

**Town of Bath Finance Committee  
Regular Meeting Minutes  
September 2, 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, Councilor Weber, TBS Executive Director Dusty Martin, Bath Tree Board member Kate Lehman

3. The Minutes of the FC meeting of August 19, 2025 were reviewed and after grammatical correction were 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 no Property Improvement Notification submitted.

b. There were no Facility Use applications submitted.

c. Clerk Corrick presented a necessary budget revision detail and Resolution 2025-09-01 (attached) for review. The FC concurred to recommend this revision for consideration of the Council.

d. Clerk Corrick presented an In House budget revision (attached) to move funds between accounts within a department. The FC concurred that this revision be approved.

e. Councilwoman Dalson is continuing work 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 hopes to have the work done on the baggage room HVAC and false walls before winter. Town Attorney Richard Gay is continuing communication with the WV DOH on their misinterpretation of the Depot contract matching funds requirement. Chairwoman Webster also brought up that as the Apple Butter Festival event nears it is time to start planning the Depot parking lot fund raiser. She suggested that it would be a good opportunity for the On Trac program members to be involved in fund raising.

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 positively soon. Mayor Schene has met with the Berry Solutions Group for Bath network upgrades. This company maintains the extensive Berkeley County network.

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

a. Tree Board: Member Kate Lehman submitted reports and project grant budget (attached). The grants currently being applied for are the Federal Community Tree Grant and the State Demonstration City Grant. Th FC and all in attendance applauded Lehman's effort in obtaining and maintaining trees in Bath.

b. North Berkeley Rail/Trail- The next meeting is being organized for the remediation of the Depot lot. 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. Chairwoman Hickey is planning a meeting with US Silica officials concerning their waterline. It is expected that by the second Water meeting in September that GD&F will have the final draft of their PER for the rehab and upgrade of the plant facility.

6. Public Safety:

A. Computers: The BSPD has ordered the needed computers and is awaiting delivery.

B. Digital Speed limit signs: Chief Gardener has ordered digital speed signs as directed and after delivery will install as soon as possible.

7. Public Works: Chairman Weber informed the FC of the paving timeline for this year which has been held up for a couple weeks. Gravel and dirt have accumulated at the corner of Church and Green due to new construction. The property owners have been contacted about the Bath ordinance on drainage matters and enforcement. Curb and sidewalk repair are being addressed. Weber is communicating with Potomac Edison on adding more streetlights in Bath and replacing other with LCD lamps.

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 September 16, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman



Date



RESOLUTION 2025-09-01

At a regular session of the municipal council, held September 02, 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 3 for fund 1 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.

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: **3**  
 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@wvdsi.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
335	Private Liquor Club Fee	3,750	2,250		6,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 2,250

**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
424	Contributions to Comms/Authorities		300		300
435	Regional Development Authority	850	30		880
444	Contributions / Transfers to Other Funds	23,358		13,580	9,778
700	Police Department	267,586	15,500		283,086
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures** 2,250

**APPROVED BY THE STATE AUDITOR**  
 BY: \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE  
 OF ENTITY

APPROVAL  
 DATE

**Town of Bath**  
**Internal Budget Revision Request**

Prepared By: Sharron Corrick  
 Position: Clerk  
 Department: \_\_\_\_\_

Department	Account	Description	Budget	Increase	Decrease	Revised Budget	Notes
✓ Street	1 750 217 00	Maint/Repair Auto	\$ 8,500.00		\$ 500.00	\$ 8,000.00	LTAP Training for Snow & Ice
✓ Street	1 750 221 00	Training	\$ -	\$ 500.00		\$ 500.00	(Rodney & Sam)
✓ Town	1 440 215 00	Repair & Maint Building	\$ -	\$ 225.00		\$ 225.00	Burch Plumbing
✓ Town	1 440 566 00	Transfer to other acct	\$ 3,026.00	\$ -	\$ 225.00	\$ 2,801.00	(upstairs bathroom)
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	

Preparer Signature *S.A. Corrick* Date 8-28-25

Approval Signature *Sharron Corrick* Date 9-2-25