**BOLIVAR TOWN COUNCIL**
**REGULAR MEETING MINUTES**
**DECEMBER 2, 2025 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 December 2, 2025 regular meeting of the Bolivar Town Council to order at 6:30pm and welcomed everyone to the meeting. Everyone was present for this meeting.

**Treasurers Report**
Mayor Higdon asked Laura to give the Treasurers report.
Laura said our total net income was $296,426. The total expenses were $259,154. Laura said our Total Net Income was $37,272 for the month of November. Laura explained the remaining pages of the financial report which is an individual breakdown of each transaction completed for this month. We are pretty much on target according to the budget.

Councilperson Sarah Shafer asked if we needed to do a Budget revision for Streets and Highways since we have completed the paving but we may have more work to do. Laura said in the spring when we set the Budget for next year, we will enter that as part of the budget. If we should need more money in Line Item #750, then we could do a Budget revision for that when necessary.

Councilperson Victoria Gale asked Laura to put on the next agenda Mulch for the Bolivar Children's Park. Laura asked Councilperson Gale if she had the proposals. Laura said she would put it on the next agenda.

**Councilperson Victoria Gale moved to approve the Treasurers Report as presented by Laura Whittington. Councilperson Sarah Shafer seconded the motion. Motion Passed 6 – 0.**

**Town Attorney, Effie Kallas**

- Attorney Kallas said she sent the Intergovernmental Agreement between Jefferson County Commission, The Jefferson County Sheriff's Department, and The Corp. of Bolivar for Tax Collection services to the Jefferson County Commission. I have not heard anything back from them.
- Attorney Kallas said our next Ethics training will be held on Friday, January 30, 2026 at 12:00 noon. Please email kimberly.b.weber@wv.gov for an invite.
- We need to reschedule the Ethics training meeting.

- On the WV First Foundation, I continue to look for guidance concerning the changes to our Opioid money spending procedures. – so far nothing has been posted as of yesterday
- The same thing the Secretary of State was supposed to put on their Web-site guidance concerning changes to the Municipal Elections – nothing posted as of yesterday.
- The next thing we will address is concerning the Home Based Business.

Mayor Higdon thanked Attorney Kallas for her report.

**Sheriff's Department Report and Public Comment**

- Corp. Hockman presented his report for the month of November with 144 calls. The following is the breakdown: 73 Road Patrols, 35 Directed Patrols, 7 Building Checks, 4 Special Event Law, 4 Traffic Stops, 2 Public Service, 1 911 Hang up, 1 Cardiac Arrest-E+++, 1 Domestic Phys, 1 Domestic Verbal, 1 Fight NIP, 1 Fraud, 1Gunshots, 1 Home Confinement, I Mental Hygiene.
- Corp. Hockman mentioned the new traffic signs on Polk Street that gives the Speed, Date and Time of the incident. This will help when determining the number of vehicles using the street, time and speed. This is a movable sign and can be moved to other areas of Bolivar when needed.

Councilperson Charlma Spence asked if this was basically for reporting purposes.
Corp. Hockman said it was mostly for reporting and checking for areas that may need more patrolling. Corp. Hockman said this could be a deterrent, also.
Mayor Higdon thanked Corp. Hockman for his service.

**Harpers Ferry National Historical Park Report-Superintendent Gossett**
Superintendent Gossett said it was good to be back after missing 43 days from the Government shut down.

- She reported HFNPS has 6 new EV shuttle busses.
- Thanks to the Town of Bolivar for offering a place for our Bus Drivers to be trained.
- Our Bus Drivers are from EPTA. We will start using these busses as soon as they are fully charged and ready for our drivers to drive.
- Our newest venture will be the construction of EV charging stations near the entrance of Cavalier Heights. A little disruption due to the construction may occur during the next couple of months.
- Old Tyme Christmas starts on Friday, 12/5/25 at 6:00pm in lower town Harpers Ferry with activities from 6:00pm to 7:00pm. Everyone is welcome to attend. All activities and events are listed on HFNPS Web-site.

Councilperson Charlma Spence asked for an update concerning removal of distasteful exhibits, items or signs from HFNPS property.
Superintendent Gossett said they are waiting on guidance from The Department and the Washington Office of The National Park Service in Washington, DC.
Mayor Higdon welcomed back after 43 days from the Government shut- down Andrew Lee and Superintendent Gossett. He also thanked Superintendent Gossett for her report.

**Minutes:**
Approve Meeting Minutes-November 4, 2025
**Councilperson Sarah Shafer moved to approve the Regular Meeting minutes for November 4, 2025 with corrections. Councilperson Charlma Spence seconded the motion. Motion passed 6 – 0.**

Approve Special Meeting Minutes-November 18, 2025
Councilperson Carolyn Beyer asked about snow removal from the sidewalks within the contract.
**Councilperson Dan Jimeno moved to approve the Special Meeting minutes for November 18, 2025 as stated for Snow Removal and for the Washington Street Supplement Agreement. Councilperson Carolyn Beyer seconded the motion. Motion passed 6 – 0.**
Note: Sarah Shafer requested we notify everyone by putting something in the next newsletter about sidewalk snow removal on Washington Street in Bolivar.
Mayor Higdon said we could do that.

**Attendee Concerns**
Mayor Higdon introduced Mr. Joe Howsare and told him we could not talk business because he was not on the agenda tonight.

- Mr. Howsare said Bolivar has over 1200 users of water and we have only one representative on the Water Commission. We need more.
- He said Harpers Ferry owns the Water Department and their Council has the ultimate say.

Mayor Higdon asked Mr. Howsare to put in writing and concerns and send to our Town Administrator because you are not on the agenda tonight.
Mayor Higdon thanked Joe for coming to the meeting.

**Mayor's Report**

- Mayor Higdon said this is our sixth meeting together and I have tried to sit back, learn, be engaged and I want to say to all of you that I am very pleased at how our council is operating. I have a great respect for our backgrounds and the experience around this table. I believe what we have accomplished in this first six months is making a difference for our community.
- A shout out to Laura for working with Caitlynn. The last two to three newsletters have been much improved.
- Reminder of our Christmas Parade on Saturday, December 13, 2025
- Tree Lighting ceremony on December 13, 2025.
- Thanks to Shepherdstown with the help of The Ruritan Club for getting the Almost Heaven Swing installed for this week-end.
- Thank you again for this first six months. I am looking forward for the challenges that are there ahead in 2026.
- Mayor Higdon wished everyone Happy Holidays, Merry Christmas, whatever you folks Do I wish nothing but the best for you. Thank you very much.

**Committee Reports**

**Street Committee**

- Mayor Higdon had a neighbor on Rowels Street that was unhappy with the paving. He asked us to look at it and fix it. We came up with a solution and fixed it with the homeowner.
- Most all Street work is over until spring time.
- Laura will contact Water Harpers Ferry Department to get it fixed, if not. Then Laura will call DOH.

**Bolivar Planning Commission**
Barb Staats said at their last meeting they discussed their goals for the Comp. Plan. They will work on their Annual Report 2025 and bring to the Council after 1/26/26 at 7:00pm meeting.

Councilperson Sarah Shafer had questions about parking spaces for business owners.
Attorney Kallas said we need to discuss this later.
Mayor Higdon thanked Mrs. Barb for her report.

**Park and Recreation Committee**

Councilperson Victoria Gale said they did not have a meeting.
Councilperson Gale said she got the inspection report back for the Bolivar Children's Park. The Park Committee will have a meeting to discuss the report.
Councilperson Gale would like to put Mulching on the agenda for January.
Mayor Higdon said there is a long list of things that need to be fixed and we need to be Pro-active. Mayor Higdon said he is very concerned about the findings on the report.
Mayor Higdon said he would like to come to their meeting and would like to help fix what we can right away and others might be very costly to fix or replaced.
Councilperson Gale said anyone is welcome to attend.
Councilperson Carolyn Beyer had questions about town liability and what should we do.
Mayor Higdon said we should take some things out of service."Mark do not use".

**Canal Town Partnership**

Councilperson Charlma Spence did not have anything to report this month. Our last meeting was in Poolesville. We just gave reports and gave updates on happenings. Our end of the year meeting was held at the Bavarian Inn on the 10th.
Mayor Higdon thanked Councilperson Spence for her report. He also said he wanted to show his gratitude for standing in at the Veterans Day Parade for him.

**Water Commission Report**

Joe Howsare gave a report on credits given to resident's through-out the district for the water company and for the sewer company. This is a credit only.

Mr. Howsare also reported he is stepping down as Bolivar's representative to the Water Commission. He said he would be stepping down as soon as you find a replacement. He has a full time job and cannot attend the 2:30pm meetings due to his regular job.

Mr. Howsare also said Harpers Ferry is responsible for fixing Polk Street.
Mayor Higdon said he would reach out to Harpers Ferry to fix.
Mr. Howsare said at least fir with a steel plate.
Mayor Higdon thanked Mr. Howsare and said I appreciate you.

**History Committee**

Jeffrey Staats reported the History Committee will hold their next meeting on January 27, 2026 at 7:00pm
Mayor Higdon asked Mr. Staats to send him a note if the date changes and/or if you need Caitlynn to come to the meeting.

**Board of Zoning Appeals**

(Please see attached a written report from Board of Zoning Appeals)

**Special Events Committee**

Councilperson Sarah Shaffer reported on the Events Committee Meeting last Tuesday.

- Decorating the Children's Park Dec. 11 at 10:00am
- We usually gather and wait on Laura to tell us what she wants us to do and we assist her in any way to get it completed. Please join us if you would like to help or volunteer in any way. We try not to decorate too early but in just enough time so things don't get broken. We have donations for Hot Chocolate and Hot Cider and Laura is trying for more donations from Businesses in town

- Santa will be mingling in the park until Santa gets on the Fire Truck and rides down through town.
- The Trolley will be available for riders and will be available on December 13 and will meet at the Visitors Center.

- Christmas Parade on Saturday, December 13 at 4:00pm.
- Christmas Tree Lighting will be in the Children's Park.

Mayor Higdon said he has invited Harpers Ferry Mayor Vaughn and Council to ride in the Trolley with us in the parade. Anyone else is welcome to ride with us also.

**1. Update regarding opioid settlement funds and reporting status**

Councilperson Carolyn Beyer said she does not have anything to report. She is talking with Michael Zeleke at Harpers Ferry.

Mayor Higdon thanked Councilperson Beyer for her hard effort regarding the opioid settlement funds.

**2. Discuss/Approve request from Mike Lowrey regarding Bolivar Municipal parking lot**

Mayor Higdon said he looked and read the ordinance but did not find the answer he was looking for. He asked Attorney Kallas if there a specific answer. After several discussions concerning paper streets and ordinances, Mayor Higdon needs several people to come for a tour of this particular property particular. We will put back on the agenda when we have an answer.

**New Business**

**1. Discuss/Approve Intergovernmental Agreement for Public Safety with JC Sheriff**

Mayor Higdon explained we may see moveable signs collection of data. This will help show where we are needed for better service at no additional costs. We want to be more Pro-Active. Mayor Higdon said after talking to Sheriff Hanson I approve the agreement. Mayor Higdon asked for a motion to approve.

**Councilperson Carolyn Beyer moved to approve the Intergovernmental Agreement for Public Safety Services with Jefferson County Sheriff's Department and Jefferson County Commission and the Corporation of Bolivar.**

**Councilperson Victoria Gale seconded the motion. Motion passed 6-0**

**2. Discuss/Approve revised building permit packet**

Mayor Higdon asked for this to be tabled until the January, 2026 meeting.

**Adjournment**

**Councilperson Sarah Shafer moved to adjourn the meeting. Councilperson Victoria Gale seconded the motion. Motion passed 6-0** Meeting adjourned at 8:11pm

P. Jean Reed

**P. Jean Reed, Recorder**

**Chris Higdon, Mayor**

Next Meeting will be Tuesday, January 6, 2026 at 6:00 pm