

TOWN OF BATH COUNCIL MEETING

May 06, 2025

1. CALL TO ORDER: @ 5:30pm by Town Recorder, Susan Webster
2. APPOINTMENT OF TEMPORARY RECORDER: In the Mayor's absent Recorder Susan Webster ran the meeting and Clerk Sharron Corrick was approved to serve as Recorder by Common Consent.
3. ROLL CALL: Scott Merki (A) Susan Webster (X) Elizabeth Skinner (X) Greg Schene (X) Rebecca MacLeod (X) Mary Lynn Hickey (X) Dave O'Connell (X) Quorum present.
4. REVIEW OF MINUTES: Minutes of the Regular Meeting of April 15, 2025 were approved by Common Consent.
5. PERSONS BEFORE COUNCIL: None.
6. COMMUNICATIONS FROM MAYOR: Recorder Webster spoke about the recent storm damage of Easter weekend. Recognition was given to Mayor Merki and the BSWW employees who maintained service from the water plant during the power outage. The Labor Crew have been working on street cleaning and other repairs.

COMMITTEE AND BOARD REPORTS

1. ONTRAC: The next meeting is May 22 at 4:30pm at Town Hall
2. BATH DEVELOPMENT AUTHORITY (BDA): Recorder Webster reported that the suspension of the BDA was addressed at the April 15, 2025 regular meeting. There are some additional house-keeping items that need to take place before moving funds and responsibilities to the OnTrac committee.
3. PARKS /REC: No report. The next meeting is May 21 at 7pm at the Courthouse.
4. PLANNING COMMISSION (PC): The next meeting is August 13. Councilman O'Connell reported that each committee should be working on their objectives for the next comprehensive plan.
5. RAIL/TRAIL (NBRT): The next meeting is May 28 at 4pm. Attached is the written report submitted by Co-Chair Pete Brown. Co-Chair MacLeod reported that Morgan County is working with the Town to move forward with a plan for Parcel 1A.
6. STREETSCAPE: The next meeting is May 15 at 9:00 am. Co-Chair Pete Brown has submitted a detailed progress report (attached). The Committee is still waiting on approval from the WV DOH for the Phase VI Design Funding Agreement.
7. TRAIN DEPOT: The Committee will be meeting with TBS regarding ongoing projects. Recorder Webster introduced the new Executive Director of TBS, Dusty Martin, who has some concerns regarding the building that will be addressed.
8. LANDMARK COMMISSION (HLC): No report. Councilman Schene stated we do need more volunteers for this committee.
9. CLERK/RECORDER REPORT: Recorder Webster gave an update on the election process.
There were five building improvement notifications that were acknowledged and will be processed (attached):
 1. 192 Fairfax St. - for a Guest House

2. 377 Wilkes St. - removal of the building on the property
3. 180 S. Washington St. - painting the church exterior
4. 99 N. Washington St. - roof replacement
5. Johnson Mill Rd, construction of a single-family home.
6. Lots 18 & 19 Biser St. - single family home construction

There were four property use request forms approved (attached):

1. 307 S. Washington St. - request to beautify the adjoining alley
2. Bringing in the May event - request to have 4 food trucks and parking for vendors to load and unload along the Berkeley Springs State Park on adjoining Fairfax and S. Washington Streets from May 16 at 5pm through Sunday, May 18 at 7pm.
3. Mi Ranchito Fiesta Mercer St. - request to close adjoining block of Mercer St. from 1pm-9pm for the festival on June 28.
4. Inspired Chaos - request for 2 parking spaces on Independence by this store for Hey Girlfriend Weekend June 7.

Clerk Corrick presented a Budget Revision and Resolution 2025-05-01 (attached). This revision is due to increased revenue in the first quarter of 2025 attributable to the new 1% sales tax and additional revenue generation.

MOTION: To approve the 2025 Budget Revision and accompanying Resolution 2025-05-01 – Hickey/O’Connell – This vote required a Poll Vote. All of the Common Council present voted in favor of the motion.

10. FINANCE: Clerk Corrick delivered the following bills for approval:

- (a) Town of Bath \$16,128.65 - Motion to approve: Hickey/Skinner - Carried
- (b) BSWW \$68,178.07 - Motion to approve: MacLeod/Hickey – Carried
- (c) Hotel/Motel Distribution \$51.00 – Motion to approve: Hickey/Skinner– Carried
- (d) Cemetery - \$99.00 – Motion to approve: MacLeod/O’Connell– Carried

11. TREE BOARD: The next meeting is May 21 at 5pm. The Council recognized Lance Strait as the outgoing Tree Steward for all his hard work and dedication to the Town for the last 15 years. Craig Deane submitted a volunteer application to be appointed to the Bath Tree Board as the Tree Steward.

MOTION: To appoint Craig Deane as the Town of Bath Tree Committee Tree Steward- O’Connell/Skinner – Carried.

Kate Lehman reported that the Arbor Day Celebration tree was planted in the State Park to replace the tree that came down in the storm. The October Glory Maple should get to be 80ft. Lehman requested the Town donate the flag that was given to the Town by the Tree City for the 18th year to TBS to promote the Town as a Tree City. The Town will be mulching the trees on May 20.

12. GRANT: The next meeting is May 15 at 4:30pm. Chairwoman Hickey told the Council the reports due April 30th were filed. She is researching grants for the OnTrac program, the BSWW plant operations, GIS map funding and a grant through the Seely foundation. The Cyber Security Grant is on hold until July 1st. Chairwoman Hickey gave an update of the meet and greet for Region 9 Planning & Development. Chairwoman MacLeod also reported that the funds for the NRCS grant were released for the WSWWS flood control project.

13. PUBLIC SAFETY: The next meeting is May 14 at 3:30pm. No report.

14. CEMETERY: The next meeting is May 27 at 9am. Chairwoman Beth Skinner reported that

Dave O'Connell has accepted the position of the Treasurer for the Cemetery Corporation. Terry Golden has been working on organizing the Cemetery Records and the Morgan County Historical and Geological Society may be able to take a more active role.

Councilwomen Skinner also gave an update on General Barstow's grave recognition project.

- 15 PUBLIC WORKS: The next meeting is May 13 at 8:30am Chairwoman MacLeod reported that Public Works has taken over the mowing for Greenway Cemetery. They have hired some seasonal workers. P&W Excavating will be paving the block of Warren St. adjacent to Roy's Service Center in the next few weeks. The yellow bricks at the Depot lot are being stacked thanks to David Stohl Masonry. Public Works is working with Potomac Edison regarding the street lighting in Town.
- 16.ORDINANCE: The next meeting is May 22 at 4pm. Chairman Schene told the Council that the committee is looking into reestablishing a more comprehensive building permit process and building codes. They are also working on a draft vacant building ordinance that is waiting on legal input.
- 17.BSWW: The next meeting is May 7 at 2pm. Chairman O'Connell reported that the committee is proposing to change the meetings to the 2nd and 4th Wednesday of the month. The sound financial stability of the water company was discussed.
- 18.PUBLIC COMMENT: Councilwomen Hickey shared her appreciation to Terry Golden who is replacing all the historic signs in Town. Dusty Martin, Executive Director of Travel Berkeley Springs, invited Council to a Tourism Rendezvous May 19 at 5pm at Cacapon State Park. The event is open to nonmembers. The guest speaker is Evan Chapman co-owner of Loving WV. Dusty also presented Council with the first draft of a Berkeley Springs downtown shopping map.
19. MOTION TO ADJOURN: Approved by Common Consent.

Attest:

Mayor _____

Recorder



Streetscape Phase VI Design Funding Agreement:

- Called DOH (Kyle Olicer) on Phase VI Design Funding Agreement where-about. The Agreement seems to still be in the DOH Legal section, but these type of agreements are still slowly moving thru. No one has said "No" as of now.

NBRT - Proposal to split out the Parcel 1A Remediation:

- Cost Estimate and Proposal was sent to Tim Sedosky and Mark Scoular on April 30th.
- Bill Clarke "endorsed" the Proposal in his May 2nd Email to Tim & Mark: "The County Commissioners definitely concur with this plan of action".
- Checking with Mark Scoular today on status.

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 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 William Gordon Caperton IV and Susan M. Caperton

Location (Address) of Improvement 192 Fairfax St.

Taxing District 03 - Town of Bath

Land Book Description Fairfax St Pt 4 114.5 X 132 1AR MAP/PARCELS: L 0106 0000 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 WYOMING 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 Weller 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 \$ 0 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 28419

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 Karen 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 99 N 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] Date 4/24/2025
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 Honaysuckle 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 _____

Please Print or Type

NAME OF EVENT:

"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 ave / 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:

Cynthia 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: 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 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: [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

Please Print or Type

OFFICIAL USE ONLY

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

NAME OF EVENT: Hay Girl Friend 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 Lon 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: _____

RESOLUTION 2025-05-01

At a regular session of the municipal council, held May 06, 2025, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Town of Bath. The following resolution was offered:

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 be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4 for fund 1 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Mary, and duly seconded by Dave the vote thereon was as follows:

| | |
|-------------------|--|
| Scott Merki | Yes or No - absent |
| Susan Webster | <input checked="" type="radio"/> Yes or No |
| Elizabeth Skinner | <input checked="" type="radio"/> Yes or No |
| Mary Lynn Hickey | <input checked="" type="radio"/> Yes or No |
| Rebecca MacLeod | <input checked="" type="radio"/> Yes or No |
| Greg Schene | <input checked="" type="radio"/> Yes or No |
| David O'Connell | <input checked="" type="radio"/> Yes or No |

WHEREUPON, The Town of Bath, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Town Clerk Sharron Corrick is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

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@wvdsi.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

April 16, 2025

Town of Bath

271 Wilkes Street

Berkeley Springs, WV 25411

Dear Town of Bath Mayor and Council Members:

I am officially submitting my resignation as Tree Steward for the Town of Bath and the Town of Bath Tree Board; effective May 6, 2025.

Thank you for allowing me to serve in this role for a number of years.

Sincerely,

A handwritten signature in black ink that reads "Lance A. Strait". The signature is written in a cursive style with a large initial "L".

Lance Strait

Town of Bath

VOLUNTEER APPLICATION

Committee: Please check off the committee(s) you want to volunteer to serve on. An * indicates that Town of Bath Ordinances and/or West Virginia State Code set qualifications to serve on the committee (e.g., Must be a town resident). Check the Town of Bath's Web Site and/or Facebook Page to see the documents listed below.

Bath Development Authority

Cemetery Management and Maintenance Incorporated

Historic Landmark Commission* See document, "Qualifications to Serve on the Bath HLC."

Planning Commission* See document, "Qualifications to Serve on the Bath Planning Commission."

Other: TREE BOARD (Train Depot, Grant, Parks & Recs, Tree Board, etc.)

Date: May 25

Name: _____

Address: Craig Deane
P.O. Box 980
Berkeley Springs, WV 25411

Telephone: 301-964-4485

Email: c.c.deane @ Mail

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: townofbath@wvdsi.net. Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.