

# TOWN OF BATH COUNCIL MEETING MINUTES

September 16, 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 September 2, 2025 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: Ye Towne of Bath DAR Past Regent Gail Potter explained to Council the work that has been accomplished in the Olde English Cemetery by the DAR. She also pointed out problems that still exist at the property including poor drainage and continuing tree and landscaping issues. This group does not have the funds or ability to maintain grounds work. Council concurred that inquiries must be made in the community to locate groups or individuals willing to assist the Town with this ongoing maintenance. 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. Bath resident Doug Waugh informed Council that he had received a parking ticket for parking on the sidewalk at the Morgan Messenger office on Mercer Street last Sunday. Council agreed that this area must be reviewed and that proper sidewalk painting, signage and public education employed to alleviate future issues.
5. COMMUNICATIONS FROM MAYOR: Mayor Schene described the several Day of Caring activities that occurred in Bath including street cleaning on Fairfax and upkeep of the gardens on Congress Street. Thanks were extended to all of those who participated.  
The 50<sup>th</sup> Annual Apple Butter Festival event will be October 10-12 in the Town of Bath. The Town will again park cars in the Depot lot. Volunteers are needed.

## COMMITTEE AND BOARD REPORTS

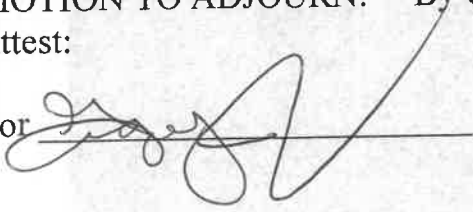
1. ON TRAC: The next meeting is October 9. On Trac is spearheading the Depot parking fund raiser.
2. PARKS /REC: The next meeting is September 18.
3. PLANNING COMMISSION (PC): The next meeting is October 9. President Landon reminded all Committee Chairs to complete the Comprehensive Plan Committee Worksheet. Several have been received. The Depot Committee Worksheet can be used as an example if needed.
4. RAIL/TRAIL (NBRT): On September 15, the R/T Committee met at the Depot to review the next steps and organizing agreements necessary to move the remediation of the Depot lot forward. Participants in the meeting included MC Commission President Clark, MC Commissioner Tuttle, Mayor Schene, Depot Chairwoman Webster and other associated parties. The plan and resolution will be presented to the governing bodies involved so as to provide a clear and well ordered financial and task management agreement. A written progress report was submitted by Pete Brown (attached).

5. **STREETSCAPE:** The next meeting is September 18. This meeting will include a planning session for the next few years. The Committee is currently requesting an update from the DOH on the Phase VI Design Grant and Funding Agreement. Co-Chair Pete Brown submitted a written report (attached).
6. **TRAIN DEPOT:** Chairwoman Webster reported that the MC Historic and Genealogical Society will set up displays in the Depot during the Apple Butter Festival.
7. **LANDMARK COMMISSION (HLC):** Recorder Webster reported that there have been several Volunteer Applications submitted (attached) for the vacancies on this Commission. She outlined stipulations in the WV statute and Bath ordinance (attached) pertaining to composition of membership and requirements for appointments. There are two current members of the HLC which is specified to be a five member commission. It was concurred that eligible applicants could be appointed with other interested volunteers serving as associates to be of assistance.  
**MOTION:** To appoint Priscilla Jones, John Bohrer and Vince Chinchello to the Bath Historic Landmarks Commission – Webster/Hickey – Motion carried.
8. **CLERK & RECORDER:** There was one Facilities Use application submitted (attached) by the Warm Springs Watershed Association to use the Depot lot on October 8 for tree pick up. This was approved in Finance Committee.
10. **FINANCE:** Recorder Webster delivered the following bills for approval:
  - (a) Town of Bath \$58,183.90 - Motion to approve: Webster/Weber- Carried
  - (b) BSWW \$141,346.66- Motion to approve: Webster/Weber-Carried
  - (c) Greenway Cemetery \$2,013.87 – Motion to approve: Webster/Weber– Carried
  - (d) NBRT \$993.95 – Motion to approve: Webster/Weber - Carried
11. **TREE BOARD:** The next meeting is September 17 at 5pm. The Board is waiting for responses to previously submitted grant applications.
12. **GRANT:** Grant Committee Chairwoman Dalson reported that all grants submitted and received by the Town and BSWW are working towards their completion. The next meeting is October 14.
13. **PUBLIC SAFETY:** Chief Gardner reported that both digital speed signs have been received. Installation will occur as soon as designated locations are cleared by Miss Utility. St. Vincent de Paul Catholic Church held a Blue Mass on September 11 to honor Morgan County and surrounding jurisdictions service personnel.
14. **CEMETERY:** The next meeting is November 20 at 1pm. Councilman Weber reported that due to the drought conditions he suspended grass mowing in Greenway recently, but will pick this work back up next week.
15. **PUBLIC WORKS:** Chairman Weber outlined the many projects in motion with the Public Works Department including, but not limited to Mercer and Market Street paving, assisting with the projects of the Foxglove Garden Club at the Dutch Cemetery and working with Potomac Edison on the repair, replacement, improvement and addition of street lights in Bath. Public Works is also reviewing the need for a new garbage truck, arranging another street sweeper demonstration and plans to pave College, Green and Ewing Streets. Drainage problems caused by new construction at Green and Church is still a matter of discussion with property owners. Pot hole and street repair at Hilltop and Rockwell due to construction is needed. Warm Springs Public Service District must repave roads in Bath which have been damaged by their construction work.

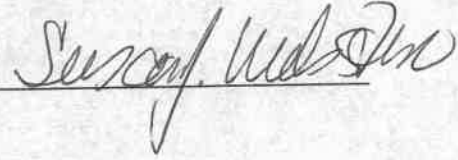
- 16.ORDINANCE: The next meeting is September 18 at 4pm. Chairman Kessel is familiarizing himself with the Bath ordinances to understand possible needs and enforcement issues.
- 17.BSWW: The next meeting is September 24 at 4pm. Chairwoman Hickey reported that a meeting with US Silica officials about the BSWW involvement with the Silica private line 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.
18. MOTION TO ADJOURN: - By Common Consent.

Attest:

Mayor



Recorder



**Status Update of Streetscape & NBRT Projects for Town Council  
September 16, 2025**

**STREETSCAPE**

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

- Requesting Update from DOH:
  - Receipt of Signed Funding Agreement
  - FHWA Authorization to spend Awarded Federal Grant Funds
  - DOH Notice to Proceed (NTP) with the Thrasher Design work
    - Thrasher Task Order has been finalized – but not yet signed by Town of Bath – awaiting the FHWA Authorization and NTP

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

- Recent DOH Plan was:
  - DOH team will review and score all TAP Applications around Sep 10<sup>th</sup>
  - Team plans to provide recommendations to the Governor around Oct. 1<sup>st</sup>

**Streetscape Committee Meeting – Setting up for Thursday 9-18-25 at 10 am**

- Planning session for next few years: Topics planned are:
  - Streetscape Phase VI Design and Construction
  - Streetlighting (Phase VII – 7 lights and possible Potomac Edison conversion of exiting HPS to LED “Cobra” lights)
  - Streetscape Phase VIII possible content (upper Wilkes & So. Washington St to Market St)
  - Bridge inspection and possible repairs/replacement (Independence St and Fairfax St)
  - Support of On-Track “Design Task” where it intersects with Streetscape installations
  - More... TBD

**NBRT**

**Coordination Meeting Sep 15<sup>th</sup> at the Depot:**

- Town and County Leaders discussed the details, timing and coordination needs of the Parcel 1A brownfield Remediation, the NBRT Trail and Bridge Construction and the CDS Trailhead Grant projects
  - Basic Project descriptions and phasing were discussed and agreed
  - A Draft Town and Morgan County Agreement (roles and actions and financial) was reviewed. County will advise any needed changes.
  - Town and County will proceed to bring the Agreement to Council and Commission with Resolutions for signature
- Meeting notes will be provided to the members of the NBRT Task Force
- Tentative Task Force Meeting will be set for Sep 24<sup>th</sup> at 4 pm (its normal timeframe).

Pete Brown  
NBRT Task Force

## Town of Bath

### VOLUNTEER APPLICATION

Committee: Please check off the committee(s) you want to volunteer to serve on. An \* indicates that Town of Bath Ordinances and/or West Virginia State Code set qualifications to serve on the committee (e.g., Must be a town resident). Check the Town of Bath's Web Site and/or Facebook Page to see the documents listed below.

Bath Development Authority

Cemetery Management and Maintenance Incorporated

Historic Landmark Commission\* See document, "Qualifications to Serve on the Bath HLC."

Planning Commission\* See document, "Qualifications to Serve on the Bath Planning Commission."

Date: September 15, 2025

Name: Priscilla Jones

Address: 31 Congress St.  
Berkeley Springs, WV 25411

Telephone: 304-671-6795 Cell: \_\_\_\_\_

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: [townofbath@wvdsi.net](mailto:townofbath@wvdsi.net). Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

**Mary So Young**  
61 Tower Circle

Berkeley Springs, WV  
304-268-3620  
mymarley5510@gmail.com  
September 14, 2025

Historical Landmark Commission  
Berkeley Springs, WV

**Subject: Letter of Intent – Application to Serve on the Historical Landmark Commission**

Dear Town of Bath Officials,

I am writing to formally express my intent to serve on the Historical Landmark Commission for Berkeley Springs. As a resident of Berkeley Springs for more than forty years, I have developed a deep appreciation for the town's rich history, distinctive character, and the importance of preserving its heritage for future generations.

While my professional background is not specifically in historical preservation, I bring extensive practical experience and skills that I believe would be valuable to the commission. I was married for thirty-five years to a construction worker and electrician, during which time I actively assisted in a variety of building and renovation projects. These experiences gave me a practical understanding of building structures, renovation processes, and long-term maintenance.

In addition, I have over thirty years of experience working in the same business, and following my divorce, I transitioned into a role as a kindergarten aide. This position has strengthened my organizational, collaborative, and communication skills—all of which are essential for productive committee work.

I also currently reside in a home built in 1955, which has given me direct, ongoing experience with the care and appreciation of older structures.

It would be an honor to serve on the Historical Landmark Commission and contribute to preserving the historical integrity and cultural legacy of Berkeley Springs. Please find my résumé attached for your review.

Thank you very much for your time and consideration. I look forward to the possibility of serving our community in this meaningful capacity.

Sincerely,

**Mary So Young**

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OnTRAC

Cemetery Management and Maintenance Incorporated

Historic Landmark Commission\* See document, "Qualifications to Serve on the Bath HLC."

Planning Commission\* See document, "Qualifications to Serve on the Bath Planning Commission."

Date: SEPT 15, 2025

Name: JOHN BOHRER

Address: 180 FAIRFAX ST  
BERKELEY SPRINGS

Email: JMBOHRER@GMAIL Cell: 304 258-9724  
@COM

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: [townofbath@wvdsi.net](mailto:townofbath@wvdsi.net). Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

B.S. DEGREE UNIVERSITY OF MARYLAND  
PRESIDENT MORGAN COUNTY HISTORICAL ASSOC.  
TWO SEPARATE TERMS ON TOWN COUNCIL  
RETIRED FROM XEROX CORP.

I BELIEVE MY BACKGROUND WOULD SERVE  
ME AND THE COMMISSION WELL.

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- Bath Development Authority
- Cemetery Management and Maintenance Incorporated
- Historic Landmark Commission\* See document, "Qualifications to Serve on the Bath HLC."
- Planning Commission\* See document, "Qualifications to Serve on the Bath Planning Commission."

Date: 9/8/25  
Name: Amy Schaffert  
Address: 10638 Winchester Grade Rd  
Berkeley Springs, WV  
Telephone: 610-730-3266 cell: (610) 730-3266

Please explain why you want to serve on the committee? Explain any background, education, or work professional experience you have that would contribute to your service on the committee. If possible attach a copy of your resume. Email this form and your resume to the town clerk at: [townofbath@wvdsi.net](mailto:townofbath@wvdsi.net). Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

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Planning Commission\* See document, "Qualifications to Serve on the Bath Planning Commission."

Other: \_\_\_\_\_ (Train Depot, Grant, Parks & Recs, Tree Board, etc.)

Date: September 16, 2025

Name: Vincent Joseph Chinchello III

Address: 263 North Washington Street,  
Berkeley Springs West Virginia 25411

Telephone: \_\_\_\_\_ Cell: (304) 671-4621

Email: Vincechinchello@gmail.com

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: [townofbath@wvdsi.net](mailto:townofbath@wvdsi.net). Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

I moved back here to help my state.  
I love what I do, and I do old building

Updated: 1/20/2023

for well over 40 years.  
I don't want to run anything, only to assist in  
a combined effort to preserve our shared history.

Thank you for your consideration Vince III



## 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](mailto:townofbath@wvdsi.net)

### OFFICIAL USE ONLY

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

Please Print or Type

**NAME OF EVENT:** Tree delivery for the Cacapon Institute MyBMP program

**DATE(S) OF EVENT:** Thursday, October 8

**REQUESTING GROUP OR ORGANIZATION:** Warm Springs Watershed Association

**BEGINNING AND ENDING TIMES:** mid-morning to mid-afternoon

**PROPERTY REQUESTED:** Depot Parking Lot

**PURPOSE OF USE:** We will offload trees from a tractor trailer. Those who have purchased trees

**STREET/METER CLOSURES REQUESTED WITH DETAILS:** \_\_\_\_\_

**WILL ADMISSION BE CHARGED OR PRODUCT SOLD:** no

**NUMBER OF VENDORS AT EVENT/FESTIVAL:** \_\_\_\_\_

**NAME OF RESPONSIBLE PERSON:** Kate Lehman

**MAILING ADDRESS:** 39 Nevada Lane, Berkeley Springs, 25411

**TELEPHONE NUMBER:** 304-279-0717

**EMAIL:** goldfairy39@gmail.com

**DATE APPLICATION SUBMITTED:** September 16, 2025

**SIGNATURE:** Kate Lehman

**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:** \_\_\_\_\_

**BERKELEY SPRINGS WATER WORKS  
EXPENDITURES AND ENCUMBRANCES**

General Account

BATCH DATE	YEAR:	2025							
VENDOR ACCT #	VENDOR NAME	AMOUNT	DESCRIPTION						
	Milke the Computer Guy	\$ 95.00	Work done on Katie's PC						
	Cusi	\$ 15,375.00	Cusi - Implementation						
	GD&F	\$ 1,248.00	Task 1 - Water Plant Upgrades						
	US Bank	\$ 3,742.16	Mayhew P-Card						
	US Bank	\$ 171.59	Powell P-Card						
	US Bank	\$ 73.76	Unger P-Card						
	US Bank	\$ 113.50	Redick P-Card						
	US Bank	\$ 4,443.88	Office P-Card						
	G.H.S.	\$ 340.00	Excavator Services - Rockwell Circle						
	Carter Cat	\$ 6,679.61	Skidloader						
	Carter Cat	\$ 3,757.33	Backhoe						
	Town of Bath	\$ 606.10	July UT						
	Town of Bath	\$ 604.46	August UT						
	WSPSD	\$ 760.55	6/27/25-7/23/25 Backwash						
	Southern Corrosion	\$ 64,127.71	Annual - Water Tank Management						
	AR&E	\$ 3,178.40	Replace Generator						
	Reserve for Debt	\$ 19,112.94	Bond Coverage						
	Transfer to R&R	\$ 15,416.67	Monthly Deposit						
	Depreciation	\$ 1,500.00	Monthly Deposit						
	<b>TOTAL</b>	<b>\$ 141,346.66</b>							





