BOLIVAR TOWN COUNCIL
REGULAR MEETING MINUTES
MARCH 3, 2026 at 6:30pm

CHRIS HIGDON, MAYOR

P. JEAN REED, RECORDER
CAROLYN BEYER
VICTORIA GALE
DAN JIMENO
CHARLMA SPENCE
SARAH SHAFER
LAURA WHITTINGTON, TOWN ADMINISTRATOR

Pledge of Allegiance
Mayor Higdon asked everyone to stand for the Pledge of Allegiance to the Flag.

Call to Order
Mayor Higdon called the March 3, 2026 regular meeting of the Bolivar Town Council to order at 6:30pm and welcomed everyone to the meeting.

Treasurers Report
Mayor Higdon asked Laura to give the Treasurers report.

Laura gave this report for the month of February, 2026. The total income was 458,314 and total expenses are $444,261, leaving a net income of $14,053. Laura explained the remaining pages of the financial report which is an individual breakdown of each transaction completed for this month. Councilperson Dan Jimeno asked for a breakdown of the billing for snow removal that includes snow removal of the sidewalks. Laura will get that information. **Councilperson Dan Jimeno moved to approve the Treasurers Report as presented by Laura Whittington. Councilperson Victoria Gale seconded the motion. Motion Passed 6 – 0.**

Budget Revision
Laura said we have a Budget Revision for tonight in the event we have another snow storm. If we do not need this money for snow removal, the money can be transferred back to line item 440, City Hall.
Mayor Higdon explained the process for the budget revision. We need to approve money from one account to another before we pay invoices. Most of the time this occurs because we did not budget enough money or the invoice went over the amount we budgeted. We must complete the budget revision before expenditures are made.
Resolved: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget to be revised PRIOR TO THE EXPENDITURE FOR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 3-General Fund (2025 – 2026), a copy of which is entered as part of this record.

NOTE: To complete this process we are transferring $15,000 from line item 440 City Hall to line item 753 Snow Removal. This transfer of $15,000 will leave a total of $128,644 in Line item 440 City Hall. The new balance of line item 753 Snow Removal will be $40,000.

The adoption of the forgoing resolution having been moved by Councilperson Carolyn Beyer duly seconded by Councilperson Sarah Shafer the vote thereon was as follows:

Carolyn Beyer	**Yes**	
Dan Jimeno	**Yes**	
Sarah Shafer	**Yes**	
Charlma Quarles	**Yes**	
Victoria Gale	**Yes**	
P. Jean Reed	**Yes**	**Motion Passed 6 – 0.**

WHEREFORE, Christopher Higdon, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, therefore adopted as so stated above, and the Mayor, Chris Higdon is authorized to fix his signature on the attached "Request for revision to Approved Budget" to be sent to the State Auditor for approval.

Town Attorney, Effie Kallas
Attorney Kallas was not available for the meeting tonight.

Sheriff's Department Report and Public Comment

- Corp. Hockman presented his report for the month of February with 118 total incidents.
- The following is the breakdown: 56 Road Patrols, 37 Directed Patrols,7 Building
- checks, 2 EPO, 2 Juvenile Complint, 2 MotoristAsst., 1 911 Hang-up, 1 AbandonVehicle,
- 1 Alarm, 1 AlarmATM, 1 CivilMatter, 1 CivilProcess, 1 DrugActivityIP,
- 1InjuredAnimal, 1 MissingPerson.

Mayor Higdon said he witnessed the missing person incident and thanked Trey for his service.

Harpers Ferry National Historical Park Report-Superintendent Gossett

Superintendent Gossett started with a Thank you to Jefferson County Sheriff's Department for their mutual aid assistance in the Park on Sunday, March 1. We have personal on the ground and in need of law enforcement. We are greatly appreciative of Jefferson Co. Sheriff's Dept., Harpers Ferry PD for all their assistance.

Next week I look forward seeing Councilperson Shafer and Mayor Higdon at the HF parking summit. Superintendent Gossett thanked them for volunteering.

Next month I should have updates for everyone related to projects on Bolivar Heights. One of the projects is the grassland restoration on Bolivar Heights.
Mayor Higdon thanked Superintendent Gossett for her report.

Minutes:
Approve Meeting Minutes-February 3, 2026
Councilperson Victoria Gale moved to approve the Regular Meeting minutes as presented for February 3, 2026. Councilperson Sarah Shafer seconded the motion. Motion passed 6 – 0.

Attendee Concerns

- Ryan Neher said he has lived in Jefferson County for eleven years. He has attended the Lantern Festival for the last two years. Last year the festival was canceled due to cold and inclement weather. I have spoken with several people about continuing and supporting this project as well as support of the council. I would love to see this festival continue and become an even bigger event. If you have suggestions I would love continuing this conversation.

Mayor Higdon thanked Mr. Neher and asked him to contact the office to get on the agenda for next month.

- Autumn Cook said she was asking for help to get water to her property. Mayor Higdon said we cannot discuss her problem in our meeting since she is not on our agenda. We cannot discuss if it is not on our agenda. She is welcome to get on the agenda for next month.

Mayor Higdon said he would be happy to speak with her if she wanted to make an appointment with her. He also said he just wanted her to know we have nothing to do with the HF Water Department since they own the water company.

- Steve Paradis thanked Mayor Higdon, Laura and the Council for the Sympathy Card sent to him and his family for the passing of his Father. He greatly appreciated this, thank you.

Mayor's Report

- I am ready for spring, warmer weather and seeing more people on the street, in the park. That is where we do our best business.
- I am looking forward to engaging with the public.
- Tonya mentioned the park summit on March 11.
- Laura and I had the opportunity to meet with Bill XXXXXXXXX prior to the parking summit.
- The Tourism Summit will be held on April 14, 2026 at the Bavarian. If any Council members would like to go, you will need a reservation. Get with me after the meeting and I will make arrangements to reserve a ticket for you.
- **Come on spring!**

Committee Reports

Street Committee
Nothing to report for tonight

Bolivar Planning Commission
No report tonight

Park and Recreation Committee
Defer until later

Canal Town Partnership
Our meeting last month was pretty routine, nothing to report.

Water Commission Report
Steve Paradis reported the Water Commission is working on provisions for financial relief for water leaks. We are planning on replacing all water meters. EPA funded 80%of the cost for the water meters. The other 20% is also being funded by Former Gov Justice and Gov. Morrisey.

This may be done by July. This will be electronically run. Also, Bolivar Heights we will be doing maintenance on the three water tanks on Bolivar Heights. Grant money will also pay for this. We will be placing some water lines on the Heights that have been in the plans for years. We are also looking at some staffing positions that need to be replaced.
Councilperson Sarah Shafer asked if they got the new billing program working correctly.

History Committee
Andrew Lee gave the history report for tonight. The committee met on February 23 2026. We discussed the brochure. When completed we will have sixteen notable locations and write ups on each location throughout Bolivar. We are in discussions with Progressive Printing to continue. We are also looking at ways to plan for Bolivar's 200 Birthday. Mr. Lee, on behalf of the History Committee, thanked Mayor Higdon for securing a file cabinet to keep paperwork and pictures pertaining to this committee.

Board of Zoning Appeals
No Report

Special Events Committee
No Report

Building Inspector Report
Mayor Higdon introduced our new Building Inspector for Bolivar Matt Anderson. Mayor Higdon said he is an advocate for success and not to make it hard on anyone.
Mr. Anderson said he is a Registered Professional Engineer in West Virginia and other states. Mr. Anderson owns a small engineering firm based out of Lovettsville, VA. I am currently a contract building inspector in Ranson, Charles Town and Clark County, VA as well
Mr. Anderson said he has a firm of four people on staff, one of which is a field engineer. It could be himself or one of them or that would be doing the inspections. Councilperson Carolyn Beyer asked Mr. Anderson if he would be able to enforce codes. He said yes. Councilperson Beyer also asked if we have adequate ordinances to take care of this. Mr. Anderson said yes with the proper authorization. Councilperson Beyer asked if the charge would be the same as an inspection. Mr. Anderson said he would imagine so. Councilperson Beyer asked Mr. Anderson if he does Code inspections for other municipalities. Mr. Anderson said no, not at this time. Councilperson Charlma Spence asked if payment would be on a project by project basis or a flat fee. Mr. Anderson said he has worked with Laura to develop the forms so that they both would have access to information to both parties all at any time. Billing would be once a week. Mayor Higdon thanked Mr. Anderson for his report.

Old Business

1. Discuss/Approve opioid settlement funds and reporting status
Councilperson Carolyn Beyer said on Feb. 10, 2026, my counterpart from Harpers Ferry observed a session of Jefferson County Youth Court treatment program. The plan is to jointly purchase a drop box at a cost of $4538.44. It would be located at Harpers Ferry Police Department. There would be ongoing maintenance costs to empty the box and dispose of the contents. Councilperson Beyer said she is proposing buying the box at $4538.44which will be located at Harpers Ferry Police Department, set aside a small maintenance fee, maybe $100 per month depending on the usage, educate the public and give the remaining money to the Jefferson COunty Youth Court Treatment Program. The Jefferson County Youth Court money is given to the United Way who manages their money. Councilperson Charlma Spence asked if the money might be sent to other states.

Councilperson Beyer said once we turn the money over to Teen Court, they would use it where needed and The United Way would manage the remaining money for Teen Court.
Mayor Higdon said he had the opportunity to see one of these boxes when visiting a small town hall in North Carolina. The students decorated their box with stickers. They deemed this to be very successful. Councilperson Sarah Shafer asked for ideas and suggestions for informing the community. Mayor Higdon would like to know who will take care of the box. Who will be the holder of the key? Mayor Higdon said we are ready to move on with this in April.
Everyone was very appreciative and thankful to Councilperson Carolyn Beyer for all the work on the opioid funds.

2. Discuss/Approve town employee job classification change
Mayor Higdon would like to table this until the April meeting when our Attorney will be here.

New Business
1. Presentation from Adam Lowe regarding HF Marathon event
Mr. Lowe was not in attendance for this meeting.

2. Discuss/Approve Proposal for Bolivar Children's Park-items from inspection report.
Councilperson Victoria Gale said she and Eric Eastman met on Friday to discuss some concerns about the Bolivar Children's Park inspection report. Councilperson Gale introduced Mark Younker from Metro Recreation. Mr. Younker started by saying the playground is an element of risk. You have on your list priority 1, priority 2, and Priority 3. Priority 1 needs immediate attention or it could be very dangerous. Mr. Younker also recommended removing the 10 ft. high swing and putting in 8 ft. swings. Councilperson Charlma Spence asked if we have priority 1 items on our inspection report that are still in use, would you recommend we stop using them if they are priority 1 and dangerous. Mr. Younker said yes he would. Mr. Younker said if you know it is broken, you have a written report and you do not remove or repair, then you could be held responsible. Eric Eastman talked about the mulch we purchased for the park. Before we mulch the playground we have some water issues (from rain) we need to address and correct before mulching the park. Councilperson Gale said she also does not want to forget about the handicap swing. We still have a lot of questions concerning the park, so Mayor Higdon suggested we put this item on the Special Meeting, March 18, 2026 agenda. Mayor Higdon thanked everyone for all their hard work on the park. Councilperson Gale thanked Mark Younker for his report and also Eric Eastman. Councilperson Carolyn Beyer expressed to Councilperson Gale about how difficult this process has been. Councilperson Beyer said "I commend you". Councilperson Gale thanked everyone for the comments and expressed her gratitude to Eric Eastman, Mr. Younker and thanked Laura for all her help. Councilperson Gale said Laura has been an absolute god-send. She was great. Mayor Higdon said we have a big investment in our town park. It is like our Town Square. Our demographics are changing. We need to continue supporting our Children's Park.

3. Kim Michaels presentation for approval of new business venture in Bolivar
Mayor Higdon Kim Michaels and thanked her for waiting to speak to the council. Her new business would be located at 62 Paul Courtney Drive, Harpers Ferry, WV. Ms. Michaels said she is hoping to bring a new business to Bolivar. She is presently CEO of Elite Excursions WV a private Interstate Passenger transportation company. Service will be performed utilizing two eight-person golf carts (1 driver and 7 passengers) running a 1 mile route between pick-up/drop-off points from Potomac St. in Harpers to points along Washington Street in Bolivar and Harpers Ferry. All carts will be purchased and not leased. They will also be licensed, tagged and registered with the WV Department of Transportation as low speed vehicles. Ms. Michaels said she was approached by several Air B & Bs because there was no transportation

from the Train Station to their destination in Bolivar and back except walking. Ms. Michaels said she was planning to possibly have a turn-a-round at the old Anvil Property. Ms. Michaels said she is seeking a Business License from Bolivar. Laura said we welcome new businesses to Bolivar, however because you get a license from Bolivar, that does not mean you don't need one from The Town of Harpers Ferry and/or the National Park Service. Bolivar's Business License is only for within the boundaries of Bolivar. Ms. Michaels said she did talk to the HF Police Chief and he did not have any problems with this. Councilperson Carolyn Beyer said she thought this was a great idea. Councilperson Victoria Gale said this is a great business venture. Mayor Higdon is in support of this as long as you understand we don't have anything to do with anything outside the Bolivar boundaries. Laura said the only thing she needs from Ms. Michaels is a copy of her WV Business License. Ms. Michaels had the WV Business License with her, Laura made a copy and we took her check. Mayor Higdon asked Ms. Michaels about adequate training for drivers. Ms. Michaels said they will follow the same rules and regulations as do all of her employees. These safety checks and training are conducted by Ms. Michael herself. Mayor Higdon said if Ms. Michaels is happy, I am happy. We are glad we could help you. We wish you good luck with your venture.

4. Discuss/Approve funding for Music in the Park events for 2026

Mayor Higdon asked Laura to discuss increasing money to fund Music in the park.
Laura said last year you all allotted $2300 to engage 3 bands. She said she would like to increase funding for 3 bands and add some food trucks for non-alcohol drinks and food in the park. After discussion it was decided to increase this line item by $700 for a total of $3000 to cover 3 bands, food and drinks. We will put this on the Budget Meeting scheduled for 3/16/26. Eric Eastman felt this was a great idea (he personally did this last year with pizza and had it delivered to the park while listening to the music.)
Mayor Higdon asked for a motion. Discussion followed.
Councilperson Sarah Shafer moved to fund three planned events for 2026 Music in the Park at $3,000 total to secure three bands and concessions. Councilperson Charlma Spence seconded the motion. Motion passed 6 – 0.

5. Discuss/Approve signage request in Bolivar

Mayor Higdon asked Laura to address this concern.
Laura said she had a request from a citizen to put signage up on certain streets requesting that people clean up after their dogs. /they are leaving their dog waste on the streets and the sidewalks. I think just putting up a sign is not going to help this situation. We have signs for no littering and speed limit signs in town and people do not pay attention to them. If we put "please clean up after your dog" that is just going to go by the wayside. I thought maybe we could put up the little disposal stations at several locations in town. Councilperson Sarah Shafer asked Laura where we would put the containers. Laura said number 1 in the park, number 2 Downing Street and others to be determined. Laura said these are available for $200 each from Amazon.
Mayor Higdon asked for a motion.
Councilperson Sarah Shafer moved to have Laura purchase as many full Dog Waste receptacles not to exceed $1000 in cost with the location of each to be determined. Councilperson Victoria Gale seconded the motion. Motion passed. 6 – 0

NOTE: *Councilperson Sarah Shafer asked what line item we will be pulling this $1000 from for this purchase.*
Laura said this money will come from # 440 City Hall.

6. Discuss/Approve donation to The Flip Flop Festival event

Mayor Higdon asked for this item to be tabled until next meeting due to lack of financial paper work from the group requesting money.

Councilperson Charlma Spence will get the information needed for this request.

The Flip Flop Festival event will take place April 24 and 25.

Mayor Higdon asked if Charlma or Whomever could get the paper work to us in time for the Budget Meeting on March 18 at 6:30pm. He also said The Flip Flop Festival brings in more money than $600 to this town from Air B and B's and other businesses.

It will be tabled until the Special Meeting of March 18, 2026 at 6:30pm.or until we can approve and complete the paper work. Laura said we need to know where the money is going to.

Councilperson Spence will get the request amount and what account the money will go to.
Mayor Higdon thanked Councilperson Spence for her help on the issue.

7. Discuss/Approve Bolivar Spring Clean-up for 2026.

Mayor Higdon asked for discussion of Bolivar Spring Clean Up to be held June 6 through June 12. Councilperson Carolyn Beyer proposed we have our Bolivar Clean-up as we have in the past. We need three dumpsters at $690 each (size 30 yards) will be placed here at the Community Center for Bolivar residents to use. We will do flyers in advance. I am proposing this will take place starting Saturday, June 6 and ending on Friday, June 12.
I would like to put in the flyers that this is your opportunity to clean up your yard etc.
We need to work on the wording on the flyers.
Mayor Higdon asked for a motion to approve.

Councilperson Sarah Shafer moved to secure three dumpsters and create signage for Bolivar Spring Clean-up up to $2500 and date to be determined.
Councilperson Charlma Spence seconded the motion. Motion passed 6 – 0.

Adjournment

Councilperson Sarah Shafer moved to adjourn the meeting. Councilperson Victoria Gale seconded the motion. Motion passed 6 - 0.
Meeting adjourned at 9:40pm

P. Jean Reed
P. Jean Reed, Recorder

Chris Higdon, Mayor

Next Meeting will be Tuesday, April 7, 2026