

**Town of Bath Finance Committee
Regular Meeting Minutes
August 5, 2025**

1. CALL TO ORDER: By Chairwoman Webster at 4pm.

2. Roll Call of Finance Committee (FC) members: Chairwoman Susan Webster (X), Mary Lynn Hickey (X), Ryan Kessel (X) – Quorum present
Also present: Councilman Weber, Mayor Schene, Tree Board member Kate Lehman, North Berkeley Rail/Trail Co-Chair Rebecca MacLeod, TBS Executive Director Dusty Martin

3. The Minutes of the FC meeting of July 15, 2025 were reviewed and 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 considerations and payroll data.

a. There was one Property Improvement Notification submitted (attached). The location is 49 Mercer Street.

This notification was reviewed and will be sent to the Morgan County Assessor's Office for processing.

b. There was one Facility Use application submitted (attached).

C1. Cub Scout Pack 81 submitted an application to use the Liberty Street parking area for Apple Butter Festival weekend, October 11-12. The application was reviewed and the FC approved the request.

c. Depot Chairwoman Webster updated the Depot property matters.

D1. Travel Berkeley Springs requested assistance from the Town to correct the issue of heating in the baggage room. TBS Executive Director Martin presented options which would be economical and not hurt the historic integrity of the building. The FC is grateful for his help and will review the estimates (attached).

d. The FC reviewed the instructions for the Town to authorize investment in the WV Consolidated Funds and the accompanying resolution. The FC recommended that the Town Council consider investing available funds in this program with the WV State Treasurer's Office.

e. The Mayor requested that reminder letters be sent to applicable parties concerning the new 1% Municipal Sales Tax. The FC concurred.

f. Public Works Chairman Rick Weber presented his committee's 14 point paving plan for Bath (attached). He also requested a \$10,000 budget increase in order to accomplish this committee's goals.

MOTION: To increase the Public Works paving budget by \$10,000.00 from the General Fund -Hickey/ Kessel – Carried

g. Tree Board Committee member Kate Lehman was present to explain an opportunity to the FC concerning the 2025 Forestry Grant. She has been strongly encouraged by the WV Division of Forestry to combine and request funding for the second, third and fourth years of the five year plan. The plan is to remove risk trees, grind stumps and plant replacement trees. The FC supported her work in this matter.

Lehman also offered the Tree Board's plan for the removal and replacement of some trees on the east side of N. Washington. The FC agreed to her plan.

5. Cemetery Committee report: There was no report at this time.

6. Grant and Project Update: Grant Committee member Hickey presented this report.

A. The Town of Bath has been awarded a grant from the Mills Group for pro bono conceptual architectural services for the downtown historic area. The value of this grant is about \$60,000. The first rendering has been received from the architects.

B. The Congressional Directed Spending grant request of \$1,000,000.00 for the BSWW plant restoration and rehabilitation has moved to the next stage.

C. Streetscape: Co-Chair Pete Brown has given the Streetscape report (attached) to the Town office. Brown has submitted two Project Applications to the WV DoH. for Phase VII streetlights and Phase VI construction.

D. NBRT: Co-Chair Pete Brown has submitted the R/T report (attached) to the Town. The FC reviewed the resolution and contract necessary to move forward with the remediation of Parcel 1A and 1B of the Depot lot. Co-Chair of the NBRT committee Rebecca MacLeod was present to further explain the necessity of taking this action. The FC agreed to recommend to Council that Resolution 2025-08-01 and the accompanying contract be authorized for signage by the Mayor.

E. In preparation for the remediation work on the Depot lot to be accomplished Mayor Schene requested that a storage container be purchased to store certain items that currently are stored on that lot. This storage container would be placed on the 13 acre property owned by the Town at the Myers Street water tank. The cost would be approximately \$4,500.00. The FC agreed to the purchase the container.

7. Berkeley Springs Water Works: Chairwoman Hickey reported Gwin Dobson & Foreman (GD & F) engineers have reported to the Committee that they do not recommend that the BSWW take over the US Silica water line. She and the Mayor will arrange a meeting with US Silica officials to convey this decision.

The Committee will meet with GD & F to review the Professional Engineering Report on the plant upgrade and rehab. This report will provide the cost estimate to be used for the BSWW grant applications for this project.

The Committee has received two proposals for the purchase of a service pick up truck for the BSWW.

MOTION: To authorize the BSWW Supervisor to spend up to \$46,000.00 on the purchase of a service pick-up truck after further professional guidance – Hickey/Kessel – Carried

8. Public Safety: Chairwoman Webster has received information and cost estimates for movable digital speed signs. She would like to discuss the BSPD Chief's preference on equipment purchase with the Public Safety Committee before recommendation.

8. Bills for the BSWW and the Town of Bath were approved for recommendation to the Council.

9. The next FC Regular Meeting date is August 19, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman Suzanne Webster Date 8-19-2025

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, 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 Sarah Duncan

Location (Address) of Improvement 49 Mercer 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 June 2005 (Month/Day/Year),

Completion date or anticipated completion date July 2005 (Month/Day/Year).

Approximate increase in value \$ 15,000 Use of Building _____

Remarks: New roof, repair floor, new windows, new drywall

Address of Owner or Owners 2828 Summit Point Rd, Summit Point

Phone No. _____ WR 25446

Notice Filed By Avan Date 7-22-25
Month/Day/Year

Signature Avan Harris
Avan har General Building Co.

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: Apple Butter

DATE(S) OF EVENT: October 11-12 weekend

REQUESTING GROUP OR ORGANIZATION: Cub Scout Pack 81

BEGINNING AND ENDING TIMES: All Day

PROPERTY REQUESTED: Liberty Street Lot

PURPOSE OF USE: Parking Cars

STREET/METER CLOSURES REQUESTED WITH DETAILS: Liberty Street South of Church

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Yes

NUMBER OF VENDORS AT EVENT/FESTIVAL: N/A

NAME OF RESPONSIBLE PERSON: Darren Lucas

MAILING ADDRESS: 367 Nicole Lane Berkeley Springs, WV 25411

TELEPHONE NUMBER: 301.331.9983

EMAIL: dllucas@digitaldsi.com

DATE APPLICATION SUBMITTED: 8-1-2025

SIGNATURE: *Darren Lucas*

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 - via Email

Pay Now
using our QR
Code!



Signature of Approval: *Suzanne Webster*

Date: 8-5-25

Mountain State Heating & Air
258 Morgan Lane
Berkeley Springs WV 25411
240-529-6730

Date 07-23-2025

Customer Old Train Depo

Job Description Install a Senville 24,000 BTU high wall mini split unit

Material

1- 24,000 BTU Senville Condenser
1- 24,000 BTU Senville high wall unit
1- Copper line set
1- Condenser pad
1- Disconnect
1- Surge protector
1- Power whip
Electric power wire and conduit
Line hide

Total

\$3950.00

INVOICE NO.

JOB PHONE	DATE OF ORDER
JOB NAME/LOCATION	14 July 05

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

c.c.deane@gmail.com
 301-964-4485

TO: TRAVEL BERKELEY SPRINGS

PHONE

ORDER TAKEN BY

TERMS: Estimate

DESCRIPTION OF WORK

AMOUNT

Labor to build end frame
 Face wall

LABOR

500

Price is for one door

QTY.	MATERIAL	PRICE	AMOUNT
3	2x10x10	20.00	60.00
1	3/4" Bead board Plywood	39.95	39.95
10	2x4x10	5.95	59.50
3	2x4x8	4.50	13.50
2	1/2 cabinet grade Plywood	38.00	77.00
2	bags insulation	32.25	65.90
8 ft.	chance rail	2.50	20.00
	Misc. shop supplies and fasteners		25.00
	All material prices subject to price increases		368.90

LABOR	HOURS	RATE	AMOUNT	TOTAL MATERIAL	TOTAL LABOR
				368.90	500.00
					868.90
WORK ORDERED BY				TAX	60.77
SIGNATURE (I hereby acknowledge the satisfactory completion of the above described work.)				Thank You! # 92820	
				PAY THIS AMOUNT →	

July 25th, 2025

Rick/Rodney Tour of all Town of Bath Roads and Paving Plan

- | | | |
|---|---|--------------|
| 1. Mercer Street | From Fairfax to 87 Mercer Street | 23,775- |
| 2. Market Street | From Mercer Street to Green Street | 13,470 |
| 3. College Street | From Green Street to Ewing Street | <hr/> 37,245 |
| 4. Old German Cemetery | Rt. 9, Green Street, Warren Street, Mercer Street
(All the way around) | |
| 5. N. Green Street | From Fairfax Street to Independence Street | |
| 6. Hilltop Street | From Rockwell Drive ½ way up toward Johnson's Mill | |
| 7. Ewing Street | From the Waugh Driveway up Ewing and around Lee's Circle | |
| 8. Coughlin Street | From Washington Street to the Bridge | |
| 9. Thomas Street | From Washington Street to telephone pole in the back next to Potomac Edison | |
| 10. West Warren Street | From Washington to the bridge | |
| 11. West Independence Street | From Wilkes to the end | |
| 12. St. George Street
(By Post Office) | From Washington Street, ½ way up to Wilkes,
Repair man-hole covers, one is too high, the other, too low | |
| 13. Church Street (upper) | Seal cracks and patch the top | |
| 14. Church Street (lower) | The owners of both apartment buildings are coming up with a solution
To rectify the gravel run-off issue. Rick is in contact with both and we
have an ordinance in place to drive this. | |

*Do 1 & 2
Need Budget Rev.*

**Status Update of Streetscape & NBRT Projects for Town Council
August 5, 2025**

STREETSCAPE

Phase VI Design Grant and DOH Funding Agreement

- The Funding Agreement has been signed and along with the Town Council Resolution and the Town Match Check was send to DOH Charleston.
- Next Steps prior to DOH authorization to proceed with the design include Final Secretary of Transportation signature, clearance through Federal Highway Administration and a Formal Proceed letter from DOH. All this usually takes a few months.
- The Draft Task Order #2 for Thrasher Engineering has been signed by Thrasher and will be signed by the Town when DOH has authorized the work and expenditure of funds.

DOH TAP 2025 Grant Applications

- Town submitted both Project Applications that were approved in the ITA phase. This was because the DOH Charleston Program Office (Tim Sedosky and Mark Scoular) highly recommended that we do this. They understood our concerns that we did not want to risk a non-approval of the larger and higher priority Phase VI Construction Project by also submitting a lower cost and lower priority second application for the Phase VII Lighting Completion.
- We may have some results in the next couple of months.
- Mark Scoular has retired; last work day was July 25th. Travis Hayes will take up Mark's programs.

NBRT

DOH Supplemental Funding Agreement #4

- Working with Bill & Joel at the County Commission to complete the processing of the Supplemental Funding Agreement #4. County completed the required Resolution (Authorizing Execution of Supplemental Agreement #4) at their July 16th Meeting.
- That Agreement also names both Morgan County Commission and Town of Bath as Co-Sponsors
- The required Town Council Resolution will be presented for action at the August 5th Council Meeting
- The Agreement Modifies Scope of Work:
 - Splits out the work required by the Voluntary Remediation Agreement (VRA) between WV-DEP and the Town of Bath to remediate Parcel 1A of the Depot Lot which is a part of the NBRT Trailhead
 - Authorizes the Co-Sponsors to advertise, let, award a contract, administer the work and complete the remediation utilizing the Town of Bath's Licensed Remediation Specialist (LRS).
- Preliminary Contract strategy is based on the successful Parcel 3 Remediation adjusted for the slightly different remediation required on Parcel 1A. This will be coordinated with the design and construction of new infrastructure and facilities at the Depot. This will use new funding not currently tied to NBRT Construction.
- Co-Sponsors will be working out the funding arrangement and flow in support of the Supplemental Agreement #4.
- The basic layout of Parcel1A and 1B at the Depot is shown on the next page.

Pete Brown
Streetscape Committee