

BOLIVAR TOWN COUNCIL REGULAR MEETING MINUTES Tuesday, January 14, 2025

Stephen Paradis, Mayor
Victoria Gale
Chris Higdon-Absent
Dan Jimeno
Sarah McMains-Late
Sarah Shafer
P. Jean Reed, Recorder, Mayor Pro Tem
Laura Whittington, Town Administrator

Moment of Silence Pledge of Allegiance

Mayor Paradis asked everyone to stand for a moment of silence and remember the folks in California and for the Pledge of Allegiance.

Call to Order

The January 14, 2025 regular meeting of the Bolivar Town Council was called to order by Mayor Stephen Paradis at 6:30pm. Councilperson Chris Higdon was absent for this meeting.

Treasurers Report

Treasurer Eric Lewis was not in attendance for this meeting. Mayor Paradis said we are at 50% of our budget. Any revenues above 50% are in our favor and anything running above 50% for expenses is against us. Gas and Oil Severance Tax is up but we did not budget that much. Councilperson Sarah Shafer asked about Visitors Bureau expenses. Mayor Paradis said Hotel Occupancy Income and Visitor's Bureau balance each other out because we owe the Visitors Center half of what we collect. Mayor Paradis said City Hall is down, City Attorney has nothing. Mayor asked Laura about this. Laura said Effie has not submitted anything. Laura said we have two invoices that need to be paid. Councilperson Victoria Gale asked if there were two funds for the Library. Mayor Paradis explained money comes from Gas and Oil Severance Tax and from Town of Bolivar for the Library.

Councilperson Victoria Gale moved to approve the December Treasurers Report as presented by Mayor Paradis. Councilperson Sarah Shafer seconded the motion. Motion passed 4 – 0.

Town Attorney, Effie Kallas

Attorney Kallas was not present for this meeting.

Mayor Paradis said he met with Effie, Sheriff Hanson and Tray on some wording to the contract that Effie is working on. Attorney Kallas will catch up with us next month.

Sheriff's Department Report and public comment

Corp. reported for the month of December we had 100 incidents. We had 55 Road Patrols, 10 Directed Patrols, 6 Building Checks, 5 Public Service, 2 Traffic Stops, 1 Assault/NIP, 1 Cardiac Arrest-B, 1 Citizen Arrest, 1 Disturbance, 1 Domestic PhysIP, 1 Foot Patrol, 1 Harassment, 1 Injured

Animal, 1 Special Event Law (Parade). Corp. Hockman said nothing new to report and nothing to keep him up at night. Mayor Paradis thanked Corp. Hockman for his report.

Harpers Ferry National Historical Park Report

Superintendent Gossett announced the Park has welcomed a new Resource Manager, Darlene Hassler, and Acting Facility Manager, Steve Smith to Harpers Ferry National Park.

- This is just a reminder that Deer Management operations started this week.
- We will be installing, repairing or replacing 70 windows in lower down town park (there may be some temporary delays due to using a lift to put the windows in place)
- Construction Bryon Bridge project will start in the spring and will be closed 4 to 5 months. This will have an impact on travel in the community. (We are working on bus transportation across the 340 bridge.
- The National Park Service will remove the silo from the Hinkle Farm located on Bakerton Road due to safety reasons. We did an environmental assessment on this project.

Minutes

Approve Special Meeting Minutes-November 20, 2024

Recorder Reed will make all changes/corrections to the November 20, 2024 Special Meeting Minutes.

Councilperson Victoria Gale moved to approve the November 20, 2024 Special Meeting Minutes as amended. Councilperson Sarah Shafer seconded the motion. Motion passed 5 – 0

Approve Regular Meeting Minutes-December 3, 2024

Recorder Reed will make changes/corrections to the December 3, 2024 Regular Meeting Minutes. **Councilperson Sarah Shafer moved to approve December 3, 2024 Regular Meeting Minutes with corrections. Councilperson Sarah McMains seconded the motion. Motion passed 5 – 0**

Approve Special Meeting Minutes-December 23, 2024

Recorder Reed will make changes/corrections to the December 23, 2024 Special Meeting Minutes. **Councilperson Sarah Shafer moved to approve the December 23, 2024 Special Meeting Minutes with changes as presented. Councilperson Sarah McMains seconded the motion. Motion passed 5 – 0**

Attendee Concerns

Lisa Kovatch thanked us for the support of the Bolivar Lantern Festival Parade. We had a great turn out.

- Lisa said they had over 40 people that came here to the Community Center.
- We also had 41 children participated at the Library workshop.
- We had a total of five families
- We had a survey afterward and they felt it was a great time to connect with their neighbors to build a sense of community and really felt like the instructors were involved with their projects.
- We had a total of 81 Lantern Makers.
- This was a great success.
- This parade event has been rescheduled for Saturday, January 25, 2025 at 6:00pm
- Please join us for cookies and cedar after the event.
- We would also like to thank the Harpers Ferry Woman's Club for their help and support.

Mayor's report

Mayor Paradis said he, Corp. Hockman and Sheriff Hanson have met and worked on the wording for the contract for Attorney Kallas to work on for safety for Bolivar Citizens.

- Request from Matt Mullenex, Region 9 letter of support for Grant application needed by the end of January. I need more information to complete.
- Urban Deer bow hunting will start January 13-31. This is being organized by Laura Clark.
- I received an email from Mayor Vaughn about noise at The Barn. Talked to owners, Mayor, Citizens and Sheriff, just trying to understand. This issue may be on our next agenda.

Mayor Paradis asked Recorder Reed to speak about our upcoming Town Election.

Recorder Reed said due to inclement weather we did not hold our regular meeting on January 7, 2025. This is the first time this year we have met in person. The information was placed in our local newspaper "The Spirit of Jefferson" concerning the time and where to sign up to run for office. If anyone is planning to sign up to run for any of the positions of Town Council, Town Recorder, or Mayor, you will need to do the following.

- **Bolivar Town Election will take place on Tuesday, June 3, 2025.**
- *Sign up time will be from January 13, 2025 thru January 25, 2025 by 12:00 noon*
- *Contact Bolivar Town Administrator, Laura Whittington during regular working hours for a Municipal Candidate's Certificate of Announcement.*
- *This form must be notarized and received in person or post-marked by mid-night, Saturday, January 25, 2025.*

If you have any questions, do not hesitate to ask me.

Street Committee

Snow/Ice plowing, we had some challenges, but the streets were cleared. Plowing should go a little smoother next time. Councilperson Victoria Gale said "Thank You" for plowing Warren Street. Laura said she made a simple phone call.

Bolivar Planning Commission

No meeting this month but our next meeting will be January 27, 2025 at 7:00pm

Mrs. Staats said in April when the FEMA information comes out, we need take care of the four properties being in a flood plan zone. We have to put forth a flood plan ordinance that meets their approval. If we do not get the ordinance in place then those entities in the zone will not qualify for Federal Assistance in the case of a flood.

Park & Recreation Committee

No meeting this month. Update from Councilperson Victoria Gale:

- Basketball Court-No movement
- Thanked Councilperson Sarah McMains for her help and guidance in getting the Kiosk up in the park. Councilperson Gale said Sarah was the moving force that got this accomplished.
- Councilperson Sarah McMains said they are still working on the Master Plan for the park.

Canal Town Partnership

No report

Water Commission Report

Mayor Paradis said there is a bottling plant the county is looking into for the county maybe located in Middleway At the February 11meeting, this will be discussed. We may be asked for our signature basically as a partner.

Councilperson McMains asked about the water grant. Mayor Paradis said they are still waiting on appropriations and some other things. No final word yet.

Streetscape Committee
Nothing to report

Jefferson County Development Authority

Gino Sisco reported the new Executive Director of the Health Department is doing a wonderful job. Gino also said he is leaving the Health Department. His last day will be this Friday, January 17. He will become a Town Administrator for Shepherdstown. He said this may present a conflict of interest since I am representing you and working for Shepherdstown. That would be up to you. Several around the table congratulated Mr. Sisco and Recorder Reed thanked him for everything he had done for Bolivar. Mayor Paradis thanked Mr. Sisco for all he has done for us and wished him good luck in his new job.

Mayor Paradis asked if anyone had concerns, please send to Laura and he will go over them with Laura and then get with Gino to discuss them.

1. Sidewalk project status update

Mayor Paradis said letters went out and they are due back on January 21. We have received 45 out of 100+ letters sent out.

New Business

1. Discussion/Approval of Comprehensive Plan Draft

Councilperson Sarah Shafer moved to accept the Comprehensive Plan as presented by the Planning Commission. Councilperson Victoria Gale seconded the motion. Motion passed 5 - 0

Everyone thanked the Planning Commission Members for the wonderful draft of the Comprehensive Plan. Well done!

2. Approve Board of Zoning Appeals members term of office for additional two year term

Mayor Paradis said these are three year staggered terms. We have gotten out of sink and are going to work to get them back in order.

Councilperson Victoria Gale moved to reappoint Philip Hale to the Board of Zoning Appeals for one year. Councilperson Sarah McMains seconded the motion.

Roll call	Dan Jimeno	Yes	
	Jean Reed	Yes	
	Victoria Gale	yes	
	Sarah Shafer	Yes	
	Sarah McMains	Yes	
	Chris Higdon	Absent	Motion passed. 5 – 0

Councilperson Victoria Gale moved to reappoint Christopher Dove to the Board of Zoning Appeals for two years. Councilperson Sarah McMains seconded the motion.

Roll Call	Dan Jimeno	Yes	
	Jean Reed	Yes	
	Victoria Gale	Yes	
	Sarah Shafer	Yes	
	Sarah McMains	Yes	
	Chris Higdon	Absent	Motion passed 5 – 0

Councilperson Victoria Gale moved to reappoint Bradley Whitehurst to the Board of Zoning Appeals for two years. Councilperson Sarah McMains seconded the motion.

Roll Call	Dan Jimeno	Yes	
	Jean Reed	Yes	
	Victoria Gale	Yes	
	Sarah Shafer	Yes	
	Sarah McMains	Yes	
	Chris Higdon	Absent	Motion passed 5 – 0

Councilperson Victoria Gale moved to reappoint John Krywcun to the Board of Zoning Appeals for three years. Councilperson Sarah McMains seconded the motion.

Roll Call	Dan Jimeno	Yes	
	Jean Reed	Yes	
	Victoria Gale	Yes	
	Sarah Shafer	Yes	
	Sarah McMains	Yes	
	Chris Higdon	Absent	Motion passed 5 – 0

Councilperson Victoria Gale moved to reappoint Lisa Kovatch to the Board of Zoning Appeals for three years. Councilperson Sarah McMains seconded the motion.

Roll Call	Dan Jimeno	Yes	
	Jean Reed	Yes	
	Victoria Gale	Yes	
	Sarah Shafer	Yes	
	Sarah McMains	Yes	
	Chris Higdon	Absent	Motion passed 5 – 0

3. Discuss/Approve reimbursement for supplies to Lisa Kovatch (Lantern Festival)

After everyone went through the paperwork (invoices and receipts) for the Lantern Festival turned by Lisa Kovatch, we would like to have more information concerning what invoices are covered by grant money, donations or Town of Bolivar money. If we have outstanding expenditures, we need detailed invoices with the exact amount owed, to which Company and money source of payment. Since everyone still had questions Mayor Paradis said Lisa could get this clarified and bring in for the next meeting. We will hold it over for the next meeting.

Adjournment

Councilperson Sarah Shafer moved to adjourn the meeting. Councilperson Sarah McMains seconded the motion. Motion passed 5 – 0. Meeting adjourned at 8:08 pm

P. Jean Reed
P. Jean Reed, Recorder

Stephen Paradis
Stephen Paradis, Mayor

Next Regular Meeting Tuesday, February 4, 2025 at 6:30pm