

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting Minutes
April 15, 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 (X) – Quorum present
Also present: Councilors O’Connell, Skinner, MacLeod,
3. Review of Minutes: Finance Committee Regular Meeting Minutes of April 1, 2025 were approved by Common Consent.
4. Clerk’s Report –
 - A. Assistant Clerk Farris made available the Town’s budget comparison, account review, bookkeeping information and payroll data.
 - a. There was one Property Improvement Notification (attached) submitted for 33 N. Washington Street for roof repair. It was acknowledged and will be processed.
 - b. One Facilities Use application was submitted (attached). The person who supplied the information that was submitted will be contacted to explain that more detail is needed in order to consider the application.
 - c. The times for the review of BSWW financial reports were discussed. It was decided that the last week of April was a possibility with the date and time to be determined by the Water Committee. Water Chairman O’Connell briefly outlined income and expenses from July 1, 2024 through January, 2025. This evaluation showed that revenue had been underestimated.
 - d. Grant Chairwoman Hickey reported that the WV Department of Homeland Security grant for BSPD computers was submitted. The granting agency has extended the time period to submit applications for this funding and to add information to previously submitted applications. We should know the status of the BSPD application by July 1, 2025.
5. Cemetery Committee Updates and possible action: The Greenway Cemetery Make It Shine project on April 5 was not as successful as previous years. It was thought that the reports of possible inclement weather hurt attendance.
6. Grant and Project update: Chairwoman Hickey reported that the SHPO Remembrance grant received by Ye Town of Bath DAR is being used for improvements, clean up and new fencing for the Olde English Cemetery. That work is on schedule to be completed by June 30. The Cops grant is on hold until the Town has hired a second patrolman. The Appalachian Forestry Grant for the

Town website renovation and upgrade is progressing. The Chairwoman is reviewing grants for On Trac, BSPD and BSWW cameras, traffic calming and cyber security. An application for Congressionally Directed Spending will be submitted to Senator Capito's office for BSWW plant upgrades and repair.

7. Additional Town financial concerns: Chairwoman Webster explained the letter (attached) from Commissioner and BDA VP Bill Clark. This organization wishes to be suspended by Council with assets given to the recently developed On Trac program. The matter will be decided by Council.

Councilwoman MacLeod met with officials from Potomac Edison electric company to explore the procedure to replace and add street lighting to Bath streets. There are decisions to be made on types of lighting, additional placement and replacement. This work is much needed and appreciated for the safety and aesthetics of Bath.

MacLeod also requested that the Master Gardeners be allowed to add the use of the two parking spaces on S. Washington Street closest to the Country Inn for the WVCA Soil Trailer at their annual Plant Fair on May 9 & 10. The FC agreed to the request.

8. Bills for the BSWW and the Town were approved for recommendation to the Council.

9. The next FC Regular Meeting date is May 6, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairman Sessay Wilson Date 5-6-2025

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 304 Investments, LLC

Location (Address) of Improvement 33 N Washington St, Berkeley Springs WV 25428

Taxing District 33-03-002A-0040

Land Book Description N Wash St PA OVR PT LST 77-78 26.5 x 100
have, or has been (Altered) Altered Roof (Erected)

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

Improvements were commenced 3/20/25 (Month/Day/Year)

Completion date or anticipated completion date 4/1/25 (Month/Day/Year)

Approximate increase in value \$ 20,000 Use of Building Vacant + for Sale/Rent

Remarks: Partial replacement of roof

Address of Owner or Owners 605 Baltimore St, Martinsburg WV 25401

Phone No. 304-279-9395

Notice Filed By

Signature

Date

4/7/25
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

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

Please Print or Type

NAME OF EVENT: Piasta Merce St.

DATE(S) OF EVENT: June 28

REQUESTING GROUP OR ORGANIZATION: Mi Ranchito and Black cat

BEGINNING AND ENDING TIMES: 4 PM (close rd 1pm-9pm)

PROPERTY REQUESTED: Mercer St

PURPOSE OF USE: 24 Anniversary of Mi Ranchito

STREET/METER CLOSURES REQUESTED WITH DETAILS: _____

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: N/A Free

NUMBER OF VENDORS AT EVENT/FESTIVAL: Around 5

NAME OF RESPONSIBLE PERSON: Oscar Robles

MAILING ADDRESS: 141 Independence

TELEPHONE NUMBER: 304-261-3798

EMAIL: _____

DATE APPLICATION SUBMITTED: 4/21/25

SIGNATURE: [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: _____

**Bath Development Authority
271 Wilkes Street
Berkeley Springs, WV**

4/10/2025

**Town of Bath Mayor and Council
271 Wilkes Street
Berkeley Springs, WV**

Dear Honorable Mayor Scott Merki and Council,

We, the remaining active members of the Bath Development Authority (BDA), are writing to inform you of a decision reached after much discussion and reflection on the future of the organization. After careful consideration, we have decided to submit our resignations, effective June 30, 2025. This decision reflects our belief that the BDA, in its current form, has reached the end of its current mission and that it is time for a new direction.

As you know, the BDA was an early and enthusiastic supporter of the original OnTrac program, and we continue to encourage the revitalization of this initiative, which we believe has great potential for the future of Bath. We have always appreciated the town office's support in these efforts, and we hope that continued backing can rejuvenate the OnTrac program as a valuable asset to the community.

However, it has become clear that the BDA itself is in need of a new spark. Efforts to attract new members have not yielded the results we hoped for, and the organization no longer has the energy it once did. That said, we look back at our past projects, fundraisers and events with pride. After thorough discussion, it was agreed that we would each submit our individual resignations and provide this joint letter of recommendation to the Mayor and Council regarding the future of the BDA.

Should the Council not have immediate plans to reconstitute the Authority, we recommend that it be suspended for the time being. If a specific project or

initiative arises that would benefit from the powers and abilities granted to Development Authorities by WV Code, the Council can easily re-establish the BDA to meet those needs.

The BDA's only financial obligation is the completion of the website in partnership with Growth Media Co.. We are confident that the website, can be easily adapted for the OnTrac program, and the remaining funds currently allocated to Growth Media will fulfill this commitment.

On a motion made by Bill Clark and Jane Peters, the group has restated its approval for the outstanding balance to be paid to Growth Media for this purpose. We also recommend that any remaining funds, after the completion of the website obligation, be redirected to support the OnTrac effort.

We want to thank the Mayor and Council for your continued support over the years, and we hope the BDA's contributions have been valuable to the community. We remain hopeful for the future of the OnTrac program and other initiatives that may arise for the benefit of Bath.

On behalf of all active members of the BDA ;

Sincerely,



Bill Clark

Vice President
Bath Development Authority