noon to 1:00 PM. You can email kimberly.b.weber@wv.gov for an invite.

Next BPC Meeting: Monday, July 27, 2026 at 7:00 PM.