

**Town of Bath Finance Committee  
Regular Meeting Minutes  
July 15, 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: Councilors Skinner, Weber, Mayor Schene, Tree Board member Kate Lehman, Streetscape Co-Chair Pete Brown, TBS Executive Director Dusty Martin

3. The Minutes of the FC meeting of July 1, 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. Clerk Corrick presented a request for a small budget revision (attached) which must be submitted to the WV Auditors Office. By Common Consent the FC recommended that the request be sent to Council for consideration.

b. There was one Property Improvement Notification submitted (attached). The location is 95 Harrison Avenue.  
This notification was reviewed and will be sent to the Morgan County Assessor's Office for processing.

c. There were three Facilities Use applications submitted.

C1. The Morgan County Expo submitted an application (attached) for parking spaces on Fairfax Street for July 26, 2025. Since the request was unclear the FC authorized Chairwoman Webster to approve after pending concerns were satisfactorily addressed.

C2. The Bath 250 Anniversary Planning Committee submitted an application (attached) for parking spaces on Fairfax Street for July 27, 2025. Since the request was unclear the FC authorized Councilwoman Hickey to discuss clarifying the needs with the event organizers. The request was approved pending this clarification.

This organization also requested that the Town contribute \$500.00 to this event. Chairwoman Webster suggested that the On Trac Program would be the appropriate Bath organization to contribute to the event since it is in line with their mission and it has funds available. The \$500.00 could be advanced by Bath to be reimbursed by On Trac since On Trac isn't meeting again before the event.

MOTION: To approve the Town of Bath donating \$500.00 to the Bath 250 Anniversary Planning Committee to produce an event welcoming the new Mayor and Council on July 27. This donation will be reimbursed to the Town by the Bath On Trac Program: Hickey/Kessel – Carried

C3. The Camp Triple Moon requested the ability to video at the Depot parking lot on July 12. Since the date has passed the FC took no action.

d. Depot Chairwoman Webster updated the FC on two items that she briefed the FC on at the last meeting.

D1. The issue with the WV DoH asking for over \$8,500.00 in matching funds for the Interior Rehabilitation of the Depot has been turned over to Town attorney Dick Gay.

D2. Travel Berkeley Springs requested assistance from the Town to correct the issue of heating in the baggage room. TBS Executive Director Martin is working on options which would be economical and not hurt the historic integrity of the building. The FC is grateful for his help and will keep in touch on the matter.

5. Cemetery Committee report: Chairwoman Skinner declined to give her report due to time constraints. FC Chairwoman Webster did explain that due to changes recently made in the manner of grounds maintenance at Greenway Cemetery that there must be consideration soon of any necessary budget revisions.

6. Grant and Project Update: Grant Committee member Hickey presented the Grant Committee 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 \$60,000.00 and was awarded on June 17.

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

E. Streetscape: Co-Chair Pete Brown has given the Streetscape report with map (attached) to the Town office. Brown has submitted two Letters of Intent to the WV DoH in anticipation of applying for Phase VII streetlights and Phase VI construction. Brown believed the best course of action at this time is to only apply for Phase VI construction. The FC concurred.

7. Berkeley Springs Water Works: Councilman Kessel and Recorder Webster were given a tour of the plant operations. On July 23, GD&F Engineering will attend the Water Committee meeting with the US Silica Waterline Evaluation and Feasibility Study and plant design with possible cost information.

8. Public Safety: Chairwoman Webster is now on the Public Safety Committee and suggested that expenses and how they are approved be a matter of discussion. She also believes that getting cost estimates on at least one movable, digital speed sign is in order to slow traffic into Bath on Rts 522 and 9.

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 5, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairman Susay Webster Date 8-5-25

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: lgs@wvsao.gov

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 Fiscal Year Ending: 2026  
 Fund: 2  
 Revision Number: 1  
 Pages: 1

Town of Bath  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:  
 Name: Sharron Corrick  
 Phone: 304-258-1102  
 Fax: 304-258-3638  
 Email: townofbath@wvdsf.net

271 Wilkes Street  
 STREET OR PO BOX  
 Berkeley Springs WV 25411  
 CITY ZIP CODE

Municipality  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	3,900		80	3,820
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

-80

Explanation for Account # 378, Municipal Specific:  
 Explanation for Account # 369, Contributions from Other Funds:

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
755	Street Construction	6,385		80	6,305
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

-80

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

*[Signature]*  
 AUTHORIZED SIGNATURE OF ENTITY

7/15/2025  
 APPROVAL DATE

RESOLUTION 2025-07-04

At a regular session of the municipal council, held July 15, 2025, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Town of Bath. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 1 for fund 2 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote thereon was as follows:

Greg Schene	Yes or No
Susan Webster	Yes or No
Elizabeth Skinner	Yes or No
Mary Lynn Hickey	Yes or No
Reba Dalson	Yes or No
Rick Weber	Yes or No
Ryan Kessel	Yes or No

WHEREUPON, The Town of Bath, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Town Clerk Sharron Corrick is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

# 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 Rebecca Viny

Location (Address) of Improvement 95 Harrison Ave BS W

Taxing District B0111

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 7-10-2025 (Month/Day/Year),

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

Approximate increase in value \$ 170,000.00 Use of Building Resident

Remarks: Replace Roof & Siding on house

Address of Owner or Owners \_\_\_\_\_

Phone No. \_\_\_\_\_

Notice Filed By Rebecca Viny Date 7/8/2025  
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. \_\_\_\_\_



# 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

### OFFICIAL USE ONLY

Fiscal Year \_\_\_\_\_  
Festival License \_\_\_\_\_  
Business License \_\_\_\_\_  
License Fee \$ \_\_\_\_\_  
Date Issued \_\_\_\_\_

Please Print or Type

NAME OF EVENT: Camp Triple Moon video in parking lot of train station for one hour

DATE(S) OF EVENT: Saturday 12th of July

REQUESTING GROUP OR ORGANIZATION: C3M Films

BEGINNING AND ENDING TIMES: 8.30pm - 9.30pm

PROPERTY REQUESTED: A corner of the Train Station parking lot

PURPOSE OF USE: To record people talking

STREET/METER CLOSURES REQUESTED WITH DETAILS: \_\_\_\_\_

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No admission charged and its just a couple of shc

NUMBER OF VENDORS AT EVENT/FESTIVAL: 0

NAME OF RESPONSIBLE PERSON: Eric Courtney + Jon Thomas

MAILING ADDRESS: courtneyeric67@gmail.com

TELEPHONE NUMBER: 7034052108

EMAIL: courtneyeric67@gmail.com

DATE APPLICATION SUBMITTED: 09/07/25

SIGNATURE: *Eric Courtney*

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

Pay Now  
using our QR  
Code!



Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

### OFFICIAL USE ONLY

Fiscal Year \_\_\_\_\_  
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Business License \_\_\_\_\_  
License Fee \$ \_\_\_\_\_  
Date Issued \_\_\_\_\_

Please Print or Type

NAME OF EVENT: Community picnic welcoming the Mayor

DATE(S) OF EVENT: Sunday July 27 2025

REQUESTING GROUP OR ORGANIZATION: Community Planner

BEGINNING AND ENDING TIMES: 2pm 7pm

PROPERTY REQUESTED: 9 meters closest to the country ZMP

PURPOSE OF USE: Food Truck - will utilize 6, then remove additional 3

STREET/METER CLOSURES REQUESTED WITH DETAILS: other trucks get parked

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Just food from truck

NUMBER OF VENDORS AT EVENT/FESTIVAL: 75-100

NAME OF RESPONSIBLE PERSON: Scott Colburn / Allison Howard

MAILING ADDRESS: 110 South Washington

TELEPHONE NUMBER: 681-261-7455

EMAIL: Scott@thecountryinnwv.com

DATE APPLICATION SUBMITTED: July 14, 2025

SIGNATURE: [Signature]

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

Pay Now  
using our QR  
Code!



Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# 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: Morgan County EXPO 2025

DATE(S) OF EVENT: July 26th, 2025

REQUESTING GROUP OR ORGANIZATION: Morgan County Extension Office

BEGINNING AND ENDING TIMES: 7am- 4pm

PROPERTY REQUESTED: Fairfax street

PURPOSE OF USE: Parking for food vendors 3 Food Trucks - two 20x20 spaces & one 30x20

STREET/METER CLOSURES REQUESTED WITH DETAILS: Parkside meters of Fairfax Street

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Yes, food vendors

NUMBER OF VENDORS AT EVENT/FESTIVAL: 3

NAME OF RESPONSIBLE PERSON: Asa Thurman

MAILING ADDRESS: 80 War Memorial Trail, Suite C, Berkeley Springs, WV 25411

TELEPHONE NUMBER: 304-258-8400

EMAIL: morgancountyextension@mail.wvu.edu

DATE APPLICATION SUBMITTED: 7/15/25

SIGNATURE: Asa Thurman

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

Pay Now  
using our QR  
Code!



Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## **Status Update of Streetscape Projects for Town of Bath Grant Committee, Finance Committee & Town Council July 14, 2025**

*There are two Streetscape Projects that require Town Council Approval and Resolutions during the July 15<sup>th</sup> Meeting with pre-Meeting discussions with the Grant and Finance Committees. These are on the Council Agenda.*

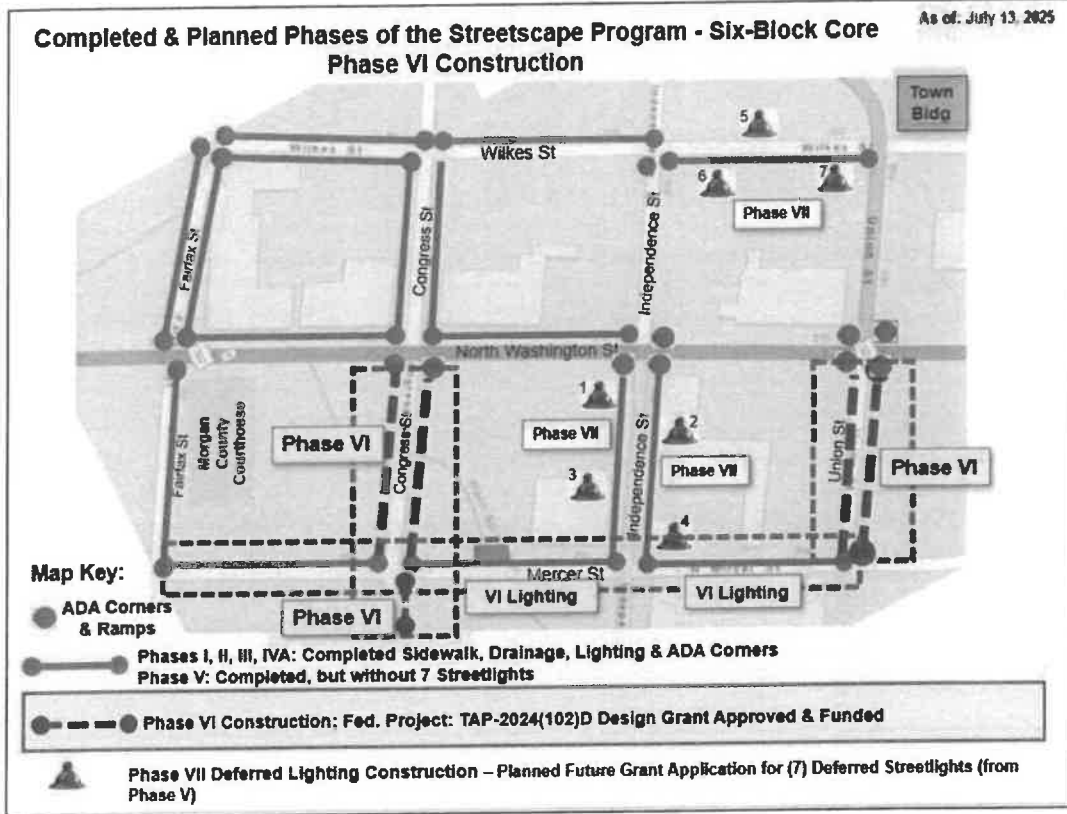
### **Phase VI Design Grant and DOH Funding Agreement**

- The Funding Agreement has been corrected and provided to the town on Friday the 11<sup>th</sup>. It is now ready for a Town Council Resolution and Mayor's Signature:
- What happens next:
  - Included on the Agenda for 7-15 Council Meeting along with a Draft Resolution for Council Approval that authorizes the Mayor to Sign the Funding Agreement.
    - **Recommend Council approval of the Resolution.**
  - We will include the signed Resolution in our submittal of the Phase VI Construction Grant Application on July 23<sup>rd</sup>. This shows that the Design Phase is funded and almost ready to begin.
  - Once the Mayor signs the Funding Agreement (at Page 8), the Town Clerk assembles that Agreement, the signed Council Resolution, and a Town Check for \$14,000 (the 20% required cash match) and forwards to DOH Charleston, WV. Total Design is: \$70K with \$56K Grant plus \$14K Town Cash Match.
  - DOH (Secretary of Transportation) then signs the Funding Agreement and returns the signed version to the Town
  - DOH obtains Federal Highway Admin authorization
  - DOH authorizes Town of Bath and Thrasher to begin design work
  - Phase VI Design then begins with review steps at 30%, 90% and final completion of the design package ready to go for Bids by DOH

### **DOH TAP 2025 Grant Applications: Two Possible;**

- Phase VI Construction: (\$400K Grant with \$100K Town Match) Priority #1
- Phase VII Streetlights (7) Construction: (\$100K with \$25K Town Match) Priority #2
- After discussion, we submitted the two as Intent to Apply (ITA) – DOH approved both for full applications that are due by July 23 at 4 pm. Currently, the Phase VI Construction Application is 50% to 75% complete; the Phase VII Application is partially complete and would generally rely on an update of the 2024 Application.
- DOH (Tim Sedosky) supported our submittal of Phase VI Construction – even though the design has not been started (see above). We will include Council Resolution on Phase VI Design Funding Agreement.
- Susanna Henderson (Region 9) is supporting this effort. She obtained Letters of Support from organizations that supported the Grant Applications in 2024. We have separate Support Letters for Phase VI and Phase VII.
- Asked Thrasher to review previous Cost Estimates for both Applications
- Talked with Mark Scoular (DOH) relative to their evaluation strategy for (1) vs (2) Applications
- Town Council Resolution required for submittal of Applications; July 15<sup>th</sup> Meeting is last Town Council Meeting prior to July 23<sup>rd</sup> submittal date
  - **Recommend approval of the Resolution** (One covers both Grant Applications)
- Decision has not been made by the Town as to whether one or two will be submitted on July 23<sup>rd</sup>.
  - **Recommend approving only the submittal of Phase VI Construction**
    - Mark Scoular will advise relative to submittal strategy
    - This eliminates competition within the Town's (2) Applications (in 2024 we submitted both and were awarded neither – there is no de-brief so we don't know why).
    - Eliminates a Grant amount choice (\$400K Phase VI Construction vs \$100K for Phase VII Streetlights).

to be Submitted as Part of Phase VI Construction Application



to be Submitted as Part of Phase VII Streetlight Construction Application

