

TOWN OF BATH COUNCIL MEETING

July 15, 2025

1. CALL TO ORDER: By Mayor Schene at 5:30pm followed by the Pledge of Allegiance and Invocation.
2. ROLL CALL: Greg Schene (X) Susan Webster (X) Elizabeth Skinner (X) Rick Weber (X) Mary Lynn Hickey (X) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of July 1, 2025 were presented and approved by Common Consent.

At this point in the meeting Mayor Schene gave the floor to Councilwoman Hickey to conduct the required Public Hearing as properly advertised regarding the FEMA HazMat 5% initiative to assist its GIS mapping of underground utility infrastructure. Councilwoman Hickey explained the components and necessity of accurate, complete mapping of the BSWW distribution system. This is essential for not only emergency needs, but for present and future upkeep and planning.

The floor was opened for comment and questions. There was no dispute to moving forward with this project.

4. PERSONS BEFORE COUNCIL: None at this time.
5. COMMUNICATIONS FROM MAYOR: Mayor Schene expressed appreciation to the Morgan Arts Council and Travel Berkeley Springs for their efforts in bring entertaining events to Bath for our visitors and entire community. The Saturday Concerts in the Park and Friday Concerts at the Ice House have begun with great attendance. The Fiesta on Mercer Street is rescheduled for August 16, 2025. The Morgan County Expo will be July 26 in the BSSP. The Community Picnic will be from 2-7pm in the BSSP. This event is to welcome the new Mayor and Council.

COMMITTEE AND BOARD REPORTS

1. ON TRAC: No report at this time.
2. PARKS /REC: The next meeting is July 17.
3. PLANNING COMMISSION (PC): The next meeting is August 13.
4. RAIL/TRAIL (NBRT): The next meeting is July 23 at 4pm in the Courthouse. Committee Co-Chair Pete Brown submitted a detailed report (attached) to the Town office. The remediation of parcel 1A is several months in the future and will be a cooperative effort with the Town and County.
5. STREETScape: The next meeting is July 17. Co-Chair Pete Brown has submitted a detailed report (attached). Brown submitted letters Letters of Intent for both the Phase VI Funding Agreement and Phase VII Streetlight Construction. He presented Resolutions for both phases with the advice to pass both, but to only act on Bath Streetscape Phase VI.
MOTION: To approve Resolution 2025-07-02 authorizing the Mayor to enter into agreement with the WV DoT DoH for the purpose of design improvements within the

Town of Bath – Webster/Hickey- Carried

MOTION: To approve Resolution 2025-07-03 authorizing the Mayor to enter into agreement with the WV DoT DoH for the purpose of installing supplementary safety features such as Streetscape lighting within the Town of Bath- Webster/Weber -Carried
At this time Mayor Schene signed the agreement with the WV DoT DoH for the Design of Bath Streetscape Design Phase VI.

6. TRAIN DEPOT: Chairwoman Webster reported that the committee is working toward solutions with two issues with the Depot and will keep Council posted on progress.
7. LANDMARK COMMISSION (HLC): No report at this time.
8. CLERK & RECORDER: One Building Improvement Notification (attached) was submitted, acknowledged and will be processed by the Morgan County Assessors office. The notification was for 95 Harrison Avenue.
Three Facilities Use Permit Applications were submitted (attached).
 - a. The Morgan County EXPO applied to use parking spaces on Fairfax Street on July 26. Since the needs of the group were unclear, Recorder Webster was authorized to approve after concerns were satisfactorily addressed.
 - b. The Bath 250 Anniversary Planning Committee submitted an application for parking spaces on July 27 2025. Councilwoman Hickey was authorized to approve the request after clarification of the groups needs.
 - c. Camp Triple Moon requested the ability to video at the Depot lot on July 12. Since the date had already passed no action was taken.
10. FINANCE: Recorder Webster delivered the following bills for approval:
 - (a) Town of Bath \$15,604.73 - Motion to approve: Webster/Hickey- Carried
 - (b) BSWW \$64,276.63 - Motion to approve: Webster/Hickey-Carried
 - (c) Greenway Cemetery \$1,800.00 – Motion to approve: Webster/Weber– Carried
 - (d) Hotel/Motel Disbursement \$35,640.18- Motion to approve: Webster/ Weber – Carried
 - (e) On Trac \$1,445.35 – Motion to approve- Webster/Weber – Carried
 - (f) Streetscape \$14,000.00 – Motion to approve- Webster/Weber- CarriedClerk Corrick presented a Request to Revise the Approved Budget (attached). This is an \$80.00 revision, but is between departments so must be approved by the WV Auditors Office and be accompanied by Resolution 2025-07-04.
MOTION: To approve Resolution 2025-07-04 – Webster/Skinner
Mayor Schene conducted a Poll Vote. With all votes being in favor, the motion passed.
11. TREE BOARD: The next meeting is July 16 at 5pm. Tree Board member Kate Lehman presented the report to Council. A volunteer application has been submitted for a position on this board and will be considered at a later date.
12. GRANT: The next meeting is July 14 at 4:30pm. Chairwoman Dalson reported that Bath has been awarded a grant from the Mills Group for pro bono conceptual architectural services (worth approximately \$60,000) for the downtown historic district. This rendering can be shared with potential funding agents.
The Congressionally Directed Spending request of \$1,000,000.00 for the BSWW plant restoration has moved to the next stage.
The funding request being prepared by Region 9 with FEMA for GIS mapping of water assets will be submitted this month. The Public Hearing requirement has been satisfied.

Grant Committee member Hickey reported that she is continuing work and closing out grants she administered during last term including the Appalachian Forestry Grant, SHPO Rememberance Grant and WV Cyber Security.

13. PUBLIC SAFETY: Chief Gardiner reported that his department is currently working on parking meter repair and upgrading police equipment for officer safety. The BSPD is in need of computer upgrades. The Mayor and Chief are meeting with the WV State Police Berkeley Springs Detachment Commander and the Morgan County Sheriff to improve Town of Bath coverage and safety needs.
14. CEMETERY: The next meeting is July 17 at 9am. Chairwoman Beth Skinner reported that Percy Renovations has been hired for grounds maintenance at Greenway Cemetery and are getting work caught up from the rainy spring.
15. PUBLIC WORKS: Chairman Weber described his committee's plans to clean up streets and other public areas that quickly become overgrown and unsightly if not well maintained. His plan of action is to work block by block starting with the Fairfax Green and War Memorial area. Drainage from new and remodeling construction are not only unattractive, but unsafe driving and walking hazards in town. The First Church Street/Green Street area drainage problems must be addressed. The Mayor asked that work being done during the previous term with Potomac Edison to increase the quality and quantity of Bath street lighting be continued.
16. ORDINANCE: The next meeting is July 17 at 4pm. Chairman Kessel is acquainting himself with the ongoing ordinance discussions and future community code needs.
17. BSWW: The next meeting is July 23 at 3pm. Chairwoman Hickey reported that the Committee will be meeting with GD & F Engineering firm on the BSWW plant upgrade and the possible take over of the US Silica waterline. The committee hopes to receive cost estimates and detailed plans for this work in order to make good decisions on the BSWW future direction and financial planning.
18. PUBLIC COMMENT: John Mason, the new Bath Christmas Project President, was in attendance to request the continued support of the Council in his committee's endeavors to make Bath beautiful and eventful at Christmas. Council appreciated all of the Projects efforts and was encouraging of it's future success.
Dusty Martin, Executive Director of TBS, introduced himself to the new Council and presented pertinent information on the financial achievements of tourism in Morgan County. Scott Collinash described the Duck Race held by the Bath 250 Anniversary Planning Committee and is inspired to move forward with more event planning.
A resident on south Wilkes Street told Council that during the Apple Butter Festival some drivers will go around the barricades at the BSSP end of Wilkes Street. All agreed that this is very dangerous and better safety solutions must be developed.
19. MOTION TO ADJOURN: Hickey/Weber – Carried

Attest:

Mayor



Recorder



**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 15th Meeting with pre-Meeting discussions with the Grant and Finance Committees. These are on the Council Agenda.

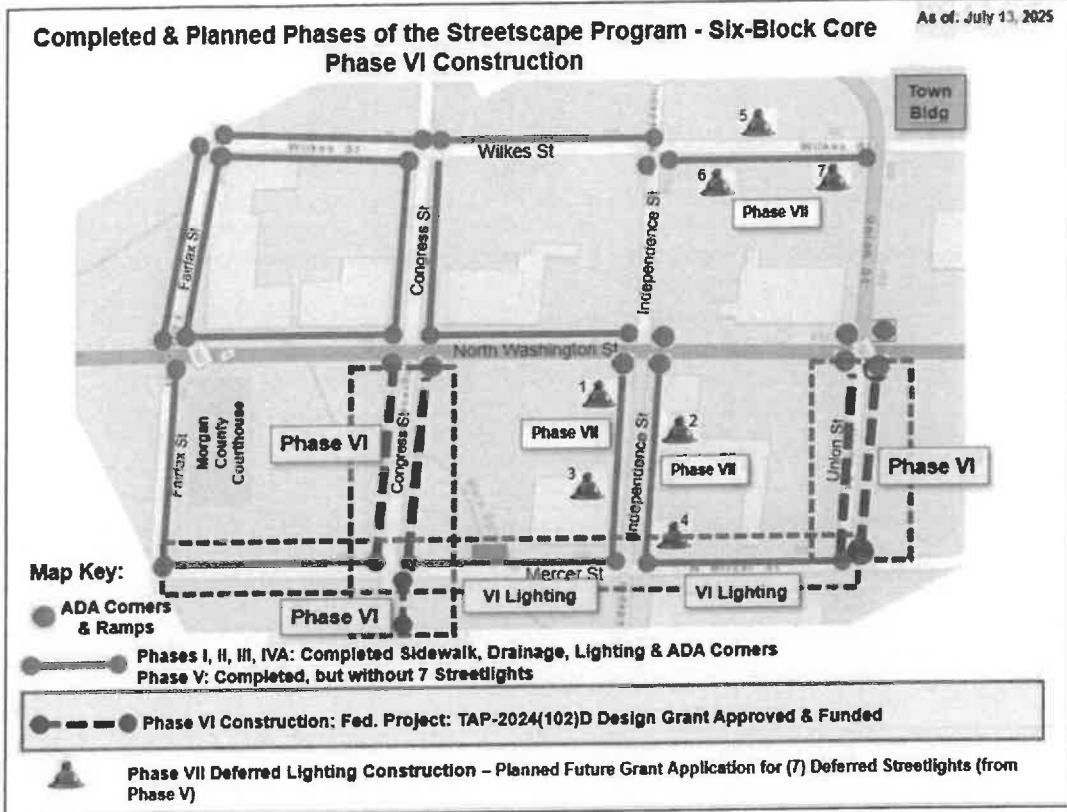
Phase VI Design Grant and DOH Funding Agreement

- The Funding Agreement has been corrected and provided to the town on Friday the 11th. 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 23rd. 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

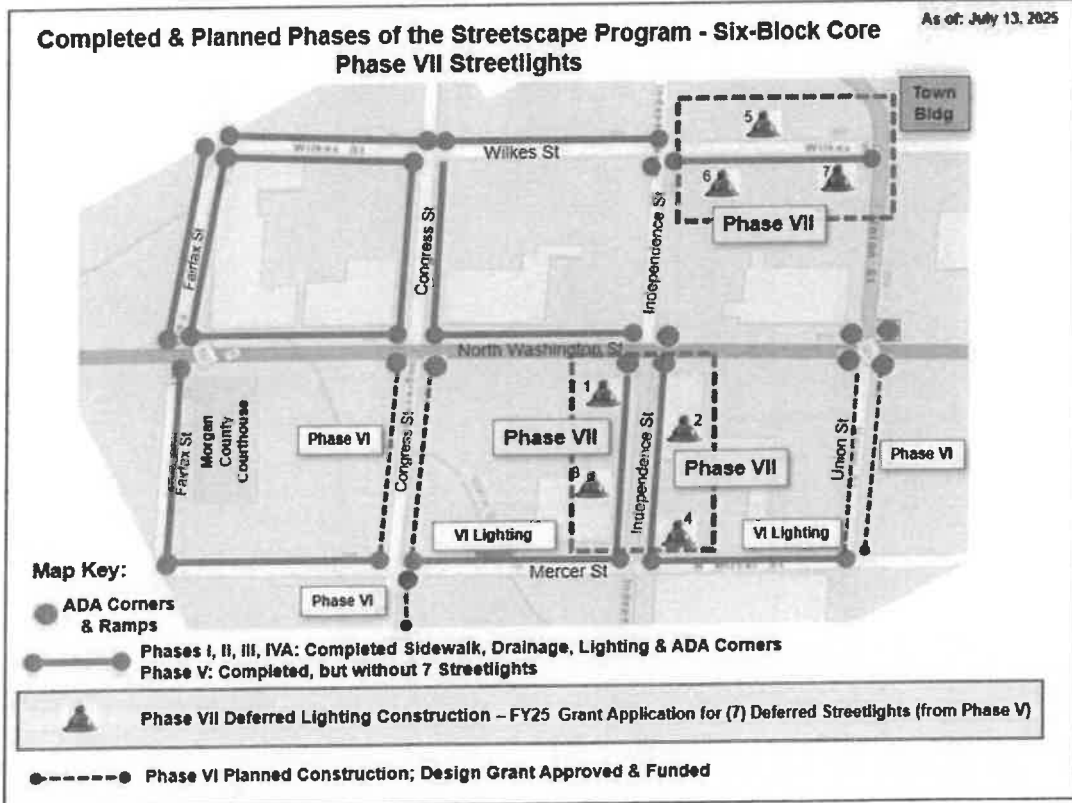
DOH TAP 2025 Grant Applications: Two Possible;

- 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 15th Meeting is last Town Council Meeting prior to July 23rd 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 23rd.
 - **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





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

June 27, 2025

Ms. Sharron K. Corrick
Town Clerk
Town of Bath
271 Wilkes Street
Berkeley Springs, West Virginia 25411

Dear Ms. Corrick:

The enclosed proposed Agreement is for the Bath Streetscape Phase VI Transportation Alternatives (TA) project (State Project: U333-BAT/H-6. 00) in Morgan County. Please review the proposed Agreement carefully as it will indicate the manner in which your project will be funded. If Sections A and B do not fully reflect the scope of work envisioned by your request, please make any changes you feel are appropriate and return the revised document for our consideration.

If this proposed Agreement is acceptable, please sign and return, along with your Resolution and required Sponsor's match in the amount of \$14,000.00. *Do not date the front page, paragraph one*, as this date will be entered when the Agreement is fully executed. Once the Agreement is fully executed, you will receive a copy for your files.

Should you have any questions, please contact Mr. Oliver, Project Manager with our Grant Administration Unit within the Planning Division, by phone at (304) 205-6207 or email at Kyle.J.Oliver@wv.gov. Correspondence can be mailed to West Virginia Division of Highways, Planning Division, Building 6, Room 220, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305.

Sincerely,

A handwritten signature in black ink, appearing to read "S. T. Rumbaugh".

Stephen T Rumbaugh, P. E.
Secretary of Transportation/
Commissioner of Highways

STR:OT

Enclosures

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
AGREEMENT
STATE PROJECT: U333-BAT/H-6. 00
FEDERAL PROJECT: TAP-2024(102)D DESIGN
BATH STREETScape PHASE VI
TRANSPORTATION ALTERNATIVES
MORGAN COUNTY

THIS AGREEMENT, executed in triplicate, made and entered into this _____ day of _____, 20_____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called "**DEPARTMENT**" and the **TOWN OF BATH**, hereinafter called "**SPONSOR**".

WITNESSETH that,

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project for Bath Streetscape Phase VI is an eligible project for funding under the Transportation Alternatives as appropriated in the Infrastructure, Investment and Jobs Act; and

WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

WHEREAS, by Resolution bearing the date of the _____ day of _____, 20_____, the **TOWN OF BATH** directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof; and

WHEREAS, SPONSOR, has received a Transportation Alternatives Grant Award for Federal Fiscal Year (FFY) 2023; and

NOW, THEREFORE, it is mutually agreed as follows:

A. That **DEPARTMENT,** in coordination with the **SPONSOR,** and their consultant, shall develop a scope of work that may include the following elements:

1. **SPONSOR'S** consultant will develop design plans and provide them to **SPONSOR** and **DEPARTMENT** for review;
2. **SPONSOR'S** consultant will develop the entire design plans, specifications, and estimate (PS&E) package (and any other bid related documentation) and submit it to the **DEPARTMENT** for review and approval. **DEPARTMENT** will submit to the Federal Highway Administration (FHWA) for review and approval;

3. **SPONSOR'S** consultant will prepare construction documents that will include construction cost opinion for the project area upon the completion of the design development stage. The construction documents shall include existing conditions, demolition layout, grading, site utilities (primarily storm drainage), details for construction;
4. **SPONSOR'S** consultant will provide responses to technical questions from **DEPARTMENT** during the bidding process.

B. That **SPONSOR'S** consultant will submit such designs to **DEPARTMENT** and **SPONSOR** for review and written approval prior to any construction. The **DEPARTMENT** will advertise and award the project and oversee the construction/inspection. The **DEPARTMENT** will then contract with a qualified contractor for the construction of those project elements approved with the Construction plan, which may include:

1. Design of Americans with Disabilities Act (ADA)- compliant sidewalks and curbs:
 - a. Along the South side of Congress Street between North Washington Street and Mercer Street in the Town of Bath. Inspecting decking on the existing pedestrian bridge over Warm Springs Run – replace wood decking as necessary.
 - b. Along the North side of Congress Street between the bridge over Warm Springs Run to Mercer Street and from Mercer Street to Green Street in the Town of Bath. Installing a new ADA-compliant ramp at the northeast corner of Mercer and Green Streets at the end of the new sidewalk.

- c. Along the South and North sides of Union Street between North Washington Street and Mercer Street. Install a new ADA-compliant ramp at the northwest corner of Mercer and Union Streets at the end of the new sidewalk.
 - d. Complete the 30% design from the Phase V design scope to provide complete drawings and PS&E for the installation of streetlights on the west side of Mercer Street between Fairfax and Union Streets.
2. For the above streets, the design should install new period lighting, associated conduit and wiring. connect appropriate building drains to the town drain system and street drainage improvements associated with the new sidewalk.
 3. The Design will include new streetlights and associated conduit and wiring on the proposed areas of Sidewalks on Congress Street and Union Street.
 4. Provide for Installing landscaping and other pedestrian amenities.

The above-described scope of work is to hereafter be referred to as **"PROJECT"**.

- C. The project funding shall be applied to the project Design Phase and administered by the **DEPARTMENT** with separate state authorizations for each phase.

The total eligible project cost for the Design Phase set forth in this agreement is hereby seventy thousand dollars (\$70,000.00). Of this amount, fifty six thousand dollars (\$56,000.00) will come from federal funds at eighty percent (80%). The **SPONSOR** shall be responsible for the remaining twenty percent (20%) match of fourteen thousand dollars (\$14,000.00).

That **SPONSOR** will submit to the **DEPARTMENT**, as the minimum match, a check payable to the West Virginia Division of Highways for the sum of fourteen thousand dollars (\$14,000.00). The check shall be submitted with the Agreement upon execution by the **SPONSOR**.

SPONSOR will also be responsible, at the one hundred percent (100%) level, for all costs in excess of the total eligible project costs as set by this Agreement.

Table 1.0 presents the project funding breakdown.

- D.** That **SPONSOR** may submit invoices to **DEPARTMENT** for up to one hundred percent (100%) reimbursement to **SPONSOR** for the performance of work set forth herein, and certify that the invoices properly represent approved work that has been satisfactorily completed. Each invoice must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought.
- E.** That **SPONSOR** shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a period of no less than ten (10) years once the work under this Agreement is completed. Further, it is acknowledged and agreed that all future maintenance of project elements constructed under this Agreement will be the sole responsibility of **SPONSOR**.

- F. That using funds from the Transportation Alternatives (TA) or Recreational Trails Program (RTP) for the design of the project, **SPONSOR** must agree that the design plans will be utilized in the construction of a completed project within ten (10) years of the design funding authorization. The United States Code of Federal Regulations 23 CFR 630.112©(2) requires repayment of all federal funds used in the design and development of a project where construction has not been initiated within ten (10) years of authorization of funds used for design.
- G. That the **DEPARTMENT** will be the lead agency and will charge the necessary labor, materials, and equipment necessary to complete the **PROJECT** directly to the federal authorization. It is also acknowledged and agreed that the funding for the **PROJECT** is limited, and that project costs may not exceed the amount agreed upon in Item C of this Agreement without a Supplemental Agreement outlining the amount of funding to be added and the source of that funding.
- H. That to assure budgetary constraints are observed, prior to advertising the **PROJECT** for construction, a meeting between the **DEPARTMENT** and **SPONSOR** will be conducted to determine the amount of **PROJECT** funding remaining in the account and to determine the work elements to be performed. Both the **DEPARTMENT** and **SPONSOR** must agree, in writing, to the construction work elements to be performed prior to the **PROJECT** being advertised.

- I. That when using a contractor, the **DEPARTMENT** will comply, and ensure compliance, with established provisions of the Federal Davis-Bacon Act Wage Codes.

- J. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – “Transportation Alternatives Grant Program General Clauses and Covenants (May 14, 2025)” and FHWA-1273 “Required Contract Provisions Federal-Aid Construction Contracts”. **DEPARTMENT** and Federal Highway Administration attachment guidelines shall apply if applicable.

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION,
DIVISION OF HIGHWAYS**

(signature)

(title)

TOWN OF BATH

(signature)

(title)

(To be executed in triplicate)

Distribution:

Town of Bath
Planning Division
Legal Division

APPROVED AS TO FORM ON

6/26/2025

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION.
DIVISION OF HIGHWAYS

Jason Jordan

NUMBER: 2506099

TABLE 1.0 BATH STREETSCAPE PHASE VI FUNDING BREAKDOWN FFY 2023 STATE PROJECT: U333-BAT/H-1. 00 FEDERAL PROJECT: TAP-2024(102)D			
FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
DESIGN PHASE TAP-2024(084)D			
FFY 2023 TA GRANT FUNDS	\$56,000.00	\$14,000.00	\$70,000.00
TOTAL DESIGN FUNDS	\$56,000.00	\$14,000.00	\$70,000.00
NOTES:			
Sponsor to provide \$14,000 in matching funds			

Mayor
Greg Schene

Recorder
Susan J. Webster



Council Members
Reba Dalson
Mary Lynn Hickey
Ryan Kessel
Elizabeth Skinner
Rick Weber

Town of Bath

271 Wilkes Street, Berkeley Springs, WV 25411
Phone 304-258-1102 Fax 304-258-2638

Town of Bath

Resolution

2025-07-02

Whereas, the Town of Bath is an incorporated municipality in the State of West Virginia, and;
Whereas, the Town of Bath Council is in agreement that State Project: U333-BAT/H-1.00 in Morgan County is in the best interest of the town;
Therefore, Be it Resolved that the Town of Bath Council authorizes the Mayor to enter into agreement with the WV Department of Transportation Division of Highways for the purpose of designing improvements within the Town of Bath.

Adopted: July 15, 2025

Greg Schene, Mayor

Susan Webster, Recorder

Mayor
Greg Schene

Recorder
Susan J. Webster



Council Members
Reba Dalsen
Mary Lynn Hickey
Ryan Kessel
Elizabeth Skinner
Rick Weber

Town of Bath

271 Wilkes Street, Berkeley Springs, WV 25411
Phone 304-258-1102 Fax 304-258-2638

Town of Bath

Resolution 2025-07-03

This resolution is to authorize submission to the West Virginia Division of Highway of Transportation Alternatives Program grant applications for Construction of Streetscape infrastructure in the Town of Bath.

Whereas; the Town of Bath requires supplementary funds to rehabilitate and install sidewalks and associated pedestrian safety features such as lighting to provide for the accessibility and economic resilience of the community, and

Whereas; the Town of Bath Streetscape Committee has been encouraged by WVDOH to apply for these supplementary funds,

Therefore, Be it resolved by the Town of Bath Town Council that the Mayor of the Town of Bath is authorized to execute said applications along with any agreements or documents on behalf of the Town of Bath to obtain these grant funds, and to plan and budget for the eventual installation of the projects these grants will assist with funding its installation.

Adopted: 15 July, 2025

Greg Schene , Mayor

Susan Webster, 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 Rebecca Viny

Location (Address) of Improvement 95 Harrison Ave Bldg

Taxing District BOTH

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: _____



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: 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 inn

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

STREET/METER CLOSURES REQUESTED WITH DETAILS: after truck 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: _____

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: igs@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

Person To Contact Regarding Request:

Name: Sharron Corrick
 Phone: 304-258-1102
 Fax: 304-258-3638
 Email: townofbath@wvdsf.net

Town of Bath
 GOVERNMENT ENTITY

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

Sharron Corrick
 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.

Town of Bath

VOLUNTEER APPLICATION

Committee: Please check off the committee(s) you want to volunteer to serve on. An * indicates that Town of Bath Ordinances and/or West Virginia State Code set qualifications to serve on the committee (e.g., Must be a town resident). Check the Town of Bath's Web Site and/or Facebook Page to see the documents listed below.

- Bath Development Authority
- Cemetery Management and Maintenance Incorporated
- Historic Landmark Commission* See document, "Qualifications to Serve on the Bath HLC."
- Planning Commission* See document, "Qualifications to Serve on the Bath Planning Commission."
- X Other: Tree Board (Train Depot, Grant, Parks & Recs, Tree Board, etc.)

Date: 07/02/2025

Name: Cathy Roberts

Address: 350 Ridge View Dr
Berkeley Springs

Telephone: 681-260-8164 Cell: 301-651-0019

Email: cathyLCPC@yahoo.com

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: townofbath@wvdsi.net. Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

The main reason I would like to serve is that I am new in the community and was on the lookout for ways to get involved and be of service. Then my friend, Priscilla Jones, told me there was a vacancy on the Tree Board. I asked her how to apply, and here I am! While my background has little to do with trees, I can identify many species and I am resourceful at researching, collecting, and sharing information. I am a strong communicator and effective at working in teams to achieve mutually beneficial goals.