

**Town of Bath Finance Committee  
Regular Meeting Minutes  
October 7, 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 September 16, 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 were five Property Improvement Notification submitted and attached.

A1. 99 N. Washington St. - Garages rehab for retail space

A2. 102 Dawson St. - Owner moving boundary line within own lots

A3. 210 N. Washington St. - Roof repair

A4. 127 Martinsburg Rd. - Placing shed on property

A5. 33 n. Washington St. - Exterior improvement upgrade.

These notifications were reviewed and will be sent to the Morgan County Assessors Office for processing.

b. There were two Facility Use applications submitted and attached.

B1. On Trac requested use of Depot lot for Apple Butter Festival parking –

Approved.

B2. On Trac requested the use of Bath parking meters for the Deck the Meters Christmas project from Nov. 28- Dec. 28, 2025 – Approved.

c. Clerks Corrick presented a lower negotiated offer for cyber security services from Berry Solutions Group for all of the Town, BSWW and BSPD computers (attached). The price presented was \$770.00 per month which would be split between the three departments.

MOTION: To approve the lowered price offered by Berry Solutions Group for cyber security protection as presented – Hickey/Kessel – Carried

d. Staff wage changes were considered at this time. Due to increases in revenue provided by the recently enacted 1% sales tax and other needed fee and rate modifications the FC discussed adjustments and added responsibilities for five Town of Bath, BSPD and BSWW employees. Staff performance, service, new assignments and further obligations were considered and concurred to be in order for compensation and function adjustments.

MOTION: To approve all employee wage and job responsibilities additions as agreed upon and presented – Hickey/Kessel – Carried

5. Grant and Special Projects Update: Councilwoman Dalson reported that most grants were in holding with not much activity at this point. She is also now a member of the Bath Historic Landmark Commission and is assisting in it's reorganization. Certain conditions must be met to satisfy the State Historic Preservation Office and Bath's Certified Local Government requirements. The next HLC meeting is October 20 at 4pm.

A. Grant Committee Chairwoman Hickey made the FC aware that the Bath Civic Trust is researching grants that are available to non-profit groups which will benefit the Town.

B. Streetscape & NBRT– Clerk Corrick presented a letter from the MC Commission asking for paid invoices for Bath expenses on these projects. The MC Commission has granted Hotel/Motel funds to Bath for these projects. It was agreed that the best way to handle this request is to send the Commission these contract agreements which explain the method of payment required. Until the Town receives the granted funds it doesn't have the reserve finances to pay the bills.

Streetscape and NBRT Co-Chair Pete Brown submitted an updated status report (attached).

C. On Trac update – Planning and organization to manage the Depot Lot parking for the Apple Butter Festival are underway.

D. Ye Town of Bath DAR has completed their Olde English Cemetery clean up and improvement project for Bath which is much appreciated. Additional culvert work needed to be done that the DAR managed. The invoice for this work (attached) is \$291.00 more than the grant they received. The DAR requested assistance with this invoice.

MOTION: To approve payment of the DAR culvert repair invoice in the amount of \$291.00 from the Bath Hotel Motel surplus account – Hickey/Kessel – Carried

The DAR also presented the FC with an offer from Mike Duncan to mow the Olde English Cemetery on a continuing as needed basis for \$100.00 per mowing. By Common Consent the FC agreed to this arrangement. The FC is grateful for the DAR's involvement in this historic site rehabilitation and enhancements.

5. Berkeley Springs Water Works: Chairwoman Hickey described ongoing engineering work with GD&F Engineering firm. US Silica will be contacted soon and made aware of the PER from GD&F recommending that the BSWW not take over the US Silica private water line.

6. Public Works: Chairman Weber explained two issues which have come to the PW attention.

A. The sidewalk and curbing on Green Street from Fairfax to the Methodist Church are in hazardous and unsightly condition. PW has also been made aware of handicap ramps which do not meet current standards. Streetscape Co-Chair Pete Brown will be asked for his opinion and advisement on these matters.

B. It has been recommended that the Town maintenance vehicles and garbage truck get new rims and tires before the winter season (invoice attached). The FC concurred with this recommendation.

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 October 21, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairwoman Susana Weber Date 10-21-25

**Status Update of Streetscape & NBRT Projects for Town Council  
October 7, 2025**

**STREETSCAPE**

**Phase VI Design Grant and DOH Funding Agreement**

- Final Funding Agreement (Signed by Sec. of Transportation) received
- Checked with DOH Prog Mgt regarding any delay/issues with FHWA TAP Grants – DOH does not have any Grant delays at this time (some States are seeing delays and recission of awarded grants – but not WV)
- Next Steps:
  - FHWA Authorization to spend Awarded Federal Grant Funds
  - DOH Notice to Proceed (NTP) with the Thrasher Design work Task Order

**Phase VI Construction and Completion of Phase V Streetlights Grant Applications**

- Current DOH Plan:
  - DOH team has reviewed and scored the TAP Applications
  - Grant Awards expected in spring 2026

**DOH District 5 Planning for the Update of Existing Streetscape ADA Corners**

- Working with Kevin McDonald (D5 Engineer) to understand which corners and why they need to be updated. Kevin is preparing DOH project/solicitation for the updates. Sent detailed feedback to Kevin on Sep 30<sup>th</sup>. About 13 corners have these older DWS installed (6 on Wilkes, 7 on Mercer)
- Generally, the updates are for the early (Phase I and II) corners where Detectable Warning Surfaces (DWS - the half-round bubbles) were made of masonry rather than the current versions (separate metal-based strips (Phase III and later). Kevin's latest note indicates that only these early DWS need changing and will be part of the District's contract. I will continue to follow this.
- Photos:



Wilkes at Congress - Phase I Not OK



Congress at N. Washington – Phase IVA OK

**Other On-Going Projects for Town:**

- Plan to discuss Potomac Edison proposed update of Cobra Streetlights from HPS to LED at PWC Committee Meeting on Oct 16<sup>th</sup>. Awaiting installation of several test lights in a couple of Town areas (business & residential). Asked Potomac Edison to discuss some issues with LED lights.
- Preliminary review of work and costs to update Independence Street sidewalk and parking on south side of street. Have identified physical changes required and working on pricing and requirements to maintain or increase number of parking spaces. Should have details and preliminary costs prior to the next Committee meeting on Oct 16<sup>th</sup>.

**NBRT**

**Depot Parcel 1A Remediation:**

- Need to follow-up this week on DRAFT Town and Morgan County Agreement (roles and actions and financial) was reviewed. County to advise any needed changes. Town and County will proceed to bring the Agreement to Council and Commission with Resolutions for signature
- Above Streetscape work has delayed my final draft of Work Statement for planned Town Contract for the remediation

Pete Brown  
Streetscape Committee

## 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 <sup>First</sup> First Monarch Property Ventures

Location (Address) of Improvement 99 N Washington Street

Taxing District Town of Bath

Land Book Description \_\_\_\_\_

have, or has been (Altered) \_\_\_\_\_ (Erected) 1920

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced September 29, 2025 (Month/Day/Year),

Completion date or anticipated completion date \_\_\_\_\_ (Month/Day/Year).

Approximate increase in value \$5,000 Use of Building Garage Conversion

Remarks: New windows and doors to retail space

Address of Owner or Owners 167 Wilkes Street

Phone No. 410-852-4593

Notice Filed By [Signature] Date 9-29-25  
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. \_\_\_\_\_

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See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners David J. Bowers

Location (Address) of Improvement 102 Dawson Street

Taxing District 3

Land Book Description 2.63 & 2.64

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 2/2000 (Month/Day/Year),

Completion date or anticipated completion date \_\_\_\_\_ (Month/Day/Year).

Approximate increase in value \$ 0/0 Use of Building \_\_\_\_\_

Remarks: See Encl - wish to move

boundary line to accomodate the wall

Address of Owner or Owners Same

Phone No. 304-283-9291

Notice Filed By S. A. Comer Date 9/23/25  
Signature Month/Day/Year

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See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Ryan Rakhsun

Location (Address) of Improvement 210 N Washington St.

Taxing District \_\_\_\_\_

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 June/1/2025 (Month/Day/Year),

Completion date or anticipated completion date Oct/31/2025 (Month/Day/Year).

Approximate increase in value \$ 3,350 Use of Building owner residence 2nd floor

Remarks: Replaced Leaky Shingle Roof  
with metal roof - back half of house

Address of Owner or Owners see above

Phone No. 240 778 4126

Notice Filed By [Signature] Date 9/20/25  
Signature Month/Day/Year

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Received \_\_\_\_\_

Parcel No. \_\_\_\_\_

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See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners JOEL LEWERENZ

Location (Address) of Improvement 127 MARTINSBURG RD

Taxing District \_\_\_\_\_

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 \_\_\_\_\_ (Month/Day/Year),

Completion date or anticipated completion date 10-6-2025 (Month/Day/Year).

Approximate increase in value \$ 3500 Use of Building TEMPORARY STORAGE

Remarks: SHED IS STANDARD BUILD 10'x12' DOUBLE DOOR 3 WINDOWS

LOCATED BEHIND HOUSE IN RECESSED AREA. NOT OR BARELY

Address of Owner or Owners 127 MARTINSBURG RD VISIBLE BY NEIGHBORS

Phone No. 740 645 6692

Notice Filed By Joel K Lewerenz  
Signature

Date 9-18-2025  
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**

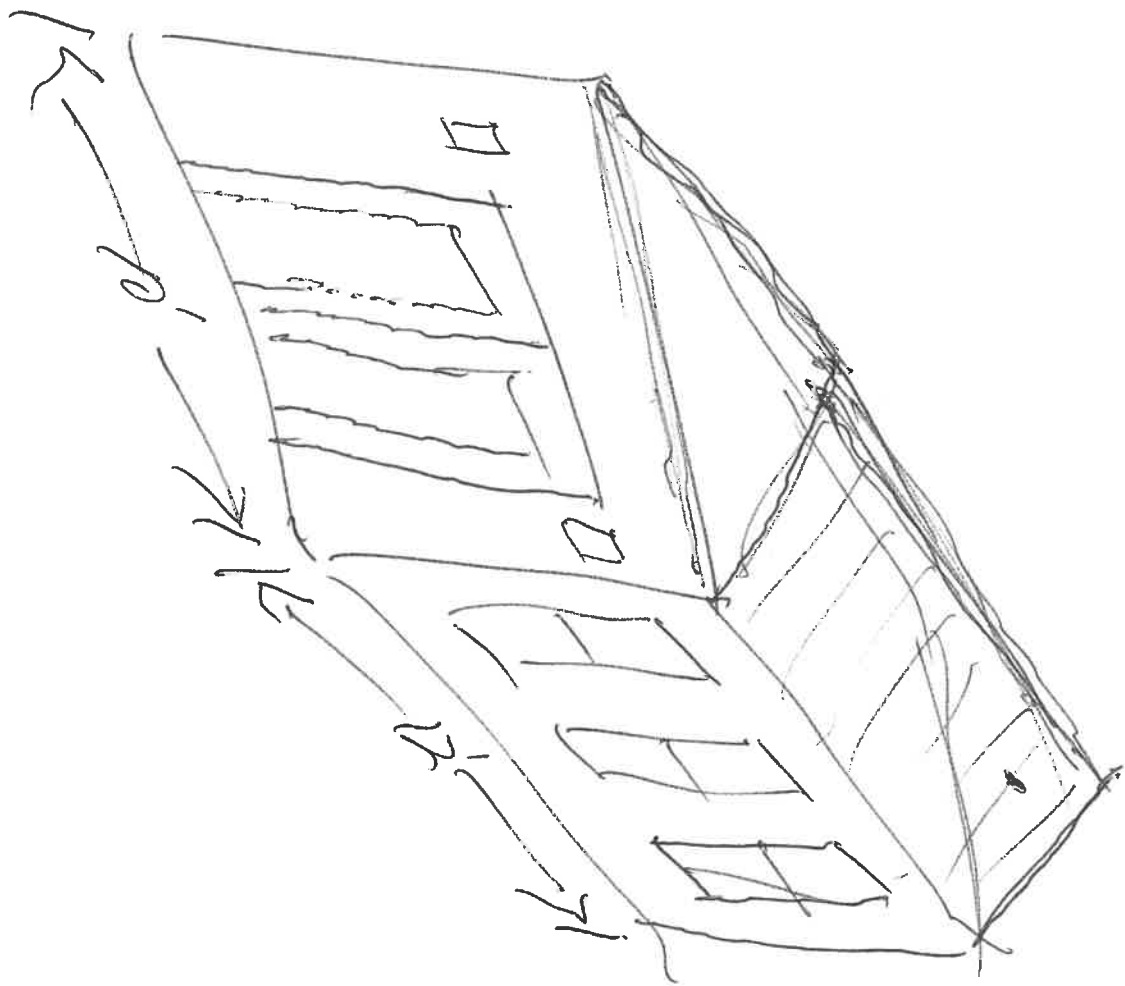
**BELOW THIS LINE FOR ASSESSOR'S USE ONLY**

DISTRICT # 3

Map No. 2

Received \_\_\_\_\_

Parcel No. 68



# 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 Shawn Wolford & Tripp Spaur

Location (Address) of Improvement 33 ~~th~~ N. Washington St.

Taxing District \_\_\_\_\_

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 Sept 1 2025 (Month/Day/Year),

Completion date or anticipated completion date 10-7-2025 (Month/Day/Year).

Approximate increase in value \$ 0 Use of Building not determined yet.

Remarks: Exterior Improvements

Address of Owner or Owners 507 Opequon Lane Kearneysville WV 25430

Phone No. 757-705-7156

Notice Filed By [Signature] Date 10-08-2025  
Signature Month/Day/Year

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**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

Please Print or Type

### OFFICIAL USE ONLY

Fiscal Year \_\_\_\_\_  
Festival License \_\_\_\_\_  
Business License \_\_\_\_\_  
License Fee \$ \_\_\_\_\_  
Date Issued \_\_\_\_\_

NAME OF EVENT: Parking at Train Depot during Apple Butter

DATE(S) OF EVENT: Saturday, October 11, 2025 - Sunday, October 12, 2025

REQUESTING GROUP OR ORGANIZATION: OnTRAC

BEGINNING AND ENDING TIMES: Saturday - 9am-5pm, Sunday - 9am-4pm

PROPERTY REQUESTED: Train Depot Lot

PURPOSE OF USE: Provide parking to allow people to walk around Town.

STREET/METER CLOSURES REQUESTED WITH DETAILS: N/A

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: \$10 or \$15 per vehicle

NUMBER OF VENDORS AT EVENT/FESTIVAL: N/A

NAME OF RESPONSIBLE PERSON: Breauna Farris

MAILING ADDRESS: 271 Wilkes Street

TELEPHONE NUMBER: 304-258-1102

EMAIL: Brefarristob@gmail.com

DATE APPLICATION SUBMITTED: 009/17/2025

SIGNATURE: Breauna Farris

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: Deck the Meters

DATE(S) OF EVENT: Friday, November 28, 2025 - Sunday December 28, 2025

REQUESTING GROUP OR ORGANIZATION: OnTRAC

BEGINNING AND ENDING TIMES: No Specific Times

PROPERTY REQUESTED: Parking Meters

PURPOSE OF USE: Decorating the Town parking meters for the Holiday season.

STREET/METER CLOSURES REQUESTED WITH DETAILS: Free parking during the time frame meters are decorating

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No

NUMBER OF VENDORS AT EVENT/FESTIVAL: N/A

NAME OF RESPONSIBLE PERSON: Breauna Farris

MAILING ADDRESS: 271 Wilkes Street

TELEPHONE NUMBER: 304-258-1102

EMAIL: Brefarristob@gmail.com

DATE APPLICATION SUBMITTED: 09/17/2025

SIGNATURE: Breauna Farris

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\$ \_\_\_\_\_ \$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: \_\_\_\_\_





GREENWAY			
EXPENDITURES AND ENCUMBRANCES			
BATCH DATE	YEAR:	2026	
10/7/2025			
Chart of account	Vendor	AMOUNT	DESCRIPTION
			Bank
			Balance
	Dustin Percy	\$ 1,800.00	Mowing 09/08/25 - 09/14/25
	<b>Totals:</b>	<b>\$ 1,800.00</b>	

