BOLIVAR TOWN COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 4, 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 November 4, 2025 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 reported everything is tracking and on target. Laura said our total net income for the month was $92,204. The total income was $260,630 and total expenses are $168,426. 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 Victoria Gale moved to approve the Treasurers Report as presented by Laura Whittington. Councilperson Sarah Shafer seconded the motion. Motion Passed 6 – 0.

Budget Revision
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 must be completed 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 APPROPRATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 1-General Fund (2025 – 2026), a copy of which is entered as part of this record.

NOTE: To complete this process we are transferring $25,000 from line item 440 City Hall to line item 750 Streets and Highways. This transfer of $25,000 will leave a total of $153.644 in Line item 440 City Hall. The new balance of line item 750 Streets and Highways will be $50,000.

The adoption of the forgoing resolution having been moved by Councilperson Victoria Gale, and 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.**

THEREFORE, 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 said with the Wine and Liquor Sales Tax remittance from the State Treasurer's office and said we were about the same as other third quarterly reports.
- 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.
- Please take a little time to read the West Virginia Newsletter and take the little test. If you have any questions, please let me know.
- We will schedule our Ethics training that is on the agenda a little later tonight.
- We also have on the agenda for later tonight the second reading of the Planning Commission membership rules.
- When talking with Councilperson Carolyn Beyer concerning the Opioid money, the State was supposed to put out guidelines for spending. Nothing has been posted as of this date.
- Also, no guidelines have been posted concerning Elections as of this date.
- We have an Intergovernmental agreement for Bolivar Tax Collection Services for discussion and/or approval tonight. This will be for next year starting July 1, 2025.
- We also have an Intergovernmental agreement for Bolivar Public Safety Services for discussion and/or approval tonight.

Sheriff's Department Report and Public Comment

- Corp. Hockman presented his report for the month of October with 129 calls. The following is the breakdown: 69 Road Patrols, 28 Directed Patrols, 6 Traffic Stops, 4 Alarm ATM, 4 Building checks, 3 Writt Service, 2 911 Hang up, 2 parking complaint, 1 Alarm, 1 Civil Process, 1 Foot Patrol, 1Fraud, 1 Harassment, I Injured Animal, 1 MVA No injury.

Councilperson Dan Jimeno asked Corp. Hockman about the Fraud call on the report.

- Corp. Hockman did not handle this call but said he would find out for Dan.
- Corp Hockman said for clarification on the report he said the 19 calls for HFPD were direct patrols and this is encouraged thru mutual aid so they are familiar with the school and their routine, building checks etc. Corp. Hockman also said he checked on a couple

other things, the report will generate a call on the report whenever mutual aid is requested.

Councilperson Sarah Shafer said several months ago I spoke with Chief Brown and asked if they participated in drills with Harpers Ferry PD?

- Corp Hockman said we do separate drills most of the time and I do other trainings/drills.
- Sheriff Hanson said we do trainings through the Sheriff's Department and other Police Departments since we are all on the same radio frequency so we all hear a call for mutual aid and are trained to help one another.
- Corp. Hockman said recently HF conducted a tabletop drill but we were not involved with that.
- Sheriff Hanson said he will try to make it to our meeting once every quarter of the year.
- Mayor Higdon said he has talked to Sheriff Hanson and Corp. Hockman briefly about putting together safety trainings for Employees, Councilpersons, Mayor, and Committee members etc.
- Sheriff Hanson asked Mayor Higdon to send him a schedule of the Mayor's meetings.

Mayor Higdon thanked Sheriff Hanson and Corp. Hockman for everything they do for our little community, the Town and the County.

Harpers Ferry National Historical Park Report-Superintendent Gossett
No report

Minutes:
Approve Meeting Minutes-October 14, 2025
Councilperson Charlma Quarles moved to approve the Regular Meeting minutes for October 14, 2025. Councilperson Victoria Gale seconded the motion.
Motion passed 6 – 0.

Attendee Concerns
Mike Lowrey is on the agenda for later.

Mayor's Report

- It has been extremely busy with paving going on this month. People are happy all over this town. We have had a lot of kudos about things that are happening.
- I am really happy that Harpers Ferry and Bolivar are making a concerted effort to work together. One Harpers Ferry Council Member said he is happy we are working together. Also, the scarecrow contest went over very well. Mayor Higdon said he had the opportunity to work with Mayor Vaughn and Chief Brown in judging this. This was a great interaction.
- We launched a new facebook page that is up and running (more to come)
- Mayor's Meetings we don't just set around and drink coffee and eat doughnuts. We talk partnership, agendas, and town happenings and how we as individuals handle situations in our own municipality. Laura is now involved with the City Managers and she attends a meeting once a month as well.
- The Government is shut down right now and SNAP is running out of money. We received a note from Gov. Morrisey stating the State is trying to find extra money for funding to be able to keep that running. If any of us want to contribute, please give to Community Miniseries.
- Mayor Higdon said Superintendent Gossett has been keeping me informed about Harpers Ferry National Park closure. Harpers Ferry National Park has been funded through November 14. The State of WV signed an extension to their donation agreement with NPS. They expect to continue their operations as they are now. The shuttles are

running from Cavalier Heights, they don't have people charging for parking, Lower Town Museums are open with no personal in them, restrooms are open and the Book Store is open.

Committee Reports

Street Committee

- Laura said Spruce Street has been completely paved and looks amazing.
- Spring Street hasn't been completed, Rowles Street has been completed and tomorrow the milling and patching will start and be completed Friday.
- Mayor Higdon said this is considered phase 1. Jefferson Street has some issues and Laura and I are working with the State on some other streets. We have good comments from people in town on the paving. So far so good.

Councilperson Dan Jimeno asked if this was All American Paving, Billy Hoak. Mayor Higdon said yes.

Bolivar Planning Commission

Barb Staats said the next meeting will be November 10, 2025 at 7:00pm

Park and Recreation Committee

Councilperson Victoria Gale said they did not have a meeting.

- Councilperson Victoria Gale asked Laura about the inspection of the Park.

Laura said it was supposed to take place Wednesday, but due to the weather, it was changed.

- Councilperson Victoria Gale asked Laura about the fence in the park. Laura said this was addressed with Mr. Dillow and they would be returning to make this right probably this week.

Canal Town Partnership

Councilperson Charlma Quarles did not have anything to report this month.

Jefferson County Development Authority

Nothing to report

Water Commission Report

No Report

History Committee

Jeffrey Staats reported the History Committee will hold their next meeting on November 17, 2025 @ 7:00p.m.

Board of Zoning Appeals

No Report

Special Events Committee

Councilperson Sarah Shafer said we will do better with the Trunk or Treat next year, Due to planning and getting a late start in getting the word out to Citizens. Everyone helping with the Christmas Tree lighting event, we should meet before the December meeting. We need to send a message to the Merchants of Harpers Ferry and Bolivar plus Community Members that would like to help with this event.

Councilperson Dan Jimeno volunteered to coordinate information to Harpers Ferry about the Trolley for Christmas.

Old Business

1. Update regarding opioid settlement funds and reporting status

Councilperson Carolyn Beyer said she sent materials (cheat sheet and actual MOU) around to us and to Effie.

- We can use the money for educational purposes. Councilperson Beyer said she contacted Harpers Ferry Middle School and spoke with an Assistant Principal.
- Possibly working on an after school program

Councilperson Beyer said she would like to recommend two things.

1. We focus on Harpers Ferry Middle and come up with an appropriate plan, use the funds there.

2. Combine our efforts with Harpers Ferry.

Attorney Kallas said she thinks it is a good idea to combine with Harpers Ferry.

Councilperson Sarah Shafer asked if the Library has a program for students that go to the Library while waiting for a ride home.

Councilperson Victoria Gale said the Library does not have a program at this time.

Councilperson Carolyn Beyer said we should work with Harpers Ferry.

Mayor Higdon asked Carolyn Beyer if Harpers Ferry is totally on board for combining this money.

Mayor Higdon said he will speak to Mayor Vaughn.

Recorder Reed asked if we had any idea of how many students we were talking about.

Mayor Higdon said we need more research.

Mayor Higdon thanked Councilperson Beyer for her report, research and presentation.

Recorder Reed suggested if we go for a program at the school it would be best if it is housed at the school and not the Library. If we give our support financially, they may be able to supply more help (brochures or paperwork would need to be approved by the Board of Education anyway).

2. Discuss/Approve the hire of a certified building inspector

Mayor Higdon said we are still waiting for an MOU.

Attorney Kallas said an MOU is informal and we have contracts with the County.

Attorney Kallas asked why not go directly to the Building Inspector.

Mayor Higdon said he will move forward to find out where we stand.

Councilperson Carolyn Beyer asked if the need for this Certified Building Inspector was because of the situation on Mercer Street.

Mayor Higdon said because we did not have a Certified Building Inspector, they did not go through the Office or the Planning Commission. They came in and appealed to the Board of Zoning Appeal's. The Board of Zoning Appeal's pushed it forward because they got threatened with legal actions. So they started digging.

Laura said the Contractor has been very difficult to deal with, we asked for a survey prior to building before the ground was broken, not after it was framed. Again, they were very difficult to work with. We do have a survey now.

We will table until next meeting.

3. Discuss/Approve zoom availability options for Bolivar Town Council Meetings

Mayor Higdon asked Councilperson Dan Jimeno to give us an update on our options.
Dan explained the new program at a cost of $9.00 per month per person. Dan said he would need to know how many accounts will be needed and the User Names. Package 1 would be the same for everyone. We also need to select a Google Workspace Administrator. We will also need to discuss proper use of email account ethics training. Dan Jimeno 100% recommended Package # 1. Discussion followed.

Councilperson Dan Jimeno moved to approve Package 1@ $9.00 per month per user billed @ $108 per year per user up to 10 users for new Google Workspace emails. Councilperson Carolyn Beyer seconded the motion. Motion passed 6 – 0.

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

Mike Lowrey explained his request dealing with a Paper Street. He owns two pieces of property, 1425 W. Washington Street and 35 Taylor Street. The only access to Taylor Street is the Paper Street. Mr. Lowrey said Mr. Stark owns the third piece of property. Both Mr. Lowrey and Mr. Stark would like to pave their property and would like to pave the Paper Street adjoining our three lots. We are asking for permission to pave the Paper Street.

Councilperson Sarah Shafer asked for legal reasons, if you improve town property do we have to have something in place before that happens.

Mr. Lowrey said we are asking for permission to pave the street not own the street.

Councilperson Carolyn Beyer said I think you are talking about the theory of adverse possession. Councilperson Beyer said if the Council agrees, how could this be adverse?

Attorney Kallas said we need to do a little research on the Paper Streets and not looking off of our old property laws. We may need to open the paper street first and do more research, present to this body and then move forward.

Councilperson Charlma Quarles asked if paving the paper street would be a benefit to the town.

Laura said, yes, it would be a benefit in that the Town would have less to pave later just looking at it from a revenue standpoint. The other opinion is when people access our municipal lot they would not be using the gravel access, it would be paved. Mr. Lowrey said right now Robert Hardy Way and the paper street are not a lined.

Mayor Higdon said we need to a little research and come back to the next meeting. Mayor Higdon thanked Mr. Lowrey for his honesty.

New Business

1. Discuss/Approve proposal for snow removal 25-26 season

Laura said we put the proposal out for snow removal and we have received one request. We gave them 30 days which is up on November 15. When we set the Special Meeting for November, we may have another bid. We can go over the bid(s) and approve at that time.

NOTE: Councilpersons selected Tuesday, November 18, 2025 at 6:30pm for the Special Meeting.

2. Second Reading to amend Bolivar's Administrative Code, Article 131.01 regarding Planning Commission Membership and Article 131.02 regarding Planning Commission Organization, Rules, Staff and Finances

Attorney Effie Kallas said we need to approve the Legislative changes to our Ordinances pertaining to Planning Commission Article 131.01 and 131.02. Attorney Kallas gave the second reading of the changes.

Mayor Higdon asked for a motion to approve.

Councilperson Carolyn Beyer moved to approve the second reading of the Legislative changes to our Planning Commission Organization Articles 131.01 and 131.02 as read by Attorney Kallas. Councilperson Sarah Shafer seconded the motion. Motion passed 6 – 0

3. Discuss/Approve Intergovernmental Agreement for Tax Collection with Jefferson County

Mayor Higdon asked about the time frame and how much time we have before completion.

Attorney Kallas said April 1, 2026. Changes should be made and ready for approval.

* ** Mayor Higdon would like to speak to Sheriff Hanson to see if services can be added or improved. I just want to do things better. I have a lot of concerns.

Attorney Kallas said this is a one year contract so you do have options.

Councilperson Sarah Shafer asked if we could approve Attorney Kallas to work on the Intergovernmental Agreement for Tax collection since we do not have any changes to the agreement.

Mayor Higdon asked for a motion.

Councilperson Sarah Shafer moved for Attorney Kallas to move forward to prepare the Intergovernmental Agreement for Tax Collection with Jefferson County. Councilperson Charlma Quarles seconded the motion. Motion passed 6 – 0.

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

*** Mayor Higdon asked to table this for one month for the reasons stated above.

Mayor Higdon would like to talk to Sheriff Hanson and needs more time. Put on the agenda for December.

5. Discuss/Approve W. Washington Street Supplemental

Mayor Higdon said we are finalizing the sidewalk project. Dept. of Highways came back to us with a summary of the project of money owed and money paid, change of orders etc. In the explanation provided we owe a balance due of $6,708.41.

Councilperson Sarah Shafer moved to approve payment of $6,708.41Supplymental Agreement to WV Dept. of Highways to close out the Sidewalk project and documentation of paperwork indicating payment Paid in Full, Zero Balance. Councilperson Victoria Gale seconded the motion. Motion passed 6 – 0.

6. Discuss/Approve trolley service for Old Tyme Christmas 2025

Mayor Higdon after review of the paperwork from EPTA for 11 hours or 2 days of service @$100 per hour totaling $1,100. Mayor Higdon said this is Bolivar's contribution to Old Tyme Christmas. Mayor Higdon asked for a motion to approve.

Councilperson Victoria Gale moved to approve and pay EPTA $1,100Trolley Service for Old Tyme Christmas as per contract from EPTA. Councilperson Carolyn Beyer seconded the motion. Motion passed 6 – 0.

7. Set date for ethics training

Laura suggested we conduct the Ethics Training on Tuesday, November 18, 2025 at 7:00pm

Adjournment

Councilperson Sarah Shafer moved to adjourn the meeting. Councilperson Charlma Quarles seconded the motion. Motion passed 6 - 0. Meeting adjourned at 9:20pm

P. Jean Reed

P. Jean Reed, Recorder

Chris Higdon, Mayor

Next Meeting will be Tuesday, December 2, 2025.