

TOWN OF BATH FINANCE COMMITTEE

Regular Meeting Minutes

March 18, 2025

1. CALL TO ORDER: By Chairman at 4:00pm.
2. Roll Call of Bath Council FC Members: Chairwoman Susan Webster (X), Greg Schene (X), Mary Lynn Hickey (A) – Quorum present
Also present: Councilors O’Connell, Skinner, MacLeod, Clerk Corrick
3. Review of Minutes: Finance Committee Regular Meeting Minutes of March 18, 2025 and Special Budget Meeting Minutes March 3, 10, 11 and 12, 2025 were approved by Common Consent.
4. Clerk’s Report –
 - A. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information and payroll data. The Clerk also provided the Town of Bath FY 25-26 Budget Recap and Certification document (attached). The FC agreed to recommend this document with the total Revenue and Expenses of \$984,667.00 to Council for approval.
 - a. Property Improvement Notifications were presented (attached) and acknowledged. Ordinance Committee Chair Schene reported his intention to take the issue of the reestablishment of the Town of Bath building permit application process to the Ordinance Committee for consideration and development.
 - b. Two Facilities Use applications were submitted (attached). Both the Berkeley Springs Farmers Market and the Cacapon Institute Tree Program requests were approved by Common Consent.
 - c. Discussion was had about the repair of the second bathroom in the BSPD office. Concern was expressed due to lack of usage, but the general upkeep of the building makes the repair necessary. It was agreed to get a third quote for the work and to continue talks.
5. Cemetery Committee Updates and possible action: Chairwoman Skinner reported on recent Committee conclusions that the most efficient way to handle Greenway Cemetery grass cutting and general landscape maintenance is to have the Town of Bath Labor Crew responsible for it. Additional labor will be hired to handle the extra work. Funds from the Town of Bath and Hotel/Motel funds that have been previously allotted to the Cemetery Committee will go to the Public Works Department to cover the expense of the work. This arraignment is reflected in the Bath FY 25-26 Budget.

9. The next FC Regular Meeting date is April 1, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairman *Sheron J. Webb Jr* Date *4-1-25*

MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

Account Number		REVENUE RECAP	General Fund Budgeted Revenues 2025 - 2026	Coal Severance Tax Budgeted Revenues 2025 - 2026
280	299	Beginning Balance, July 1st	5,000	3,900
301	319	Taxes	528,216	2,400
320	324	Fines and Forfeitures	41,000	
325	334	Licenses and Permits	38,500	
335	364	Charges for Services	338,750	
365	377	Intergovernmental	16,900	
378	399	Miscellaneous	16,301	85
		Grand Totals - Revenues	984,667	6,385

Account Number		EXPENDITURE RECAP	General Fund Budgeted Expenditures 2025 - 2026	Coal Severance Tax Budgeted Expenditures 2025 - 2026
401	699	General Government Expenditures	172,831	0
700	749	Public Safety Expenditures	271,586	0
750	799	Street & Transportation Expenditures	209,625	6,385
800	899	Health & Sanitation Expenditures	215,625	0
900	949	Culture & Recreation Expenditures	115,000	0
950	974	Social Services Expenditures	0	0
975	999	Capital Projects Expenditures	0	0
		Grand Totals - Expenditures	984,667	6,385

Please select the basis of accounting for

BATH (BERKELEY SPRINGS)

Cash Basis

I, Susan Webster, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 18 DAY OF MARCH 2025.

(Signature)

Recorder

Official Title of Recording Officer

NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Harold Roe

Location (Address) of Improvement 175 Green St, Beckley Springs

Taxing District WV 25411

Land Book Description _____

have, or has been (Altered) _____ (Erected) _____

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced May 25 (Month/Day/Year),

Completion date or anticipated completion date UNFARWR (Month/Day/Year).

Approximate increase in value \$ 10,000 Use of Building Rental

Remarks: Reppairs

Address of Owner or Owners 562 Hammon St Great Cacapon WV

Phone No. 304-258 3814

Notice Filed By Harold Roe Date 3-3-25

Signature

Month/Day/Year

NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000

BELOW THIS LINE FOR ASSESSOR'S USE ONLY

Map No. _____

Received _____

Parcel No. _____

NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Linda Darlene Stotter

Location (Address) of Improvement 11 Scaling St. Berkeley Spgs.

Taxing District Town of Bath

Land Book Description Sm + Wright ADD PT LT 23 .12 AC

have, or has been (Altered) Back Stoop Replaced (Erected) Back porch (rebuild)

and that said improvements have increased the value of the property in excess (of \$1,000.00) under \$500.

Improvements were commenced March 11-2025 (Month/Day/Year),

Completion date or anticipated completion date _____ (Month/Day/Year).

Approximate increase in value \$ under 500. Use of Building home

Remarks: _____

Address of Owner or Owners 11 Scaling St. Berkeley Spgs. W. VA

Phone No. 304-500-2997

Notice Filed By _____ Date _____
Signature Month/Day/Year

NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000

BELOW THIS LINE FOR ASSESSOR'S USE ONLY

Map No. _____

Received _____

Parcel No. _____



EVENT / USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

Please Print or Type

OFFICIAL USE ONLY

Fiscal Year _____
Festival License _____
Business License _____
License Fee \$ _____
Date Issued _____

NAME OF EVENT: Berkeley Springs Farmers Market

DATE(S) OF EVENT: Sundays April 6th - November 23rd (except Apple Butter weekend)

REQUESTING GROUP OR ORGANIZATION: Morgan County Association of Food and Farms

BEGINNING AND ENDING TIMES: Set up beginning 8am, tear down by 2:30pm

PROPERTY REQUESTED: Fairfax Street eastbound beside Courthouse

PURPOSE OF USE: Farmers Market

STREET/METER CLOSURES REQUESTED WITH DETAILS: _____

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Multiple vendors

NUMBER OF VENDORS AT EVENT/FESTIVAL: 16 vendors

NAME OF RESPONSIBLE PERSON: Jennifer Williams

MAILING ADDRESS: 374 Songbird Lane Berkeley Springs WV 25411

TELEPHONE NUMBER: 7178303366

EMAIL: BSFManager@gmail.com

DATE APPLICATION SUBMITTED: 3/18/2025

SIGNATURE: Jennifer Williams

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

Application is:

Approved

Denied

Approved Subject to Following:

Town Flat Fee: \$ _____

Festival License Fee Due:

\$ _____ \$15.00 w/ Business License

\$ _____ \$35.00 w/o Business License

\$ _____ Total Due

Proof of Insurance on File

Pay Now
using our QR
Code!



Signature of Approval: _____

Date: _____



EVENT / USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

Please Print or Type

OFFICIAL USE ONLY	
Fiscal Year	_____
Festival License	_____
Business License	_____
License Fee \$	_____
Date Issued	_____

NAME OF EVENT: My BMP - Cacapon Institute Tree Program

DATE(S) OF EVENT: March 25, 2025

REQUESTING GROUP OR ORGANIZATION: Sleepy Creek Watershed Association

BEGINNING AND ENDING TIMES: 10:00am +/- to 2:00pm +/-

PROPERTY REQUESTED: Depot lot

PURPOSE OF USE: Sort and handout container trees to local residents.

STREET/METER CLOSURES REQUESTED WITH DETAILS: None

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No

NUMBER OF VENDORS AT EVENT/FESTIVAL: N/A

NAME OF RESPONSIBLE PERSON: Chuck Marsh (Rebecca MacLeod)

MAILING ADDRESS: _____

TELEPHONE NUMBER: 304-258-2605

EMAIL: marshbc@aol.com

DATE APPLICATION SUBMITTED: 03-17-2025

SIGNATURE: 

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

Application is: Approved

Denied

Approved Subject to Following:

Town Flat Fee: \$ _____

Festival License Fee Due:

\$ _____ \$15.00 w/ Business License

\$ _____ \$35.00 w/o Business License

\$ _____ Total Due

Proof of Insurance on File

Pay Now
using our QR
Code!



Signature of Approval: _____ Date: _____