

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting Minutes
June 3, 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 May 20, 2025 were approved by Common Consent.

4. Clerk’s Report –

A. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information, internal budget revision data and payroll particulars.

- a. There were two Property Improvement Notifications submitted (attached).
516 Wilkes Street 530 Wilkes Street

These notifications were reviewed and will be sent to the Morgan County Assessor’s office for processing.

- b. No Facilities Use applications were submitted.

c. Clerk Corrick presented a worksheet (attached) outlining her suggested internal budget revisions through June 2025. This type of revision does not require approval by the WV State Auditors Office. The FC reviewed the revisions and concurred on their recommendation that it be sent to Council for consideration.

B. The matter of the disposition of the suspended Bath Development Authority funds was discussed. There is one small bill to clear up with the BDA website developer before funds can be transferred..

MOTION: To approve moving funds from the BDA CNB Bank checking account to the ON Trac account as soon as all outstanding obligations are paid – Schene/Webster - Carried

5. Cemetery Committee Updates – Chairwoman Skinner and committee members discussed Greenway Cemetery maintenance. This is progressing with the Town’s Labor Crew and part time seasonal workers. Committee member O’Connell is spending a great deal of time with the seasonal workers instructing and supervising. There are also special projects such as headstone repair, the mausoleum, tree maintenance and more to be addressed.

6. Grant and Project update: Due to Chairwoman Hickey’s absence she provided a written report of Grant Committee work. She and Councilman Schene met with the entire staff of Region 9 Planning & Development to emphasize the wish

to positively reset Bath's relationship with Region 9 as a valued collaborative partner.

The Letter of Intent (attached) has been sent for consideration for the CDS funds of \$1,000,000 for the restoration of the BSWW plant. This letter details the needs of the BSWW and justification information. The Town of Bath and BSWW understand the 25% cost share should the award be granted.

A resolution will be ready for the next Town Council meeting documenting the Council's approval of a funding request being prepared by Region 9 with FEMA for GIS mapping of water assets. Thrasher Engineering has provided an \$80,555 estimate for this work. The BSWW match is approximately \$20,139.00.

An application for pro bono architectural services from the Mills Group to assist with downtown area improvements has been submitted. Discussion ensued on the financial and manpower abilities and motivation of the Bath Public Works to achieve an enhanced town appearance. It became evident that budgeting more to the Public Works Department would allow for a more appealing and welcoming appearance to be developed and maintained.

7. Berkeley Springs Water Works: Chairman O'Connell gave a brief update on the operations, management and projects of the BSWW. The committee now meets on the second and fourth Wednesdays of the month. The Letter of Intent sent by the Grant Committee was discussed with the understanding of the possible matching fund requirement of \$250,000.

8. Additional Town financial concerns:

a. Depot Committee Chairwoman Webster explained the recent plumbing problem at the Depot. The Depot Committee assumed the \$1,600.00 cost of this repair. Webster also apprised meeting attendees of requests made by TBS which are outside of the clear stipulations of the lease agreement with the Town.

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

10. The next FC Regular Meeting date is June 17, 2025 at 4pm in the Municipal Center.

11. Adjourn

Chairman Suzanne Webster Date 6-17-2023

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 Renovation Ranch

Location (Address) of Improvement 516 Wilkes, St. BS WV 25411

Taxing District 03

Land Book Description 10160000000000

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 5-22-25 (Month/Day/Year),

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

Approximate increase in value \$ _____ Use of Building _____

Remarks: Trash clean up. Painting inside & out. Replace Roof on corner.

Address of Owner or Owners Renovation Ranch

Phone No. 240-500-4439 Contractor

Notice Filed By [Signature] Signature Date 5-22-25 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. _____

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 Renovation Ranch

Location (Address) of Improvement 530, Wukes St, BSWV 25411

Taxing District 03

Land Book Description 1015900000000

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 5-22-25 (Month/Day/Year),

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

Approximate increase in value \$ _____ Use of Building _____

Remarks: Trash clean up. Painting inside of
sub.

Address of Owner or Owners Renovation Ranch

Phone No. 240-500-4439 (by contractor)

Notice Filed By [Signature] 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. _____

Town of Bath
Profit & Loss
July 2024 through June 2025

Antreas R. Baisa

	Jul '24 - Jun '25	Budget	\$ Over Budget	% of Budget	Increase	Decrease	Balance
Ordinary Income							
1 296 000 00 Restricted Fnd Bal	0.00	3,500.00	-3,500.00	0.0%			
1 298 000 00 Unassigned Fnd Bal	0.00	13,417.00	-13,417.00	0.0%			
1 301 000 00 Taxes							
1 301 010 00 Property Tax	197,438.26	187,163.00	10,275.26	105.49%			
Total 1 301 000 00 Taxes	197,438.26	187,163.00	10,275.26	105.49%			
1 303 000 00 Gas & Oil Severance	2,771.96	2,800.00	-28.04	96.0%			
1 304 000 00 Excise Tax	50,918.50	51,300.00	-381.50	99.26%			
1 305 000 00 B&O Tax	82,945.64	83,000.00	-54.36	99.94%			
1 308 000 00 Wine & Liquor	49,003.31	50,000.00	-996.69	98.01%			
1 308 000 00 Hotel/Motel Tax	120,187.87	130,000.00	-9,812.13	92.45%			
1 314 000 00 Sales Tax	55,202.10	55,202.00	0.10	100.0%			
1 320 000 00 Fines & Forefeitur	2,609.00	3,000.00	-391.00	86.97%			
1 321 000 00 Parking Violations	44,415.09	43,000.00	1,415.09	103.29%			
1 325 000 00 License/Permits	17,456.00	17,500.00	-44.00	99.75%			
1 328 000 00 Franchise Fees	9,637.61	10,000.00	-362.39	96.36%			
1 330 000 00 IRP Fee	18,317.26	17,000.00	1,317.26	95.98%			
1 335 000 00 Private Liq. Club	4,150.00	4,250.00	-100.00	97.65%			
1 342 000 00 Parking Meter Rev.	28,804.76	30,000.00	-1,195.24	95.35%			
1 345 000 00 Rents & Concession	51,950.00	56,200.00	-4,250.00	92.44%			
1 350 000 00 Refuse Collection	144,255.46	144,000.00	255.46	100.18%			
1 351 000 00 Public Safety Fee	43,585.25	44,000.00	-414.75	99.06%			
1 355 000 00 Street Fees	43,833.96	44,000.00	-166.04	99.62%			
1 362 000 00 Chge to Other Ent	22,200.00	24,400.00	-2,200.00	90.98%			
1 367 000 00 Grants							
1 367 000 02 Appalachian Forest	2,225.00	2,225.00	0.00	100.0%			
1 367 000 00 Grants - Other	0.00	0.00	0.00	0.0%			
Total 1 367 000 00 Grants	2,225.00	2,225.00	0.00	100.0%			
1 368 000 00 Contribution	8,600.00	8,600.00	0.00	100.0%			
1 369 000 00 Cont. Other Funds	6,500.00	16,200.00	-9,700.00	40.12%			
1 376 000 00 Gaming Income	9,619.81	10,300.00	-680.19	93.4%			
1 380 000 00 Interest Earned	11,552.53	13,000.00	-1,447.47	88.87%			
1 381 000 00 Reim/Rebates/Forfe	3,573.50	4,000.00	-426.50	89.34%			
1 389 000 Accident Reports	888.11	1,000.00	-111.89	88.81%			
1 397 000 00 Video Lottery	2,094.97	2,000.00	94.97	104.75%			
1 399 000 00 Misc Revenue	709.90	700.00	9.90	101.41%			
Total Income	1,033,445.65	1,071,957.00	-38,511.35	96.41%			
Expense							
1 410 000 00 Town Council	306.08	300.00	6.08	102.03%			
1 416 000 00 Police Judge's Off							
1 416 218 00 Municipal Postage	428.73	700.00	-271.27	61.25%			
1 416 221 00 Municipal Train/Ed	400.00	400.00	0.00	100.0%			
1 416 223 00 Pros. Attorney Fee	560.00	1,200.00	-640.00	46.67%			
1 416 235 00 Remittance of Fees	0.00						
1 416 341 00 Supplies	16.80	300.00	-283.20	5.6%			
1 416 000 00 Police Judge's Off - Other	1,000.00	1,200.00	-200.00	83.33%			
Total 1 416 000 00 Police Judge's Off	2,405.53	3,800.00	-1,394.47	63.3%			
Total Expense	3,600.00	3,600.00	0.00				
Total	1,033,445.65	1,071,957.00	-38,511.35	96.41%			

*Just on these
do I have
Reduction to
the State*

Town Bath
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget	Budget Rev 5
1 417 000 00 Town Attorney	2,494.00	5,000.00	-2,506.00	49.88%	
1 418 000 00 Auditor Services	3,269.00	3,500.00	-231.00	93.4%	
1 424 000 00 Cont. to other acc	300.00	300.00	0.00	100.0%	
1 435 000 00 Regional Develop	417.60	420.00	-2.40	99.43%	
1 438 000 00 Elections	514.40	3,500.00	-2,985.60	14.7%	
1 440 000 00 Town Hall					
1 440 103 00 Town Clerk Wages	64,374.15	73,000.00	-8,625.85	88.18%	
1 440 104 00 Fica Expense Clerk	4,417.65	5,600.00	-1,182.35	78.89%	
1 440 105 00 Health Ins	19,768.60	19,600.00	168.60	100.86%	\$200.00
1 440 106 00 Retirement Exp Clk	5,648.10	6,570.00	-921.90	85.97%	
1 440 211 00 Telephone (fax)	7,816.63	9,000.00	-1,183.37	86.85%	
1 440 213 00 Utilities					
1 440 213 01 Water	446.99				
1 440 213 03 Sewer	516.70				
1 440 213 00 Utilities - Other	2,723.57	4,500.00	-1,776.43	60.52%	
Total 1 440 213 00 Utilities	3,689.26	4,500.00	-810.74	81.98%	
1 440 218 00 Postage	591.85	600.00	-8.15	98.64%	
1 440 219 00 Build/Equip Rent	2,034.00	2,500.00	-466.00	81.36%	
1 440 220 00 Advert/Legal Pub	148.00	550.00	-402.00	26.91%	
1 440 221 00 Clerk Training	298.82	450.00	-151.18	66.4%	
1 440 222 00 Dues & Subscriptio	851.53	1,000.00	-148.47	85.15%	
1 440 223 00 Professional Svc	4,182.00	5,000.00	-818.00	83.64%	
1 440 226 00 Insurance & Bond					
1 440 226 02 Workers comp	123.25				
Total 1 440 226 00 Insurance & Bond - Other	7,789.43	9,180.00	-1,390.57	84.85%	
Total 1 440 228 00 Insurance & Bond	7,912.68	9,180.00	-1,267.32	86.2%	
1 440 232 00 Bank Charges	0.00	24.00	-24.00	0.0%	
1 440 341 00 Dept. Supplies	2,618.13	4,000.00	-1,381.87	65.45%	\$1,200.00
1 440 353 00 Computer Software	1,150.24	1,475.00	-324.76	77.98%	\$2,475.00
1 440 459 00 Equipment	0.00				\$1,000.00
1 440 566 00 Transfer to Dep	7,052.00	7,052.00	0.00	100.0%	
1 440 000 00 Town Hall - Other	0.00	0.00	0.00	0.0%	
Total 1 440 000 00 Town Hall	132,553.64	150,101.00	-17,547.36	86.31%	\$1,200.00
Total 1 444 000 00 Trans to oth acct	0.00	168,952.00	-168,952.00	0.0%	\$1,200.00
1 700 000 00 Police Department					
1 700 103 00 Wages	91,486.00	103,600.00	-12,114.00	88.31%	
1 700 104 00 Fica Expense	7,036.60	8,000.00	-963.40	87.96%	
1 700 105 00 Group Health Ins	73.76	100.00	-26.24	73.76%	
1 700 106 00 Retirement Expense	2,833.20	3,000.00	-166.80	94.44%	
1 700 211 00 Telephone	9,764.23	12,000.00	-2,235.77	81.37%	
1 700 213 00 Utilities/Electric	2,723.57	3,300.00	-576.43	82.53%	
1 700 216 00 Maint/Repair Equip	4,024.70	4,500.00	-475.30	89.44%	
1 700 217 00 Maint/Repair Auto	414.41	500.00	-85.59	82.88%	
1 700 218 00 Postage	779.61	1,500.00	-720.39	51.97%	
1 700 219 00 Build/Equip Rent	2,034.00	2,500.00	-466.00	81.36%	
1 700 220 00 Advert/Legal Pub	92.04	100.00	-7.96	92.04%	
1 700 221 00 Train/Education	1,115.39	1,000.00	115.39	111.54%	
1 700 222 00 Dues & Subscript	3,393.01	3,500.00	-116.99	96.68%	

Towr
Profit & Loss
July 2024 through June 2025

	Jul '24 - Jun '25	Budget	\$ Over Budget	% of Budget	Budget Rev 5
1 700 223 00 Professional Svc	1,802.07	3,000.00	-1,197.93	60.07%	
1 700 226 00 Insurance & Bond					
1 700 226 02 Workers Comp	4,389.50				
1 700 226 00 Insurance & Bond - Other	8,066.98	12,720.00	-4,653.02	63.42%	
Total 1 700 226 00 Insurance & Bond	12,466.48	12,720.00	-253.52	98.01%	
1 700 341 00 Depart. Supplies	1,982.05	3,000.00	-1,017.95	66.07%	
1 700 343 00 Auto Supplies	2,065.84	3,000.00	-934.16	68.86%	
1 700 345 00 Uniforms	1,841.29	2,500.00	-658.71	73.65%	
1 700 458 00 Equip. Park Meter	7,148.73	7,000.00	148.73	102.13%	\$2,700.00
1 700 568 00 Transfer to Dep	1,001.00	1,001.00	0.00	100.00%	\$200.00
1 700 000 00 Police Department - Other	0.00	0.00	0.00	0.0%	
Total 1 700 000 00 Police Department	0.00	0.00	0.00	0.0%	
1 708 000 00 Fire Department	2,000.00	2,000.00	0.00	100.0%	
1 714 000 00 Flood/Soil Control	2,000.00	2,000.00	0.00	100.0%	
1 715 000 00 Fire Hydrants	0.00	0.00	0.00	0.0%	
1 750 000 00 Street & Highways					
1 750 103 00 Wages & Salaries	60,389.80	71,000.00	-10,610.20	85.07%	
1 750 104 00 Fica Expense	4,517.96	5,000.00	-482.04	90.36%	
1 750 105 00 Group Health Ins	9,837.02	10,000.00	-162.98	98.37%	
1 750 106 00 Retirement	5,506.72	6,000.00	-493.28	91.76%	
1 750 108 00 Overtime	2,843.50	4,000.00	-1,156.50	71.09%	
1 750 213 00 Utilities	1,639.53	1,700.00	-60.47	96.44%	\$3,500.00
1 750 217 00 Maint/Repair Auto	20,786.01	21,500.00	-713.99	96.68%	\$500.00
1 750 221 00 Training	0.00	0.00	0.00	0.0%	
1 750 228 00 Insurance & Bond					
1 750 228 02 Workers Comp	2,212.68				
1 750 228 00 Insurance & Bond - Other	7,841.25	10,914.00	-3,072.75	71.85%	
Total 1 750 228 00 Insurance & Bond	10,053.93	10,914.00	-860.07	92.12%	
1 750 341 00 Dept. Supplies	3,311.46	5,000.00	-1,688.54	66.23%	
1 750 343 00 Auto Supplies	7,811.64	10,000.00	-2,188.36	78.12%	
1 750 345 00 Uniforms	3,151.25	4,000.00	-848.75	78.76%	
1 750 459 00 Equipment	8,858.97	8,500.00	358.97	104.22%	\$500.00
1 750 568 00 Transfer to Dep	6,001.00	6,001.00	0.00	100.0%	
1 750 000 00 Street & Highways - Other	0.00	0.00	0.00	0.0%	
Total 1 750 000 00 Street & Highways	44,716.75	63,615.00	-18,898.25	68.46%	\$500.00
1 751 000 00 Street Lights	20,918.58	25,000.00	-4,081.42	83.67%	
1 752 000 00 Signs & Signals	1,245.21	1,500.00	-254.79	83.01%	
1 753 000 00 Snow Removal	2,742.31	2,800.00	-57.69	97.94%	
1 755 000 00 Street Construct.	1,475.11	25,917.00	-24,441.89	5.69%	
1 800 000 00 Garbage					
1 800 103 00 Wages	53,573.25	60,000.00	-6,426.75	89.29%	
1 800 104 00 Fica Expense	4,023.57	5,000.00	-976.43	80.47%	
1 800 105 00 Group Health Ins	13,017.52	13,500.00	-482.48	96.43%	
1 800 106 00 Retirement	5,146.81	5,600.00	-453.19	91.81%	
1 800 108 00 Overtime	2,995.29	4,000.00	-1,004.71	74.88%	
1 800 217 00 Maint/Repair Auto	23,926.45	30,000.00	-6,073.55	78.76%	
1 800 218 00 Postage	551.31	800.00	-248.69	68.91%	
1 800 226 00 Insurance & Bond					

**Town of South
Profit & Loss Budget vs. Actual
July 2024 through June 2025**

	Jul '24 - Jun '25	Budget	\$ Over Budget	% of Budget	Budget Rev 5
1 800 228 02 Workers Comp	3,582.54				
1 800 228 00 Insurance & Bond - Other	7,826.23	11,730.00	-3,903.77	68.72%	
Total 1 800 228 00 Insurance & Bond	11,408.77	11,730.00	-321.23	97.26%	
1 800 230 00 Contracted Svc	43,702.06	50,000.00	-6,297.94	87.4%	
1 800 341 00 Dept. Supplies	392.51	700.00	-307.49	56.07%	
1 800 343 00 Auto Supplies	10,704.80	15,000.00	-4,295.20	71.37%	
1 800 345 00 Uniforms	3,144.06	4,000.00	-855.94	78.6%	
1 800 458 00 Equipment	2,555.73	2,600.00	-44.27	98.3%	
1 800 568 00 Transfer to Dep	4,501.00	4,501.00	0.00	100.0%	
1 800 00 00 Garbage - Other	0.00	0.00	0.00	0.0%	
Total 1 800 00 00 Garbage	170,443.13	207,431.00	-27,787.87	89.5%	
1 900 000 00 Parks & Recs	47,483.33	65,000.00	-17,516.67	73.05%	
1 902 000 00 Travel Council	50,088.04	65,000.00	-14,911.96	77.06%	
1 914 000 00 RAILS/Trails	0.00	0.00	0.00	0.0%	
66000 - Payroll Expenses	37.33				
68900 - Reconciliation Discrepancias	0.03				
Total Expense	748,680.09	1,071,957.00	-323,276.91	69.84%	
Net Ordinary Income	284,765.76	0.00	284,765.76	100.0%	
Other Income/Expense					
Other Income					
10 320 000 00 Municipal Ct	5,791.00				
11 440 566 00 Trans to Reserve	7,052.00				
2 310 000 00 Coal Sev.	2,561.91	5,165.00	-2,603.09	48.6%	
3 368 000 00 SS Contributions	37,110.00				
4 387 000 00 Tree Board Grant	3,524.20				
4 368 000 00 Contributions Tree	7,215.00				
5 399 000 00 BSPD Misc Rev	2,374.60				
5 700 568 00 Trans to Dep Acct	1,001.00				
6 399 000 00 Train Dep Misc Rev	6,981.27				
7 399 000 00 NBRT Revenue	5,544.00				
Total Other Income	79,154.98	5,165.00	73,989.98	1,532.53%	
Other Expense					
10 228 000 00 Court Costs	5,214.00				
3 950 215 00 SS Maint & Repair	28,660.80				
4 958 215 00 Tree Board Maint	3,223.08				
6 950 213 00 Train Dept Utility	1,124.33				
7 950 215 00 NBRT Maintenance	4,002.40				
8 421 000 00 BDA	164.67				
9 444 000 00 Cont to other fund	60,458.74				
Total Other Expense	102,868.03				
Net Other Income	-23,713.05	5,165.00	-28,878.05	-459.11%	
Net Income	261,052.71	5,165.00	255,887.71	5,054.26%	

Mayor
Scott Merki

Recorder
Susan J. Webster



Council Members
Tom Hall
Mary Lynn Hickey
Rebecca MacLeod
Greg Schene
Elizabeth Skinner

Town of Bath

271 Wilkes Street, Berkeley Springs, WV 25411
Phone 304-258-1102 Fax 304-258-2638

Colonel Jayson H. Putnam, District Commander
U.S. Army Corps of Engineers, Huntington District
502 Eighth Street
Huntington, West Virginia 25701-2070

June 2, 2025

RE: Letter of Intent
Berkeley Springs Water Works Infrastructure Restoration Project

Dear Colonel Putnam:

This letter of intent is to seek the assistance from the U.S. Army Corps of Engineers under the Section [340 / 531 / 571 / 594] Environmental Infrastructure program.

The Town of Bath, WV is requesting **\$1,000,000** of Federal funding to restore and upgrade the aging infrastructure components of the Berkeley Springs Water Works.

The Town has contracted with an engineering firm that is preparing a Professional Engineering Report that will detail the specific repair and restoration tasks and costs. We expect this report to be available to share on or before July 1, 2025. In the meantime, the projected cost of this project is expected to be approximately \$2.5 million.

Specific repairs and upgrades already identified include:

- Foot valve replacement in our raw water pit to support 2 raw water pumps.
- New control panels to switch our current soft start panels to VFD on high service pumps
- Remove and Replace Dual Media in each of our filters
- Replace Raw Water control panels
- Replace Water Filter Control Panel
- Replace Backwash Pump Control Panel
- Replace Auma actuators
- Regrout Foundations of High-Water Service Pumps
- Removal and Replacement Auma Actuator
- Install New Exhaust Fan including Thermostat and Louvers,
- Remove Existing Dehumidifier
- Replace Existing Backup Generator & Transfer controls
- Install Foot Valve on Backwash Suction Line in Clearwell

Additional Justification Information:

Median Household Income: \$63,805 (US Census)

Population Of Benefited Users: 1,400 current water utility customers including all our hotels, Air B&Bs etc. serving in excess of 2,500 tourists at any given time during our peak months.

Jobs Created or Supported by Project: ALL the local tourism, dining establishments and other local businesses who need water to function and stay open for business.

Businesses impacted: Every single business in the Town of Bath and additional businesses outside Town boundaries who are BSWW customers are impacted by more frequently occurring service interruptions. The sustained success of our local businesses is contingent upon a reliable and optimally functioning water utility.

The Town of Bath understands the roles and responsibilities as the non-Federal sponsor and has funding available to meet its 25% cost-share. Once the project is constructed, we understand that we will be responsible for 100% of the operation and maintenance costs of the project.

If you need additional information, please contact me at (304) 258-1102 or by email at townofbath@wvdsi.net.

Kind regards,



Sharon Corrick
Town Clerk