

**Town of Bath Finance Committee
Regular Meeting Minutes
July 1, 2025**

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

2. Roll Call of Finance Committee (FC) members: Chairwoman Susan Webster (X), Greg Schene (X), Ryan Kessel (X) – Quorum present
Also present: Councilors Skinner, Weber, Dalson, Tree Board member Kate Lehman, Streetscape Co-Chair Pete Brown

3. The Minutes of the FC meeting of June 17, 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 were three Property Improvement Notifications submitted (attached).

A1. 157 Congress Street – two notifications – HVAC and fencing

A2. 38 Rockwell Court – one notification – build a garage

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

b. There were no Facilities Use applications submitted.

c. Discussion was held concerning the Bath Labor Crew Compensation. Since raises for this department had been deferred it was agreed that because of length of time employed, skills and appreciation for duty performed that compensation be reconsidered. By Common Consent it was decided to title the Town's current sanitation truck driver Assistant Labor Crew Leader.

MOTION: To elevate the pay scale of the current Labor Crew Leader to \$18.00 per hour; the Assistant Crew Leader to \$16.50 per hour; Labor Crew members to \$14.00 per hour – Webster/Schene-Carried

It was also noted during this discussion that the Labor Crew Leader will remain a salaried position.

d. Depot Chairwoman Webster brought two Depot financial issues forward.

D1. The WV DoH has been pressing the Town to pay over \$8,000.00 to the DoH as matching funds for the Depot Interior Rehabilitation cost. The Town has the original contract and other documents to the contrary. It was agreed that the Chairwoman should take this matter the Town's attorney for review.

D2. The current tenant of the Depot, Travel Berkeley Springs, wants a mini-split HVAC unit installed for cooling and heating of the Baggage Room area of the Depot. Two issues exist with the request. One is that the Depot is on the National Registry of Historic Places which makes any alteration to the building's exterior to be handled with particular regard. Also, the lease agreement with TBS stipulates that the Depot was rented in "as is" condition. Alterations are permitted at the leasor's expense and only with the Town's approval. Webster will speak with the TBS President about these concerns.

5. Cemetery Committee report: Chairwoman Skinner told the FC that her committee has had serious discussion about how the Greenway Cemetery grass cutting and general landscape work has gone so far this season. She gave the floor to new committee member Councilman

Weber. Weber described his discussions with Dustin Percy of Percy Renovations who has done this work during previous seasons. It was concluded that Percy Renovations would be hired to complete this season. Depending upon weather, Percy Renovations would be paid \$1,800.00 per week. Start date of this work is July 8 with the end date still in discussion.

6. Grant and Project Update: Grant Chairwoman Dalson presented the Grant Committee report as shared with her by previous Chairwoman Hickey.

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. They will provide approximately 25 hours of time. This rendering can then be shared with potential funders. The value of this grant is about \$60,000.00.

B. The Congressionally Directed Spending of \$1,000,000.00 for the BSWW plant restoration has moved to the next stage.

C. The funding request being prepared by Region 9 with FEMA for GIS mapping of water assets will be submitted this month. Thrasher Engineering had provided us with an \$80,555.00 estimate for this work. The 25% match that will be required of the BSWW is approximately \$20,139.00.

D. Tree Board Committee member Kate Lehman described the situation in the Olde English Cemetery concerning a very large fallen tree. The Tree Board had discussed various options to remove the tree. The cost to have the tree professionally removed is \$4,700.00. Lehman disclosed that an anonymous donor has offered \$3,000.00 toward this tree removal. She asked that this offer could be taken if the Tree Board and Town of Bath equally split the remaining \$1,200.00.

MOTION: To accept the Olde English Cemetery tree removal financial proposal as Tree Board member Kate Lehman presented – Schene/Kessel – Carried

E. Streetscape: Co-Chair Pete Brown has submitted the Streetscape report (attached) to the Town office. Brown's question for the FC was whether he should send an Intent to Apply letter for Phase V streetlights and/or Phase VI Construction. The FC advised through Common Consent for Co-Chair Brown to submit letters of Intent to Apply for both projects presented.

7. Berkeley Springs Water Works: No report at this time.

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 July 15, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairman



Date



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 ROSS MARTIN, ALISON HOWARD
(CONGRESS HOUSE, LLC)

Location (Address) of Improvement 157 CONGRESS ST.

Taxing District TOWN OF BATH

Land Book Description HVAC INSTALLATION (2 UNITS)

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: 6/15/25 (Month/Day/Year),

Completion date or anticipated completion date 7/15/25 (Month/Day/Year).

Approximate increase in value \$ 20,000 Use of Building SHORT-TERM RENTALS

Remarks: _____

Address of Owner or Owners 780 HENDERSON HEIRS W.

Phone No. 202 697-3077

Notice Filed By [Signature] Date 6/15/25
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. _____

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Name of Owner or Owners DAN WEGH

Location (Address) of Improvement 38 Rockwell Ct, Berkeley Springs

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 06/01/2025 (Month/Day/Year),

Completion date or anticipated completion date 9/01/2025 (Month/Day/Year).

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

Remarks: _____

Address of Owner or Owners 38 Rockwell Ct

Phone No. 301-667-8009

Notice Filed By D. Wey Signature Date 06/10/2025
Month/Day/Year

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Parcel No. _____

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See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Alison McGrath ~~Howard~~, Ross Martin

Location (Address) of Improvement 157 Congress Street

Taxing District Morgan county / town of Bath

Land Book Description Fence

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 6/18/25 (Month/Day/Year),

Completion date or anticipated completion date 6/30/25 (Month/Day/Year).

Approximate increase in value \$ 4500.00 Use of Building Fence

Remarks: Building Fence in back yard

Address of Owner or Owners Henderson Hairs LN. Berkeley Springs WV

Phone No. (202)-697-3077

Notice Filed By [Signature] Date 06/18/2025
Signature Month/Day/Year

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Status Update of Streetscape & NBRT Projects for Town Council July 2, 2025

This is an Update for Events that happened this Week

STREETSCAPE

Next Committee Meeting: Tentatively July 17th at 9 am

DOH TAP 2025 Grant Applications

- Open for Intent to Apply (ITA) until 4 pm Wednesday; July 2, 2025
- If ITA is Approved, then Full Applications is due by 4 pm on Wednesday, July 23, 2025
- Grant Awards would likely be in 4th Quarter of 2025
- After discussion with Finance Committee and Town Council, we will submit two Intent to Apply (ITA) for the 2025 Grants:
 - Phase VI Construction: (\$400K Grant with \$100K Town Match)
 - Phase VII Streetlights (7) Construction: (\$100K with \$25K Town Match)
- These will be submitted by the 4 pm deadline on 7-2-25.
- Expect these to be approved for the full Applications that will be due 7-23 by 4 pm
- Susanna Henderson (Region 9) is supporting this effort (Thanks!)

Phase VI Design Grant and DOH Funding Agreement

- Received last week; one glitch needs to be fixed prior to presenting to Town Council; this should be cleared up in time for the next Council Meeting
- Next Steps:
 - Place on Agenda for 7-15 Council Meeting
 - Draft Council Resolution for Council Approval
 - Mayor signs the Funding Agreement
 - Agreement + Resolution + Town Check for the Match returned to DOH
 - DOH obtains Federal Highway Admin authorization
 - DOH authorizes Town of Bath and Thrasher to begin design work

NBRT

DOH Supplemental Funding Agreement #4

- Received 7-1-25; names Morgan County Commission and Town of Bath as Co-Sponsors
- Modifies Scope of Work:
 - Split 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).
- The Agreement requires both Morgan County Commission and Town of Bath signatures
- More Details to follow
- Next NBRT Task Force Meeting: Tentatively 7-23-25

Pete Brown
Streetscape Committee