

TOWN OF BATH COUNCIL MEETING MINUTES

September 2, 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 19, 2025 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: Ye Towne of Bath DAR Regent Alice Lantz and Past Regent Gail Potter were in attendance to present the Constitution Week Proclamation. Mayor Schene read the Proclamation (attached). Council concurred on the approval of the document. Regent Lantz also reminded all that on September 17 at 4pm the DAR will be ringing bells at the Courthouse to commemorate the signing of the United States Constitution. All are invited to participate.
5. COMMUNICATIONS FROM MAYOR: Mayor Schene, Recorder Webster and Councilwoman Dalson attended the Warm Spring Watershed Authority Public Scoping Meeting on August 26. GTF engineering company is constructing a plan to be developed to alleviate possible flooding concerns in Bath due to the new Berkeley Springs bypass. The slide presentation of the meeting is available in the Town office.

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 September 18.
3. PLANNING COMMISSION (PC): The next meeting is September 10. President Landon reminded all Committee Chairs to complete the Comprehensive Plan Committee Worksheet 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 being planned. A written progress report was submitted by Pete Brown (attached).
5. STREETScape: The next meeting is September 18. Co-Chair Pete Brown submitted a written report (attached).
6. TRAIN DEPOT: Chairwoman Webster reported that TBS Executive Director Dusty Martin hopes to have the new HVAC and false walls installed in the baggage room of the Depot before cold weather. Town Attorney Richard Gay has written the WV DOH concerning their continued requests for Bath to pay a matching fund amount contrary to the original contract requirements.
7. LANDMARK COMMISSION (HLC): Mayor Schene requested volunteers to apply to serve on this Commission.
8. CLERK & RECORDER: No report at this time.
10. FINANCE: Recorder Webster delivered the following bills for approval:
 - (a) Town of Bath \$16,955.77 - Motion to approve: Webster/Weber- Carried
 - (b) BSWW \$18,661.36 - Motion to approve: Webster/Hickey-Carried

(c) Greenway Cemetery \$3,600.00 – Motion to approve: Webster/Hickey– Carried

(d) Tree Board \$4,700.00 – Motion to approve: Webster/Hickey- Carried

Chairwoman Webster presented a Bath 2026 Budget Revision Request and accompanying Resolution 2025-09-01 (attached) for consideration.

MOTION: To approve Resolution 2025-08-03 as presented – Webster/Hickey - Mayor Schene conducted a poll vote with all present voting in the affirmative.

Webster also presented Eastern Panhandle Conservation District annual request for contribution for Morgan County Flood Control Dam & Channel Operation and Maintenance (attached).

MOTION: To approve the \$2,000.00 request from the Eastern Panhandle Conservation District as presented – Hickey/Weber – Carried

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. Lehman also introduced Cathy Roberts who has submitted a volunteer application to be appointed to the Bath Tree Board. Roberts explained her interest in this Board.
MOTION: To appoint Cathy Roberts to the Bath Tree Board – Hickey/Dalson – Carried
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 including software for Greenway Cemetery mapping. The next meeting is September 9 at 4:30.
13. PUBLIC SAFETY: Chief Gardner reported that his department has ordered two digital speed signs, two computers and a laptop. He would like suggestions on placement of the speed signs. He appreciates assistance from the Berkeley County internet provider.
14. CEMETERY: The next meeting is November 20 at 1pm. Dave O’Connell is working on Greenway Cemetery history which will bring attention and positive interest.
15. PUBLIC WORKS: Chairman Weber described problems with gravel and dirt in Town streets due to recent construction and storms over the summer. He and the Labor Crew are bringing in street sweepers from different companies to demonstrate their equipment for possible purchase. The Labor Crew is continuing to clean streets whenever they can and will have Fairfax done soon. The garbage truck is requiring a lot of expensive repairs. Initial discussion on the possibility of purchasing a new garbage truck has been had. Planned street paving for this season has been held up and will be done two weeks later than expected.
16. ORDINANCE: The next meeting is September 18 at 4pm. Chairman Kessel is familiarizing himself with the Bath ordinances to understand enforcement possibilities and needs.
17. BSWW: The next meeting is September 10 at 4pm. Chairwoman Hickey reported that the Committee has met 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 is expecting to receive cost estimates and detailed plans for the BSWW plant upgrade and rehab from GD&F at the meeting on September 24. New vendors for billing water customers are being researched. The pre-authorized debit payments for the BSWW billing is up and running on the new website.
18. MOTION TO ADJOURN: – By Common Consent.

Attest:

Mayor



Recorder



Mayor
Greg Schene

Recorder
Susan J. Webster



Council Members
Reba Dalton
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

WHEREAS: September 17, 2025, marks the two hundred and thirty-eight anniversary of the drafting of the Constitution of the United States of America by Constitutional Convention: and


WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,


NOW, THEREFORE WE, by virtue of the authority vested in us as the Town of Bath do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.



Greg Schene
Mayor

Attest: 
Susan Webster
Recorder

**Status Update of Streetscape & NBRT Projects for Town Council
September 2, 2025**

STREETSCAPE

Phase VI Design Grant and DOH Funding Agreement

- Update from DOH Conference call: Aug 28th: (*Travis Hayes; Kyle Oliver; Paul Picklesimer; Pete Brown*)
 - The Funding Agreement is at DOH for the Secretary's signature: expected by the end of Sep.
 - So far, DOH has not had any issues with the Federal Highway Admin in getting the OK on proceeding to fund TAP Grants. FHWA approval and DOH Notice to Proceed (NTP) are required before the Town and Thrasher can begin the Phase VI Design work.
 - The Town and Thrasher Task Order for this work was signed by Thrasher and awaits the DOH NTP before Town will sign. Funds are available in the Streetscape Account and will be reimbursed by DOH after payment (3 portions) is invoiced by Thrasher and paid by the Town.

Phase VI Construction and Completion of Phase V Streetlights Grant Applications

- Discussed in the Aug 28th DOH Conference call:
 - DOH team will review and score all TAP Applications around Sep 10th
 - Team plans to provide recommendations to the Governor around Oct. 1st
- Attempting to set up next Streetscape Committee Meeting for Sep 18th. Time is TBD

NBRT

DOH Supplemental Funding Agreement #4

- Agreement (with both Town and County Resolutions) was sent to DOH. Awaiting the Secretary's signature and return to the County & Town
- The Agreement Modifies Scope of Work:
 - Splits out the work required by the Voluntary Remediation Agreement (VRA) between WV-DEP and the Town of Bath to remediate Parcel 1A of the Depot Lot which is a part of the NBRT Trailhead
 - Authorizes the Co-Sponsors to advertise, let, award a contract, administer the work and complete the remediation utilizing the Town of Bath's Licensed Remediation Specialist (LRS).

Coordination of the Phases: Remediation of Parcel 1A, the NBRT Trail and Bridge Construction and the CDS Trailhead Project

- Drafts of a Phase Content/Coordination Strategy and overall Timeline were provided to NBRT Task Force Leaders on Aug 12th
 - Intent was to provide a starting point for coordination work proposed for the Task Force
 - Task Force regular Meeting would be Sep 24, but I will be out of State on that date.
 - Suggested an NBRT Leadership meeting in Aug 12th email: We may need to schedule a Task Force Leadership meeting in early September. Right now I can make a meeting on Sep 3, 10, or 17.
- Karen Allen (DOH) advised (after Mark Scoular's retirement) that DOH Programs is now Cameron Hunt (Cameron J Hunt, cameron.j.hunt@wv.gov) for NBRT matters. I sent Karen, Cameron and Bill a short NBRT Status update on Aug 28th. Possible call with DOH week of Sep 1st.

Pete Brown
Streetscape Committee

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 Traing 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 *Sharron Corrick* Date 8-28-25

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

GREENWAY			
EXPENDITURES AND ENCUMBRANCES			
BATCH DATE	YEAR:	2026	
9/2/2025			
Chart of account	Vendor	AMOUNT	DESCRIPTION
			Bank
			Balance
	Dustin Percy	\$ 1,800.00	Mowing 08/18-08/25
	Dustin Percy	\$ 1,800.00	Mowing 08/25-08/31/25
	Totals:	\$ 3,600.00	

