

# **TOWN OF BATH COUNCIL MEETING**

August 19, 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 (A) 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 August 5, 2025 were presented and approved by Common Consent.
4. **PERSONS BEFORE COUNCIL:** Rebecca MacLeod, member of the Warm Springs Watershed Authority, informed Council of the Public Scoping Meeting being held by this group on Tuesday, August 26 from 3-5pm in the Courthouse. GTF engineering company is constructing the plan to be developed to alleviate possible flooding concerns in Bath due to the new Berkeley Springs bypass. GTF will be at this meeting.
5. **COMMUNICATIONS FROM MAYOR:** Mayor Schene announced that the new Town of Bath website was launched and invited all to look it over. He mentioned new businesses opening in town and optimism for future growth for Bath. The Fiesta on Mercer Street was held on August 16 and was enjoyed by all attending. The annual Back to School Bash sponsored by Morgan County Parks & Rec was held August 9, at the Warm Springs Intermediate School. Dawn Beal, Executive Director of P&R, led this effort again and her work along with all volunteers was appreciated. The South Morgan Volunteer Fireman's Carnival will be held August 26-31 at their carnival grounds.  
Pre-authorized debit payment systems are now in place for BSWW and Bath trash collection billing. There are no transfer fees to be paid by customers.

## **COMMITTEE AND BOARD REPORTS**

1. **ON TRAC:** No report at this time. The next meeting is Sept. 11 at 4pm.
2. **PARKS /REC:** The next meeting is August 21.
3. **PLANNING COMMISSION (PC):** The next meeting is September 10. President Landon handed out the Comprehensive Plan Committee Worksheet to committee chairs present for completion by September 16.
4. **RAIL/TRAIL (NBRT):** Town officials want to have a shared vision with the Morgan County Commissioners on the future of the Depot Trail Head lot remediation and development. The next meeting is August 27 at 4pm.
5. **STREETSCAPE:** The next meeting is August 21. Work is continuing with ongoing projects.
6. **TRAIN DEPOT:** Chairwoman Webster reported TBS Executive Director Dusty Martin submitted cost estimates and descriptions of work to the Finance Committee (FC). This work pertains to heating the baggage room of the Depot for year round use. The Committee reviewed the estimates and authorized up to \$6,000.00 for this work.
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 296 N. Washington Street.

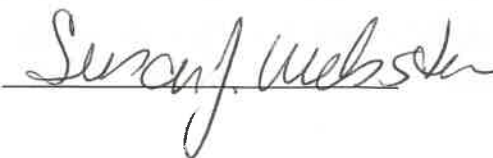
10. FINANCE: Recorder Webster delivered the following bills for approval:
  - (a) Town of Bath \$15,979.51 - Motion to approve: Webster/Weber- Carried
  - (b) BSWW \$72,326.11 - Motion to approve: Webster/Hickey-Carried
  - (c) Greenway Cemetery \$3,715.00 – Motion to approve: Webster/Hickey– CarriedChairwoman Webster presented a Bath 2026 Budget Revision Request and accompanying Resolution 2025-08-03 (attached) for consideration.  
MOTION: To approve Resolution 2025-08-03 as presented – Mayor Schene conducted a poll vote on the matter with all presented voting in the affirmative.
11. TREE BOARD: The next meeting is August 20 at 5pm. Tree Board member Kate Lehman submitted a written report (attached) and was present for further explanation.
12. GRANT: Grant Committee Chairwoman Dalson reported that all grants submitted and received by the Town and BSWW are working towards their completion. Dalson is researching opportunities for Bath in future grant possibilities. The next meeting is September 9 at 4:30.
13. PUBLIC SAFETY: Chief Gardner reported that his department will be ordering digital speed signs, two computers and a laptop. These are very much needed purchases for the department and have been approved by the Finance Committee. He is currently concentrating on the clean up of properties in Town and is seeing successful outcomes.
14. CEMETERY: The next meeting is November 20 at 1pm. Committee member Dalson updated Council on the work being done. The landscape maintenance contractor is working out well. The Town has made a significant commitment to this endeavor.
15. PUBLIC WORKS: Chairman Weber described the Labor Crew's work to clean up streets and other public areas that quickly becomes overgrown and unsightly if not well maintained. He and the Labor Crew are currently reviewing demonstrations of new street sweeper equipment in Town. Drainage is problem being caused by new construction and recent storms. Weber will be addressing this problem with ordinances already in place. Plans and efforts to replace and upgrade street lighting in Town are in the works.
16. ORDINANCE: The next meeting is August 21 at 4pm. Chairman Kessel informed Council of the new election law in West Virginia which will change the timing of Bath elections from June to May or November of State held election even years. This will require that a detailed plan be established by Bath to accommodate the change. Assistance from the Municipal League will be requested. The change must be made by 2032.
17. BSWW: The next meeting is August at 4pm. Chairwoman Hickey reported that the Committee will meet with GD & F Engineering firm on their final report concerning the US Silica water line. A meeting with US Silica officials about this matter will be planned. The Committee hopes to soon receive cost estimates and detailed plans for the BSWW plant upgrade and rehab. New vendors for billing water customers are being researched.
18. PUBLIC COMMENT: Brad Middlekauff spoke about the woman and her pet dog that were struck on Union Street by a motorist. It is hoped that more traffic control will alleviate some hazards. Dusty Martin of TBS thanked Council for support of tourism as an economic plus.
19. MOTION TO ADJOURN: – By Common Consent.

Attest:

Mayor



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 Peter Moss

Location (Address) of Improvement 296 N. Washington St.

Taxing District Town of Bath

Land Book Description Berkely Springs Corporation Parcel 48

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 Aug. 22, 2025 (Month/Day/Year),

Completion date or anticipated completion date Aug 29, 2025 (Month/Day/Year).

Approximate increase in value \$ 2,000 - Use of Building Storage maintenance

Remarks: new windows

Address of Owner or Owners PO Box 53, Berkely Springs, WV 25411

Phone No. 304-671-3951

Notice Filed By Suzanne Webster  
Signature

Date 8-15-25  
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. \_\_\_\_\_

RESOLUTION 2025-08-03

At a regular session of the municipal council, held August 19, 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 2 for fund 1 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Susan Webster, and duly seconded by Mary Lynn Hickey 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.

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: **1**  
 Revision Number: **2**  
 Pages: **1**

Person To Contact Regarding Request:

Name: **Sharron Corrick**  
 Phone: **304-258-1102**  
 Fax: **304-258-3638**  
 Email: **townofbath@wvdsi.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
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

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

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
444	Contributions / Transfers to Other Funds	33,356		10,000	23,356
755	Street Construction	25,000	10,000		35,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE





