

**TOWN OF BATH FINANCE COMMITTEE**  
**Regular Meeting Minutes**  
May 20, 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 May 6, 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 no Property Improvement Notifications submitted.
    - b. Two Facilities Use applications were submitted (attached).
      1. N. Washington Street on sidewalk at one meter space on 12 Saturdays throughout summer months. This request was held until Chairwoman Webster can speak with the vendor about better options.
      2. Picnic in the Park – requesting three metered parking spaces on Fairfax Street by the Berkeley Springs State Park on Saturday, June 21 from 9am until 5pm. Spaces are for food vendors. Request approved.
    - 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 excise tax on utilities, transfer from the reserve account and higher than budgeted returns from refuse collection. Corrick also produced the required Resolution 2025-05-02 (attached) necessary for Council to approve if they desire. The FC concurred to recommend this revision and Resolution to Council.
5. Cemetery Committee Updates and possible action: No report at this time.
6. Grant and Project update: On April 22, Chairwoman Hickey submitted an application for \$1,000,000.00 to Senator Capito’s office for Congressionally Directed Spending grant funds for the upgrade of the BSWW plant. She needs to have the Professional Engineering Report from Gwin, Dobcon & Roreman as soon as possible to add to this application. The Chairwoman is reviewing grants for On Trac, BSPD cameras, traffic calming and cyber security. GIS mapping

grant is being prepared by Region 9 Planning & Development. The amount being requested is \$80,555.00 with a 25% match required from the BSWW. All associated reports for grants that she is working have been filed.

7. Berkeley Springs Water Works: Chairman O'Connell gave a brief update on the operations and management of the BSWW. He wants to clarify the future governance of the company. This pertains to the roles and responsibilities of the Town of Bath government in relation to the Berkeley Springs Water Works. The Chairman wants the Town of Bath Finance Committee to be more involved in the management of the budgeting and oversight of the BSWW. The committee is progressing with the plant and distribution upgrades including the US Silica water line project.

8. Additional Town financial concerns:

a. The Council will be presented for their consideration the License Renewal Agreement for the BSWW raw water pump station in the Berkeley Springs State Park. This is a 25 year agreement.

b. The Berkeley Springs State Park Superintendent Scott Fortney will contribute half of the cost for replacing the missing railing on the bridge entrance to the State Park and the Country Inn.

c. The Depot underwent drain repair of interior sanitary plumbing this week. The Depot Committee has agreed that the cost should be borne by the Committee funds.

d. Councilwoman MacLeod attended an online mapping meeting of the Federal Emergency Management Agency.

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

10. The next FC Regular Meeting date is June 3, 2025 at 4pm in the Municipal Center.

11. Adjourn

Chairman Suzanne Webster 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](mailto:townofbath@wvdsi.net)

**OFFICIAL USE ONLY**

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

Please Print or Type

**NAME OF EVENT:**

Formerly known as Small Business Saturday

**DATE(S) OF EVENT:**

5/24, 5/31, 6/14, 6/28, 7/5, 7/12, 7/19, 8/2, 8/16  
8/30, 9/6, 9/20

**REQUESTING GROUP OR ORGANIZATION:**

Bagels Eleven

**BEGINNING AND ENDING TIMES:**

10-4

**PROPERTY REQUESTED:**

Berkeley Springs State Park sidewalk

**PURPOSE OF USE:**

Bagel sales

**STREET/METER CLOSURES REQUESTED WITH DETAILS:**

N/A

**WILL ADMISSION BE CHARGED OR PRODUCT SOLD:**

Product sold

**NUMBER OF VENDORS AT EVENT/FESTIVAL:**

1

**NAME OF RESPONSIBLE PERSON:**

Nathaniel Barron

**MAILING ADDRESS:**

292 N. Washington St Apt 105 Berkeley Springs WV

**TELEPHONE NUMBER:**

304 261 0712

**EMAIL:**

barronnathaniel39@gmail.com

**DATE APPLICATION SUBMITTED:**

5/19/25

**SIGNATURE:**

Nathaniel Barron

**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:** \_\_\_\_\_



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License Fee \$ \_\_\_\_\_  
Date Issued \_\_\_\_\_

Please Print or Type

**NAME OF EVENT:** Picnic in the Park

**DATE(S) OF EVENT:** June 21, 2025 (Sat)

**REQUESTING GROUP OR ORGANIZATION:** Berkeley Spring Pride

**BEGINNING AND ENDING TIMES:** 9am - 5pm

**PROPERTY REQUESTED:** Meters around state park

**PURPOSE OF USE:** Food Trucks

**STREET/METER CLOSURES REQUESTED WITH DETAILS:** Requesting meters be bypassed - then we will remove meters. Trucks are in the other parking - No admission

**WILL ADMISSION BE CHARGED OR PRODUCT SOLD:** \_\_\_\_\_

**NUMBER OF VENDORS AT EVENT/FESTIVAL:** 3 food trucks - 15+ vendors some requests of vendors or stalls

**NAME OF RESPONSIBLE PERSON:** Scott Colburn

**MAILING ADDRESS:** 110 south Litchington St,

**TELEPHONE NUMBER:** 681-261-7456

**EMAIL:** Scott@thecountryinnwv.com

**DATE APPLICATION SUBMITTED:** May 14, 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: \$ \_\_\_\_\_

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\$ \_\_\_\_\_ \$15.00 w/ Business License

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\$ \_\_\_\_\_ **Total Due**

Proof of Insurance on File

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Code!



**Signature of Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RESOLUTION 2025-05-02

At a regular session of the municipal council, held May 20, 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 5 for fund 1 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by

Susan Webster, and duly seconded by Mary Lynn Hickey

the vote thereon was as follows:

Scott Merki	<input checked="" type="radio"/> Yes or No
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: 5  
 Pages: 1

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	50,300	1,000		51,300
350	Refuse Collection (Garbage and Trash Fees)	142,000	2,000		144,000
368	Contributions/Transfer from Other Entities	8,500	300		8,800
369	Contributions from other Funds - Must Provide Explanation below	6,500	9,700		16,200
	#N/A <i>\$ from Reserve Acct.</i>				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

13,000

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
750	Streets and Highways	150,615	13,000		163,615
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
755	Street Construction				
900	Parks & Recreation				

**NET INCREASE/(DECREASE) Expenditures**

13,000

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Division Date

*S. A. Corrick*  
 AUTHORIZED SIGNATURE OF ENTITY

*5/20/25*  
 APPROVAL DATE