

**Town of Bath Finance Committee
Regular Meeting Minutes
August 19, 2025**

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

2. Roll Call of Finance Committee (FC) members: Chairwoman Webster (x) Mary Lynn Hickey (x) Ryan Kessel (x) Quorum – Yes
Also present: Mayor Schene, Councilors Weber and Dalson, TBS Executive Director Dusty Martin, Bath Tree Board member Kate Lehman

3. The Minutes of the FC meeting of August 5, 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 296 N. Washington Street. This notification was reviewed and will be sent to the Morgan County Assessor's Office for processing.

b. There were no Facility Use applications submitted.

c. Workers Compensation coverage for the Mayor and Council was discussed. It was agreed that due to the activities of all of Council that it was a proper expenditure at \$361.00 per year.

MOTION: To approve adding the Mayor and all of Council to the Town's Workers Compensation policy – Hickey/ Kessel – Carried

d. Clerk Corrick presented a necessary budget revision detail and Resolution 2025-08-03 (attached) for review. The FC concurred to recommend this revision for consideration of the Council.

e. Councilwoman Dalson is working with Mark Winairski of the Ice House who is assisting with the upgrade of the camera and video capabilities for Council meetings.

5. Depot Chairwoman Webster updated the FC on Depot property matters. The Executive Director of TBS Dusty Martin had previously given the FC cost estimates (attached) for the materials and labor needed. The total estimated cost for the HVAC mini-split system and to build two false walls in the baggage area was approximately \$6,000.00.

MOTION: To authorize an expenditure of up to \$6,000.00 to add a mini-split HVAC system and build two false walls over the Depot baggage room doors- Kessel/ Hickey- Carried

6. Grant and Special Projects Update: Chairwoman Dalson reported that most grants were in holding with not much activity at this point. Councilwoman Hickey reported that the new Town website partially funded by the Appalachian Forestry Grant had launched and invited all to look it over.

A. Councilwomen Hickey has been waiting to receive word on the grant she applied for concerning Town and Berkeley Springs Police Department computers. She hopes to report soon.

B. Streetscape: Work is progressing on previously reported projects.

a. Tree Board: Member Kate Lehman submitted a report and project grant budget (attached). She described the Boards plans for Bath heritage trees on Town properties, an arboretum on Greenway Cemetery grounds and upcoming work on street trees.

b. North Berkeley Rail/Trail- The next meeting is on August 27 at the Courthouse. 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.

5. Berkeley Springs Water Works: Chairwoman Hickey described ongoing engineering work with GD&F Engineering firm. FC Chairwoman Webster wants GD&F to include financing opportunities and their ability to assist in obtaining funds for the projects the BSWW needs. Chairwoman Hickey is planning a meeting with US Silica officials concerning their waterline.

6. Public Safety:

A. Computers: The BSPD is in desperate need of new computers. Chairwoman Hickey will find out if the granting agency she applied to for this equipment will reimburse the Town for funds spent to purchase new computers. The FC concurred that computers must be ordered.

MOTION: To authorize up to \$5,500.00 to be spent for two new computers and one new laptop (attached) for the BSPD- Hickey/Kessel – Carried

B. Digital Speed limit signs: Chief Gardener presented the FC with his choices (attached) for digital speed signs for Bath. Discussion was held on style and placement.


MOTION: To authorize the BSPD to spend up to \$10,000.00 for digital speed signs for Bath - Kessel/ Hickey- Carried

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

8. The next FC Regular Meeting date is September 2, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairwoman



Date

9-2-2025

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, 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 Swain 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:

(WV CODE 7-1-9)

EXPENDITURES: (net each account category)

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

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APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

INVOICE NO.

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

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 PRIME FABR WALL	
LABOR	500
PRICE IS FOR ONE DOOR	
TOTAL MATERIAL	369.20
TOTAL LABOR	500
	868.20

QTY.	MATERIAL	PRICE	AMOUNT
5	2x10x10	20.99	104.95
1	2x12 Beadboard		
	7xwood	39.95	39.95
10	2x4x10	5.95	59.50
3	2x4x8	4.50	13.50
2	1/2 cabinet grade plywood	38.95	77.90
2	bales insulation	32.95	65.90
8 ft.	1x4x2 rail	2.50	20.00
	Misc. ship supplies and fasteners		25.00
			368.20
	All material prices subject to price increases		

WORK ORDERED BY _____ DATE COMPLETED _____
 SIGNATURE (I hereby acknowledge the satisfactory completion of the above described work.)

TAX 60.77
Thank You! \$928.90
 PAY THIS AMOUNT →

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