Meeting Minutes – Monday, February 2 (rescheduled from January 26), 2026 - Bolivar Planning Commission

7 PM meeting called to order.

Members present: Barb Staats, Deb Hale, Jeffrey Staats, Dan Jimeno.

Absent: Marcelo Morinigo.

Approval of Minutes

Jeff made the first motion to approve the Nov 10, 2025, meeting minutes as written; Deb seconded the motion. All members approved.

President's Report:

Barb reported news from the last Town Council meeting:

- Superintendent Tanya Gossett announced that the National Park Service is beginning to use their new electric buses to transport visitors. There will eventually be a charging station installed at Park Visitors Center; meanwhile, they are charging buses at the Customs and Border Patrol campus charging station.
- Water Plant director Steve Paradis reported that the water utility will gradually be replacing current household water meters with radio-read meters (the project expected to last March-June), and the department has installed five new fire hydrants.
- The Parks and Rec committee will be making many repairs/improvements in the Children's Park after a recent inspection.

Unfinished Business

1. **Discuss/Approve Annual Report for Calendar Year 2025**

Barb had members review the final draft of the BPC's 2025 Annual Report before she submits it to the Town Council at their next meeting. Deb made the first motion to approve the Report with spelling corrections for Appeals (spelled Appels) in "Zone of Boarding Appeals" where it appeared incorrectly; Jeff seconded the motion. All approved.

- **Action Item:** Barb will submit BPC Annual Report 2025 to Town Council at Feb meeting.

Barb shuffled the order of the Agenda. Next topic was under...

New Business:

1. **Election of Officers**

Barb nominated **Dan Jimeno for Vice President**; Jeff seconded the motion; all approved.

Barb nominated **Deb Hale for Secretary**; Jeff seconded the motion; all approved.

Jeff nominated **Barb Staats for President**; Deb seconded the motion; all approved.

2. **Discuss/Approve an increase to the current building inspection fees**

Barb reported that at the January Town Council meeting, the Council approved the amendments to the Building Permit Application packet. In other news, the Town recently found someone to fill the role of Building Inspector for Bolivar. His name is Matt Anderson (from Brunswick), and he currently works as building inspector for the cities of Charles Town, Ranson, and for Clarke County, VA. In order that inspections cover the

costs for his labor and oversight, Barb presented a new fee schedule for inspections. The new fees for building, deck and demo inspections would be $125/inspection. (Permit fee remains the same at $10.) The inspector would be responsible for overseeing setbacks, footers, framing, mechanical (plumbing), ductwork, and final inspections. Jeff made the first motion to recommend to Council this new fee schedule (increased to $125/inspection) in order to cover the costs of the new building inspector wages; Deb seconded the motion; all approved.

- **Action Item:** Barb will take recommendation for new fee schedule to Town Council at Feb meeting.

Then it was back to...

Unfinished Business

2. **Discuss Recommendations (SLO list of Goals/Objectives) to be made to Town Council to possibly work towards achieving during the 2026 calendar year.**

We came up with a list of hopeful achievements for 2026 from the Comp Plan SLO list:

Dan thought the Town currently has enough trash bins available, but would like the Dumpster Week again, made available at the Community Center lot for residents to dispose of large trash items, perhaps to coincide with a Community Clean-up Day(s), and Town picnic in the Park.

He thought the Town was making streets and sidewalks safer by hiring out for sidewalk clearing and having the Sheriff's office place a digital speed monitor along Washington Street. However, the storm drains probably need flushing, and maybe this could be done on an annual basis.

Dan wondered if more could be done to control the deer population. Barb/Jeff reported that local NPS cullings are still underway (sharpshooters in the Park land this week), and that might help.

Barb would like to have a plan in place for future mailboxes along Washington Street to keep them uniformly neat as more residents add mailboxes to existing stands.

Jeff would like the Town to cancel its current Post Office box and instead use a lockbox mailbox at the Community Center for direct delivery.

Jeff would like the Town to adopt a Stormwater Management Ordinance (which was completed years ago for the Town but never adopted).

Jeff would like to include an additional page of pertinent Town ordinances with each business license renewal to make business owners aware of some basic Town regulations. (BPC is working on this.)

Jeff would like the phone and wifi system in the Town Office/Community Center updated (Frontier admits its lines don't always work in cold weather.).

Jeff praised the Town for the good work on road maintenance, but that it needs to continue – especially on Polk Street (keep up the good work!).

Deb suggested the Town purchase and install a doggy-do bag dispenser for the Children's Park, now that dogs are allowed in the Park.

She thinks the Town would improve with a beautification project along Washington St, with perennials and bulbs planted along the sidewalks (no trees allowed), perhaps contracted out (R&L Landscaping keeps the Bank flower beds looking good.).

Deb would like the Sheriff's Office to patrol Washington St (the eastern end in particular) on busy weekends to ensure that streets are clear for traffic to navigate safely through (visitors parking along the street can cause impediment – need to make sure parked vehicles are off the road, outside of white lines).

Jeff thought the Town might consider creating (purchasing/paving) a municipal satellite parking lot for overflow visitors (such as the lot at the corner of Wash & Polk streets), or use the HF Middle School lot on weekends.

- **Action Item:** Barb will review this list of recommended action items with Mayor.

3. **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 said she scoured the Ordinances for any regulations pertaining to Business Owners (to include in business license renewal mailings) and found only those regarding Signs (under Definitions) and Parking (6 off-street spaces required for businesses, or engage off-site location; 2 spaces for residences), and Sidewalk Clearing (4 hours after storm).

In conclusion, Barb announced that the next 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.

Jeff made the motion to adjourn the meeting; Dan seconded. All approved. The meeting ended at **8:15 pm**.

Next BPC Meeting is scheduled for Monday, **April 27, 2026, at 7 pm.**