

# TOWN OF BATH COUNCIL MEETING

June 3, 2025

1. CALL TO ORDER: @ 5:30pm by Mayor
2. ROLL CALL: Scott Merki (X) Susan Webster (X) Elizabeth Skinner (X) Greg Schene (X) Rebecca MacLeod (X) Mary Lynn Hickey (A) Dave O'Connell (X) Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of May 20, 2025 were approved by Common Consent.
4. PERSONS BEFORE COUNCIL: None at this time.
5. COMMUNICATIONS FROM MAYOR: Since Mayor Merki will not be at the June 17 Bath Council meeting and is leaving public office at the end of this term, he made a statement of appreciation and gratitude to his constituents, colleges and Town staff. He expressed pride in the accomplishments of Bath and wished all well in the future. In turn, Council conveyed their gratitude for his efforts and hope for his continued involvement in the community.  
Upcoming events in Bath include: Berkeley Springs Art Book Fair June 7; Hey Girlfriend Weekend June 5-8; Father's Day Car Show- June 13; Jeepers in the Park – June 14; Music at Ravenswood, Country Inn, Naked Olive, and the Ice House on Fridays and Saturdays

## COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is June 19 at 4:30pm at Town Hall
2. BATH DEVELOPMENT AUTHORITY (BDA): Recorder Webster reported that the reallocation of the assets of the BDA was reviewed by the Finance Committee. The determination of the Finance Committee was that as soon as all financial obligations of the BDA are satisfied the remaining account balance will be transferred to the On Trac program account.
3. PARKS /REC: No report. The next meeting is June 18 at 7pm at the Courthouse. Discussion was had concerning the lack of communication from Bath representatives appointed to this board. None of the P&R members are Bath residents.
4. PLANNING COMMISSION (PC): The next meeting is August 13.
5. RAIL/TRAIL (NBRT): The next meeting is June 25 at 4pm. The WV DoH wants the Town of Bath and the Morgan County Commission to be co-sponsors on the remediation of Parcel 1A of the North Berkeley Rail Trail. This entails oversight of the project administration, contractor solicitation and construction. A meeting with the Commissioners is to be arranged on the matter.
6. STREETSCAPE: The next meeting is May 15 at 9:00 am. Co-Chair MacLeod told Council that the WV DoH is close to approving the design for Streetscape Phase VI.
7. TRAIN DEPOT: Chairwoman Webster reported that the Depot sewer issues are resolved. The Committee has determined that the Depot door that enters from the parking lot side is not ADA compliant and therefore TBS may display a directional sign to the N. Washington Street entry door. Approved signage indicating available parking on N. Washington Street is also allowed.

8. LANDMARK COMMISSION (HLC): No report.  
There were no property use request forms submitted.  
Clerk Corrick presented an in house Budget Revision for fund movement within Town departments (attached). In house revisions do not require WV Auditors Office approval.  
MOTION: To approve the 2025 in house Budget Revision as presented and recommended by the Finance Committee- Webster/Schene - Carried
10. FINANCE: Clerk Corrick delivered the following bills for approval:
  - (a) Town of Bath \$7,715.32 - Motion to approve: Webster/Skinner - Carried
  - (b) BSWW \$23,328.19 - Motion to approve: Webster/MacLeod- Carried
  - (c) Cemetery \$1,916.00 – Motion to approve: Webster/Skinner- Carried
  - (d) On Trac \$600.00- Motion to approve: Webster/Skinner- Carried
  - (e) Train Depot \$1,650.00- Motion to approve- Webster/Schene- Carried
11. TREE BOARD: The next meeting is June 11 at 5pm. Tree Board member Kate Lehman presented a report to Council. Truax Tree Service will begin work in Greenway Cemetery to remove hazardous and dead trees. The Board is filing the grant report in order to receive reimbursement.
12. GRANT: The next meeting is June 16 at 4:30pm. Chairwoman Hickey and Councilman Schene met with the entire staff of Region 9 Planning & Development to positively reset Bath's relationship with Region 9 as a valued collaborative partner.  
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 has provided an \$80,555.00 estimate for this work which will require match of \$20,139.00 from the BSWW.  
An application for pro bono architectural services from the Mills Group to assist with downtown area improvements has been submitted.
13. PUBLIC SAFETY: The next meeting is June 11. No report at this time.
14. CEMETERY: The next meeting is June 24 at 9am. Chairwoman Beth Skinner reported that discussion is ongoing to clearly define the roles of the Cemetery Committee and the Greenway Cemetery Management Corporation as they work together on cemetery maintenance, improvements, administration and special projects.
15. PUBLIC WORKS: Chairwoman MacLeod reported that the new railing on the Liberty Street bridge at the BS State Park and Country Inn is in construction. The State Park is paying for half of the \$4,000.00 cost. The seasonal workers are working out well in the cemetery with the guidance of the Labor Crew and Councilman O'Connell. Paving on Warren Street will begin tomorrow. Any left over asphalt will be used to repair S. Green and Biser Streets. The committee is also overseeing the continuing work on the Greenway Mausoleum.
16. ORDINANCE: The next meeting is June 19 at 3pm. Chairman Schene told the Council that the committee is looking into signage for way finding in Bath with assistance from Travel Berkeley Springs as the local visitor's bureau.
17. BSWW: The next meeting is June 24 at 2pm. Chairman O'Connell thanked Grant Chairwoman Hickey for producing the Letter of Intent (attached) seeking assistance from the U. S. Army Corps of Engineers with the Town's Congressionally Directed Spending request for the BSWW Infrastructure Restoration Project. Task 1 data collection is underway by GDF Engineering.

The Water Committee along with Councilman Schene met with Chase Andrews of U. S. Silica to discuss Task 2. Information is being gathered on the U. S. Silica water line from the Warm Springs Public Service District property to the U. S. Silica Plant. Chairman O'Connell reported that the BSWW plant is stabilized with the pumping hours lower.

18. PUBLIC COMMENT: TBS Executive Director Dusty Martin told Council that Berkeley Springs and Morgan County are in line for several prestigious recognition lists including those with Southern Living, the BBC and USA Today. He asked for support by voting for our community.

Further thanks were extended to Mayor Merki and well wishes for his future endeavors were given.

19. MOTION TO ADJOURN: Approved by Common Consent.

Attest:

Mayor



Recorder



### 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 101600000000

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. 240-502-4439 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. \_\_\_\_\_



## Morgan County, WV

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Assessor's Office  
77 Fairfax Street, Room 103  
Berkeley Springs, WV 25411

parid:	03 1016000000000
dmp:	3-1-160
taxdistrict:	03
taxmap:	1
taxparcel:	160
parid_1:	03 1016000000000
nbhd:	3020
own1:	DAVIS RANDY W &
own2:	DIMPLE R THOMAS
careof:	
owneraddr:	516 WILKES ST
situsaddr:	516 WILKES ST
cityname:	BERKELEY SPRINGS
statecode:	WV
book:	WB37
page:	598
acres:	.23

Date Printed: 5/22/2025

**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 Renovation Ranch

Location (Address) of Improvement 530, Wukes St, BS WV 25411

Taxing District 03

Land Book Description 1615900000000

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. \_\_\_\_\_



## Morgan County, WV

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Assessor's Office  
77 Fairfax Street, Room 103  
Berkeley Springs, WV 25411

Date Printed: 5/22/2025

parid:	03 101590000000
dmp:	3-1-159
taxdistrict:	03
taxmap:	1
taxparcel:	159
parid_1:	03 101590000000
nbhd:	3020
own1:	DAVIS RANDY W
own2:	
careof:	
owneraddr:	16753 CACAPON RD
situsaddr:	530 WILKES ST
cityname:	GREAT CACAPON
statecode:	WV
book:	WB37
page:	598
acres:	.23

Town of  
3rd  
Profit & Loss  
get vs. Actual  
July 2024 through June 2025

*Antreas R. Bordin*

	Jul 24 - Jun 25	Budget	\$ Over Budget	% of Budget	Budget Rev 5	Increase	Decrease	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
1 298 000 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%				
<b>Total 1 301 000 00 Taxes</b>	<b>197,438.26</b>	<b>187,163.00</b>	<b>10,275.26</b>	<b>105.49%</b>				
1 303 000 00 Gas & Oil Severanc	2,771.96	2,800.00	-28.04	98.0%				
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%				
1 306 000 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%		\$3,000.00	\$46,000.00	
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	96.39%				
1 330 000 00 RFP Fee	16,317.26	17,000.00	-682.74	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.	28,604.76	30,000.00	-1,395.24	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%		\$500.00	\$144,500.00	
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 Chg 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%				
<b>Total 1 367 000 00 Grants</b>	<b>2,225.00</b>	<b>2,225.00</b>	<b>0.00</b>	<b>100.0%</b>				
1 368 000 00 Contribution	8,800.00	8,800.00	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 00 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%		\$100.00	\$2,100.00	
1 399 000 00 Misc Revenue	709.90	700.00	9.90	101.41%				
<b>Total Income</b>	<b>1,033,445.85</b>	<b>1,071,957.00</b>	<b>-38,511.15</b>	<b>96.41%</b>				
<b>Expense</b>								
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%				
<b>Total 1 416 000 00 Police Judge's Off</b>	<b>2,405.63</b>	<b>3,800.00</b>	<b>-1,394.47</b>	<b>63.3%</b>				

*Just on these  
do I want  
Resolution to  
the Board*

**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	518.70				
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	298.92	450.00	-151.08	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				
1 440 226 00 Insurance & Bond - Other	7,789.43	9,180.00	-1,390.57	84.85%	
Total 1 440 226 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	77.96%	\$2,475.00
1 440 459 00 Equipment	0.00				
1 440 565 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	88.31%	\$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	-86.59	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	3,383.01	3,500.00	-116.99	96.66%	

Town of North  
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	4,399.50				
1 700 226 00 Insurance & Bond - Other	8,066.98	12,720.00	-4,653.02	83.42%	
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%	
1 700 459 00 Equip. Park Meter	7,148.73	7,000.00	148.73	102.13%	\$2,700.00
1 700 566 00 Transfer to Dep	1,001.00	1,001.00	0.00	100.0%	\$7,200.00
1 700 000 00 Police Department - Other	0.00	0.00	0.00	0.0%	
<b>Total 1 700 000 00 Police Department</b>	<b>20,786.01</b>	<b>21,500.00</b>	<b>-713.99</b>	<b>96.68%</b>	<b>\$3,500.00</b>
1 706 000 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	60,399.80	71,000.00	-10,600.20	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	91.78%	
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%	
1 750 217 00 Maint/Repair Auto	20,786.01	21,500.00	-713.99	96.68%	
1 750 221 00 Training	0.00	0.00	0.00	0.0%	
1 750 226 00 Insurance & Bond					
1 750 226 02 Workers Comp	2,212.68				
1 750 226 00 Insurance & Bond - Other	7,841.25	10,914.00	-3,072.75	71.85%	
Total 1 750 226 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	78.78%	
1 750 459 00 Equipment	8,858.97	8,500.00	358.97	104.22%	\$500.00
1 750 566 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	34,716.79	43,315.00	-8,598.21	80.45%	\$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	89.28%	
1 800 104 00 Fica Expense	4,023.97	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	91.91%	
1 800 108 00 Overtime	2,995.29	4,000.00	-1,004.71	74.88%	
1 800 217 00 Maint/Repair Auto	23,928.45	30,000.00	-6,071.55	79.76%	
1 800 218 00 Postage	551.31	800.00	-248.69	68.91%	
1 800 226 00 Insurance & Bond					

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

	Jul '24 - Jun '25	Budget	\$ Over Budget	% of Budget	Budget Rev 5
1 800 226 02 Workers Comp	3,582.54				
1 800 226 00 Insurance & Bond - Other	7,826.23	11,730.00	-3,903.77	66.72%	
<b>Total 1 800 226 00 Insurance &amp; Bond</b>	<b>11,408.77</b>	<b>11,730.00</b>	<b>-321.23</b>	<b>97.26%</b>	
1 800 230 00 Contracted Svc	43,702.08	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%	
1 800 459 00 Equipment	2,555.73	2,600.00	-44.27	98.3%	
1 800 566 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%	
<b>Total 1 800 00 00 Garbage</b>	<b>179,543.13</b>	<b>207,431.00</b>	<b>-27,887.87</b>	<b>86.6%</b>	
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				
66900 - Reconciliation Discrepancies	0.03				
<b>Total Expense</b>	<b>748,680.09</b>	<b>1,071,957.00</b>	<b>-323,276.91</b>	<b>69.84%</b>	
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	49.6%	
3 368 000 00 SS Contributions	37,110.00				
4 367 000 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				
5 700 566 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				
<b>Total Other Income</b>	<b>79,154.98</b>	<b>5,165.00</b>	<b>73,989.98</b>	<b>1,532.53%</b>	
Other Expense					
10 228 000 00 Court Costs	5,214.00				
3 950 215 00 SS Maint & Repair	28,680.80				
4 958 215 00 Tree Board Maint	3,223.09				
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	60,468.74				
<b>Total Other Expense</b>	<b>102,868.03</b>				
Net Other Income	-23,713.05	5,165.00	-28,878.05	-459.11%	
<b>Net Income</b>	<b>261,052.71</b>	<b>5,165.00</b>	<b>255,887.71</b>	<b>5,054.26%</b>	



**BERKELEY SPRINGS WATER WORKS  
EXPENDITURES AND ENCUMBRANCES**

BATCH DATE	YEAR:	2025	General Account
VENDOR ACCT #	VENDOR NAME	AMOUNT	DESCRIPTION
	ARE		
	BTM CPA	\$ 475.00	Accounting Services - June
	Biedler Electric Motor	\$ 649.02	Pump Repair
	Core & Main	\$ 405.74	Supplies
	Core & Main	\$ 2,912.40	Supplies
	Commercial Press	\$ 321.04	Water Bills
	Eddies	\$ 1,864.80	Tires
	GHS	\$ 510.00	Excavation Work
	Mike the Computer Guy	\$ 95.00	Water Clerks Computer
	Mike Service Center	\$ 110.43	F250
	Potomac Edison	\$ 12.58	Green Gate
	Potomac Edison	\$ 119.90	Booster Station
	Potomac Edison	\$ -	Master Bill 04/17-05/15
	Shives Electrical Service	\$ 1,800.60	Pole Service Repair
	Town of Bath		EE Paid Dental Ins
	Town of Bath	\$ 550.23	UT Tax May Billing
	Town of Bath	\$ 1,700.00	Jan Admin Costs
	Town of Bath	\$ 800.00	Jan Rent on Wilkes St
	Town of Bath	\$ 3,050.00	Jan Ground Rent for Tanks
	Town of Bath	\$ 6,296.82	RHBT PEIA Payment - June 2025
	Town of Bath		Garbage Collection
	USPS	\$ 630.75	Postage for May Billing
	WSPSD	\$ 64.14	99 Wilkes St
	WSPSD	\$ 959.74	Backwash Fee 04/23/25-05/23/25
	WV Dep of Health		Water Samples
	<b>TOTAL</b>	<b>\$ 23,328.19</b>	







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

The Nation's Oldest Health Spa  
Since 1748

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](mailto:townofbath@wvdsi.net).

Kind regards,



Sharon Corrick  
Town Clerk