

TOWN OF BATH FINANCE COMMITTEE

Regular Meeting Minutes

May 6, 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, Clerk Corrick

3. Review of Minutes: Finance Committee Regular Meeting Minutes of April 15, 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.

a. There were five Property Improvement Notifications (attached) submitted.

Each Notification was reviewed and will be processed.

1. 192 Fairfax St. – Guest house construction

2. 377 Wilkes St. – Demolition of existing dilapidated building

3. 180 S. Washington St. – exterior painting St. Mark’s Episcopal Church

4. 99 N. Washington Street – Roof replacement

5. Lots 18 & 19 Biser St.– Single family home construction

b. Four Facilities Use application were submitted (attached).

1. 307 S. Washington St. Gerald Michael III – Beautifying alleyway

2. Parking spaces surrounding the Berkeley Springs State Park on Fairfax and S. Washington Streets. The event is Bringing in the May and will be held from Friday May 16 at 5pm through Sunday May 18 at 7pm.

3. Mercer Street closure from Independence to Union Streets on June 28 from 1pm through 9pm. The event is Mi Ranchito Restaurant 24th Anniversary celebration.

4. Corner of Independence and Wilkes Streets – Two parking meters from 6am until 6pm on June 7. Inspired Chaos is having an outdoor sale for Hey Girlfriend Weekend.

Each Facility Use Application was reviewed and approved to move forward.

c. Clerk Corrick produced a Request for Revision to Approved Budget (attached) for the FC to review for Council consent to submit to the WV Auditor’s Office for approval. The reason for this budget revision is increased revenue due to the new 1% sales tax and higher than budgeted returns from other related fees and rates. Corrick also produced

the required Resolution 2025-05-01 necessary for Council to approve if they desire. The FC concurred to recommend these revisions and Resolution to Council.

5. Cemetery Committee Updates and possible action: Chairwoman Skinner reported that Councilman Dave O'Connell has accepted the position of Treasurer for the Cemetery Corporation. Terry Golden has been working on organizing the Cemetery Records.

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. 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. All associated reports for grants that she is working have been filed.

7. Berkeley Springs Water Works: Chairman O'Connell gave brief updates on progress with current water utility operations and financial situation. Water revenue has exceeded budgeted expectations. The committee is progressing with the plant and distribution upgrades including the US Silica water line project.

8. Additional Town financial concerns: None at this time.

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

10. The next FC Regular Meeting date is May 20, 2025 at 4pm in the Municipal Center.

11. Adjourn

Chairman *Seray Webster* Date *5-20-25*

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, raise 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 a separate form, filed on 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 § 11-2-3a, 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 William Gordon Caperton IV and Susan M. Caperton

Location (Address) of Improvement 192 Fairfax St.

Taxing District D3 - Town of Bath

Land Book Description Fairfax St Pt Lt 114.5 X 132 1RR Area/Parcel: 1 0106 000 0000

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 4/7/2025 (Month/Day/Year)

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

Approximate increase in value \$ 100,000 Use of Building Guest House

Remarks: _____

Address of Owner or Owners 192 Fairfax St., Berkeley Springs, WV 25411

Phone No. 304-283-1115

Notice Filed By [Signature] Date 4/15/25
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 Marion 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 JLR Rentals, LLC

Location (Address) of Improvement 377 Wilkes St

Taxing District _____

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 By June 1 2025 (Month/Day/Year),

Completion date or anticipated completion date July 30 2025 (Month/Day/Year).

Approximate increase in value \$ 2 Use of Building Demo of House

Remarks: Demo to survey and build 3 townhomes

Address of Owner or Owners Po Box 414 Falling Waters WV 25419

Phone No. 304-685-3115

Notice Filed By _____ Date April 14 2025
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 St Mark's Episcopal Church

WV Episcopal Diocese

Location (Address) of Improvement 180 S Washington St

Taxing District _____

Land Book Description _____

have, or has been (Altered) _____ (Erected) 1866

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

Improvements were commenced April 28, 2025 (Month/Day/Year),

Completion date or anticipated completion date May 14, 2025 (Month/Day/Year).

Approximate increase in value \$ _____ Use of Building Church Services

Remarks: Church being painted & stair lift to undercroft installed

Address of Owner or Owners 480 Creek Bend Trail

Phone No. 304-279-7554

Notice Filed By Xanna S Smith Date 4/16/2025
Signature Senior Warden 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 First Monarch Property Ventures LLC

Location (Address) of Improvement 99N Washington Street

Taxing District _____

Land Book Description _____

have, or has been (Altered) _____ (Erected) 1927

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

Improvements were commenced: 4/24/2025 (Month/Day/Year),

Completion date or anticipated completion date 4/24/2025 (Month/Day/Year).

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

Remarks: Roof replacement

Address of Owner or Owners 167 Wilkes St, Berkeley Springs, WV 25411

Phone No. 410-852-4593

Notice Filed By [Signature]
Signature

Date 4/24/2025
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 Honeysuckle Hedge LLC
Virgil & Christie Stambaugh Johnson Mill Rd

Location (Address) of Improvement Lots 18 & 19 Ravenswood No2 Addition

Taxing District _____

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: 5/1/25 (Month/Day/Year),

Completion date or anticipated completion date 5/1/26 (Month/Day/Year).

Approximate increase in value \$ 150,000 Use of Building Single family home

Remarks: _____

Address of Owner or Owners 4761 Timber Ridge Rd Big Cove Tannery

Phone No. 240.527.8578 PA 17212

Notice Filed By Christie Stambaugh Date 5.22.25
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. _____



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: _____

DATE(S) OF EVENT: _____

REQUESTING GROUP OR ORGANIZATION: Gerald John Michaels III

BEGINNING AND ENDING TIMES: _____

PROPERTY REQUESTED: Alleyway behind 307 S. Washington St.

PURPOSE OF USE: Utilize to Beautify

STREET/METER CLOSURES REQUESTED WITH DETAILS: _____

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: _____

NUMBER OF VENDORS AT EVENT/FESTIVAL: _____

NAME OF RESPONSIBLE PERSON: GERALD MICHAELS, III

MAILING ADDRESS: 307 S. WASHINGTON ST. BERKELEY SPRINGS, WV 25411

TELEPHONE NUMBER: (304) 261-6647

EMAIL: geraldjohnmichaels@gmail.com

DATE APPLICATION SUBMITTED: 04/16/2025

SIGNATURE: [Handwritten 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: _____



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	_____

NAME OF EVENT: 1/ Bringing in the May
 DATE(S) OF EVENT: May 17 and 18 2025
 REQUESTING GROUP OR ORGANIZATION: Bringing in the May
 BEGINNING AND ENDING TIMES: Saturday Friday 500 to Sunday 700
 PROPERTY REQUESTED: Requesting parking on the street - reserved
 PURPOSE OF USE: Parking food trucks / unloading vendors
 STREET/METER CLOSURES REQUESTED WITH DETAILS: Along park on Fairfax over 522
 WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No admission - products sold.
 NUMBER OF VENDORS AT EVENT/FESTIVAL: 5 food vendors, approximately 30 vendors
 NAME OF RESPONSIBLE PERSON: Cynthia Reiffen
 MAILING ADDRESS: 137 Prospect Peak Lane, B.S. 25411
 TELEPHONE NUMBER: 304-258-5884
 EMAIL: creiffen@msn.com
 DATE APPLICATION SUBMITTED: April 14
 SIGNATURE: Gina Reiffen

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

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

Please Print or Type

NAME OF EVENT: Fiesta 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 to Union

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: _____

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

OFFICIAL USE ONLY

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

Please Print or Type

NAME OF EVENT: My Girlfriend Weekend Sale

DATE(S) OF EVENT: Saturday, June 7, 2025

REQUESTING GROUP OR ORGANIZATION: Inspired Chaos

BEGINNING AND ENDING TIMES: 6AM - 6PM

PROPERTY REQUESTED: 2 Parking Spaces on Independence St. by Store

PURPOSE OF USE: Outdoor Sale

STREET/METER CLOSURES REQUESTED WITH DETAILS: Independence St. / 2 Meters by store

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Product Sold

NUMBER OF VENDORS AT EVENT/FESTIVAL: 1

NAME OF RESPONSIBLE PERSON: Jenna or Lori Hansroth

MAILING ADDRESS: 47 Independence St., BS, WV 25411

TELEPHONE NUMBER: 304-616-0007 / 304-596-3309

EMAIL: inspired.chaos.wv@gmail.com

DATE APPLICATION SUBMITTED: 5/6/25

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: _____

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: 2025
 Fund: 1
 Revision Number: 4
 Pages: 3

Town of Bath
 GOVERNMENT ENTITY

Person To Contact Regarding Request:
 Name: Sharron Corrick
 Phone: 304-258-1102
 Fax: 304-258-3638
 Email: townofbath@wvdsf.net

271 Wilkes Street
 STREET OR PO BOX
 Berkeley Springs WV 25411
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
304	Excise Tax on Utilities	45,000	5,300		50,300
305	Business and Occupation Tax	68,000	15,000		83,000
306	Wine & Liquor Tax	45,000	5,000		50,000
308	Hotel Occupancy Tax	108,000	22,000		130,000
314	Sale Tax		55,202		55,202
320	Fines, Fees & Court Costs	5,000		2,000	3,000

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 153,502

Explanation for Account # 378, Municipal Specific:
 Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
418	City Auditor	3,000	500		3,500
424	Contributions to Comms/Authorities	6,000		5,700	300
440	City Hall	147,751	2,350		150,101
444	Contributions / Transfers to Other Funds		168,952		168,952
700	Police Department	216,571		40,750	175,821
750	Streets and Highways	148,765	1,850		150,615
752	Signs and Signals		1,500		1,500
723	Local Law Enforcement Block Grant	5,000		2,200	2,800
755	Street Construction	20,917	5,000		25,917
900	Parks & Recreation	54,000	11,000		65,000

NET INCREASE/(DECREASE) Expenditures 153,502

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

