

**TOWN OF BATH FINANCE COMMITTEE**  
**Regular Meeting Minutes**  
**June 17, 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 June 3, 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 was one Property Improvement Notifications submitted (attached).  
98 N. Washington Street  
This notification was reviewed and will be sent to the Morgan County Assessor’s office for processing.
    - b. No Facilities Use applications were submitted.
    - c. Councilman Schene requested that a survey be done on the part of Liberty Street between Mercer and Green Streets. It was assumed that the western end of this property had been transferred from the Town to the adjoining property owners many years ago, but it is not recorded in the County Clerk’s office or the Assessor’s office. Councilman Schene’s request was agreed to as a necessary step in solving the ownership question.
5. Cemetery Committee - Chairwoman Skinner reported on two matters before the Committee at this time.
  - A. Headstone repair and replacement is a continuing, complex and expensive matter. Recent damage to headstones due to grass cutting and falling branches and trees are a liability issue. Councilman O’Connell suggested looking into insurance coverage. Such insurance policy protection will be researched.
  - B. The Committee wants to purchase small bushes for the mausoleum roof. Councilwoman MacLeod has recommended certain shrubs. Their cost and labor to plant them will be discussed in the Cemetery Committee.
6. Grant and Project update: Councilwoman Hickey reported that the Letter of Intent has been sent to US Senator Capito’s office for consideration for the CDS funds request of \$1,000,000 for the restoration and improvement 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. Hickey asked that any Council and community support for this grant be extended to Senator Capito.

Resolution 2025-06-01 is ready for the Town Council 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 approved. Chairwoman Hickey will keep the FC apprised of details as they develop. Her work is much appreciated.

7. Berkeley Springs Water Works: Chairman O'Connell gave a brief update on the operations, management and projects of the BSWW. He reported that the annual Consumer Confidence Report (CCR) has been officially announced. Any matters of concern will be the subject of future effort.

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

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

10. The next FC Regular Meeting date is July 1, 2025 at 4pm in the Municipal Center.

11. Adjourn

Chairman Suzanne Webb Date 7-1-2025

## 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 SLOTT MYERS

Location (Address) of Improvement 98 N Washington St Berkeley Springs, WV 25411

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 6/10/25 (Month/Day/Year),

Completion date or anticipated completion date 6/15/25 (Month/Day/Year).

Approximate increase in value \$ 0 Use of Building \_\_\_\_\_

Remarks: Adding a door and staircase to access 2nd Floor Room on the back of the property

Address of Owner or Owners 99 Hixloch Pl, Martinsburg, WV 25404

Phone No. 301-331-0467

Notice Filed By [Signature] Date 6/9/25  
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. \_\_\_\_\_

