

TOWN OF BATH COUNCIL MEETING MINUTES

October 7, 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 16, 2025 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: None at this time.
5. COMMUNICATIONS FROM MAYOR:
The 50th 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.
The Warm Springs Watershed Association is sponsoring a tree purchase and pick up at the Depot lot on October 9.
DEA Drug Take Back is on October 25 from 10am -2pm at Town Hall.
Trick or Treat in Bath is October 31 from 6-8pm.
Mayor Schene spoke about the Fabulous Facade grant program that the Town of Bath is sponsoring (details attached). Special finance assistance will be available for grant recipients to enhance the exterior appearance of their commercial buildings.

COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is October 9. On Trac is spearheading the Depot parking fund raiser during the Apple Butter Festival.
2. PARKS /REC: The next meeting is October 16.
3. PLANNING COMMISSION (PC): The next meeting is October 8. President Landon reminded all Committee Chairs to complete the Comprehensive Plan Committee Worksheet.
4. RAIL/TRAIL (NBRT): A written progress report was submitted by Co-Chair Pete Brown (attached). There has been no update on the previously noted agreement between the County and Town on the Depot lot remediation financial and task management. The Council accepted the agreement at the meeting of September 16. The next NBRT meeting is October 22.
5. STREETSCAPE: The next meeting is October 16. Co-Chair Pete Brown submitted a full written report (attached). Brown spoke about the recent development concerning the need to redo some handicap corners in Town to meet new standards. The WV DOH is adding this work to their contract. More discussions with them are needed to understand the extent of their work. Efforts with Potomac Edison on upgraded and additional street lighting are in the works. Progress continues on Phase VI Streetscape project tasks.
6. TRAIN DEPOT: Travel Berkeley Springs and the MC Historic and Genealogical Society will have the Depot open to meet and great visitors during the Apple Butter Festival.
7. LANDMARK COMMISSION (HLC): Councilwoman Dalson reported on the recent

HLC meeting held to organize the Commission and decide on the course of action needed to meet the administrative requirements per the State Historic Preservation Office. The next meet is October 20. The group will meet every two weeks to meet the quota necessary.

8. **CLERK & RECORDER:** The State Auditors Office is sponsoring training (attached). There were five Facilities Use applications submitted (attached).
 - a. 99 N. Washington St. – Garages rehab for retail space
 - b. 102 Dawson St. - Owner moving boundary lines between his own properties
 - c. 210 N. Washington St. - Roof repair
 - d. 127 Martinsburg Rd. - Owner placing shed on property
 - e. 33. N. Washington St. - Exterior improvement upgradeThese notifications were reviewed by the Finance Committee and will be sent to the MC Assessors Office for processing.
10. **FINANCE:** Recorder Webster delivered the following bills for approval:
 - (a) Town of Bath \$19,932.02 - Motion to approve: Webster/Hickey- Carried
 - (b) BSWW \$44,919.93- Motion to approve: Webster/Dalson-Carried
 - (c) Greenway Cemetery \$1,800.00 – Motion to approve: Webster/Hickey– Carried
 - (d) Hotel/Motel \$27,988.15 – Motion to approve: Webster/Hickey - Carried
11. **TREE BOARD:** The next meeting is October 15 at 5pm. Board member Lehman reported that they had received the Community Tree grant approval of \$25,000.00. There has been no word on the Demonstration City grant. The Grant Workshop that this Board sponsored was successful and they plan on having more.
12. **GRANT:** Grant Committee Chairwoman Dalson reported that all grants submitted and received by the Town and BSWW are being finalized. The grant for the GIS mapping for the BSWW is assured with work to start in 2026. The CDS grant application submitted for the BSWW plant upgrade is still in the processing phase. The next meeting is October 14 at 4:30.
13. **PUBLIC SAFETY:** Chief Gardner reported that both digital speed signs have been received with one being installed at the Town entrance on Martinsburg Road. The BSWW has been busy with setting up recently purchased computers. The department has also received applications for officers who are going through the interview stage. Chief Gardner is also handling a fraud and theft case for a local banking institution. Preparations for the Apple Butter Festival are being made. Parking Enforcement Officers will be on duty. The next PS meeting is October 15 at 2:30.
14. **CEMETERY:** The dedication event for Civil War Union Brigadier General Barstow will be November 11 from 2-4 pm. Volunteers are welcome to help. The next Cemetery meeting is November 20 at 1pm.
15. **PUBLIC WORKS:** Chairman Weber reported that the last street sweeper demonstration was not satisfactory and research will continue to find a suitable unit. Labor Crew Leader Steiner has retired and Assistant Labor Crew Leader Perea has filled the position. Applications for Labor Crew are being accepted. Plans are still being made for the replacement of the sidewalk and curbing of Green Street from Fairfax to the Methodist Church. Apple Butter Festival town ground work and clean up is being done. Chairman Weber will be kicking off parking at the Depot lot on Saturday morning of the Festival. Salt has been ordered and other winter seasonal preparations will be made.
16. **ORDINANCE:** The next meeting is October 16 at 3:30pm. Chairman Kessel is researching

the Bath code on sidewalk repair and replacement and may find amendments to current law is needed to include adjoining property owners in this work. The recent WV Code change concerning municipal election calendars also needs addressing for Bath to remain in compliance.

17. BSWW: The next meeting is October 8 at 4pm. Chairwoman Hickey reported that communication with US Silica officials about the BSWW involvement with the Silica private line as advised by GD&F Engineering is being planned. The Committee received PER cost estimates and detailed plans for the BSWW plant upgrade and rehab from GD&F at the meeting on September 24. Funds are being sought for this critical project. The Chairwoman expressed concern over the finite capacity for adding more debt service the BSWW obligations.

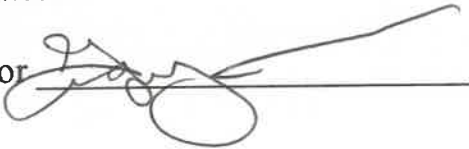
Staying on top of existing water utility issues is a priority. At this time there is a water main leak on Biser Street.

18. PUBLIC COMMENT: Dusty Martin, Executive Director of TBS, informed Council of the recent WV Travel Conference that he attended. West Virginia tourism is at an all time high with growth and economic impact at impressive levels. West Virginia experienced 9 billion dollars in economic impact in the past calendar year.

19. MOTION TO ADJOURN: – By Common Consent.

Attest:

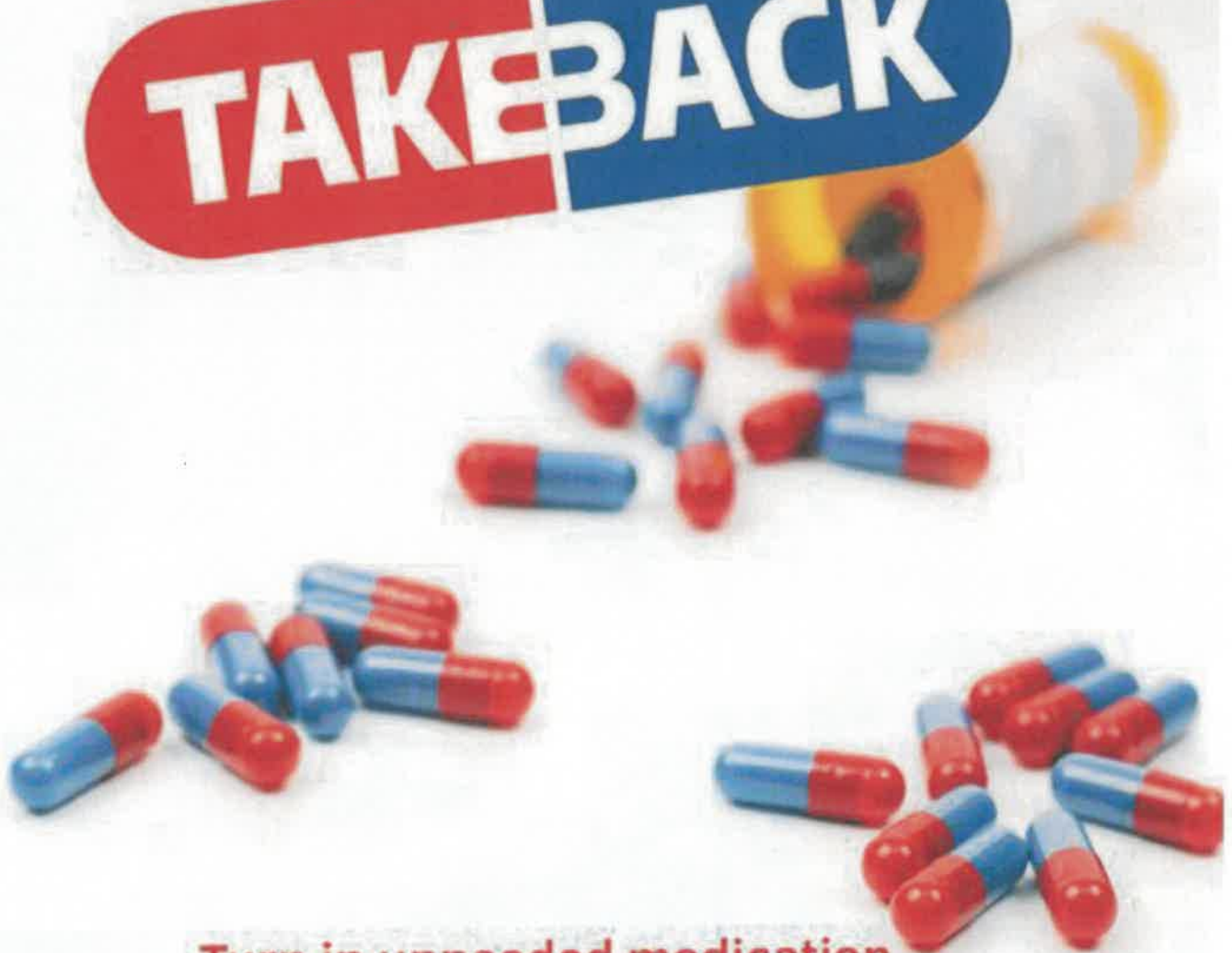
Mayor



Recorder



DEA NATIONAL ^{Rx}
TAKEBACK



**Turn in unneeded medication
for safe disposal.**

Saturday, October 25, 2025

10 a.m. – 2 p.m.

**BERKELEY SPRINGS POLICE DEPARTMENT
271 WILKES STREET, PARKING LOT**

Keep them safe. Clean them out. Take them back.

Visit **DEATakeBack.com** for a collection site near you.



Town of Bath Municipal Building
271 Wilkes Street
Berkeley Sprngs, WV 25411
Phone: 304-258-1102

FABULOUS FACADE

Grant Program



The **Facade Grant Program** provides special financial assistance to businesses and commercial property owners seeking to enhance the exterior appearance of their buildings. This initiative aims to revitalize the town's commercial areas by supporting facade improvements that enhance the streetscape and contribute to the town's historic and visual appeal.

Grant Funding Details

- The program offers a **50% reimbursement** on qualifying facade improvements.
- The **maximum grant award is \$2,500** per approved applicant.
- For example:
 - If an applicant completes **\$5,000 in improvements**, they are eligible for a **\$2,500 reimbursement** upon project completion.
 - The building owner must invest at least **\$5,000** to qualify for the **full \$2,500 reimbursement**.

Reimbursement will be issued **after** project completion, inspection, and approval by the Town of Bath Façade Grant Committee. The applicant must submit copies of **all paid invoices with receipts** to the Town of Bath before receiving funds.

Application Process & Timeline

- Funding approvals are issued after a **competitive review process** following advertised notice with deadline date for submission. Applications will be accepted on a rolling basis until all available funds are exhausted.
- A **Facade Grant Committee**, shall consist of not fewer than three (3) and not more than five (5) members, each appointed by the Town Council. Members of the Town Council may be appointed to serve on the Committee. In no case, however, shall a Committee member participate in the review or recommendation of any application in which they have a direct financial interest. Members shall serve without compensation unless otherwise authorized by Council.
- Approved applicants must **complete their projects within six months** of receiving an approval notification.
- Extensions may be granted at the discretion of the Facade Grant Committee if a written request is submitted within 30-days of grant deadline.

Eligibility Criteria

Who Can Apply?

- Commercial property owners **within the Town of Bath** are eligible to apply.
- The property must be **within town limits** and meet all local and state building codes.

Eligible Facade Improvements

Improvements must involve **street-facing facades**, including corner buildings with facades facing multiple streets.

Examples of eligible improvements:

- ✓ **Exterior repairs:** Brickwork, plaster, wood siding, painting, cleaning, and repainting.
- ✓ **Structural enhancements:** Storefronts, doors, windows, parapets, cornices, or removal of outdated/incompatible elements.
- ✓ **Lighting upgrades:** Installation or replacement of exterior lighting.
- ✓ **Awnings and trim:** Repair or installation of awnings, trim, millwork, and visible roof elements.
- ✓ **Signage:** Permanent, affixed signage (not portable or removable).
- ✓ **Landscaping elements:** Steps, sidewalks, fencing (must comply with Town of Bath and State of West Virginia building and ADA codes).

Compliance Requirements

- All projects must comply with **Town of Bath** and **State of West Virginia** building, property maintenance, and historic preservation codes as applicable.
- **Required permits** must be obtained before work begins. **ALL CONTRACTORS PERFORMING WORK MUST HAVE A CURRENT TOWN OF BATH BUSINESS LICENSE.** Building Notification Permits are available at the Town of Bath Town Hall located at 271 Wilkes Street, Berkeley Springs, WV.
- All municipal fees, town taxes, and property taxes must be current for an application to be considered.



Town of Bath Municipal Building
271 Wilkes Street
Berkeley Springs, WV 25411
Phone: 304-258-1102

FABULOUS FACADE

Grant Application Form

Applicant Information

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Business Name (if applicable): _____

Property Address: _____

Property Owner(s) Name (if different from applicant): _____

Project Details

- Total Cost of Facade Project: \$ _____
- Amount of Grant Request (up to 50% of total cost, maximum \$2,500):
\$ _____
- Detailed Scope of Work: *(Attach additional sheets if necessary, including project descriptions, photographs, contractor estimates, and diagrams.)*

Required Supporting Documents

- Scope of work detailing planned improvements.
 - Project budget breakdown.
 - Proposed project timeline (start and completion dates).
 - List of contractors/vendors completing the work with current Town of Bath Business License number.
 - Explanation of how the project enhances the **streetscape** and **neighborhood appeal**.
 - Confirmation of **historical character preservation** (if applicable).
 - Photographs (before and after) or design renderings. For visual confirmation and use in promotional materials.
-

Certification & Signatures

By signing below, the applicant certifies that:

- All submitted information is accurate.
- The project will comply with all **Town of Bath and State of West Virginia codes and historic guidelines**.
- Applicant accepts responsibility for any liabilities related to the project.
- Grant funds will be **reimbursed only after project completion and approval**.

Applicant Name (Print): _____

Signature: _____ Date: _____

Property Owner (if different from applicant, must sign below to authorize improvements):

Property Owner Name (Print):

Signature: _____ Date: _____

Submission & Contact Information

Completed applications must be submitted to:

Town of Bath
Attn: Facade Grant Program Application
271 Wilkes Street
Berkeley Springs, WV 25411

For questions, contact: 📞 **304-258-1102**

Important Notes:

- ◆ **Liability:** The **Town of Bath is not liable** for any work completed under this grant program. The **property owner assumes all responsibility** for compliance with state and local regulations.
- ◆ **Funding Availability:** Applications are accepted **on a rolling basis** until funds are depleted or a new funding cycle begins.
- ◆ **Eligibility:**
 - Applicants must be current on all local fees and taxes
 - Have a valid Town of Bath Business License
 - Own or operate a commercial property within the program's designated area
- ◆ **Grant Expiration:** Approved grant funds **must be used within six months** of approval. Written extension requests may be considered.

**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 30th. 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 16th. 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 16th.

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

Sharon Corrick

From: Shellie Humphrey <Shellie.Humphrey@wvsao.gov>
Sent: Wednesday, September 24, 2025 11:53 AM
To: LGS-List
Subject: State Auditor's Training (corrected dates) for Municipal Officials and Assistants / Boards and Authorities
Attachments: 2025 Corrected Dates Municipal Officials and Assistants.pdf; 2025 Corrected Dates Boards and Authorities.pdf

---THIS VERSION HAS CORRECTED DATES in the attached files---

To all Municipal Officials and Assistants:

The State Auditor's Office, Local Government Division, will be hosting their training program for Municipal Officials and Assistants as well as for Boards and Authorities in two locations this year.

This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m. Lunch is provided.

I am enclosing our official letter and the registration information for two separate meetings. One is for the Municipal Officials and Assistants. The other is for Boards and Authorities associated with your municipality. **Since we do not know what boards and authorities you have, we are asking you to please forward the appropriate information (attached to this email) to the people in those positions. Again, Boards and Authorities registration is attached and labeled as a separate packet. Please forward only that packet to all your boards and authorities.**

Please see the attached letter(s) for a more complete list of topics to be addressed during training.

Please only register for the appropriate training. You do not need to register to attend both the Municipal training and the Boards and Authorities training.

There are only two locations this year, please pick the one that is most convenient for you.

I encourage all Municipal Officials and Assistants and your Boards and Authorities to attend this year's State Auditor's training program and take advantage of the training being offered and the opportunity to exchange ideas with others with similar interests and problems. If you have any questions concerning this training program, please feel free to contact us at 304-627-2415 or email LGS@wvsao.gov.

---THIS VERSION HAS CORRECTED DATES in the attached files---

I do apologize for any inconvenience.

Message sent on behalf of:

Ora L. Ash

Deputy State Auditor
West Virginia State Auditor's Office



State of West Virginia

Mark A. Hunt
State Auditor

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

September 23, 2025

TO: ALL WEST VIRGINIA LOCAL GOVERNMENT BOARDS AND AUTHORITIES

We recognize some boards and authorities are not aware of certain laws, regulations, and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold these positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of boards and authorities created by municipalities or counties, free of charge. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m. Lunch is provided. Please make sure to register for the correct seminar for your position.**

We will be providing these free training seminars at two different locations. Although they are free to attend, we are asking everyone to pre-register for our planning purposes. If you must cancel your registration, please do so by calling our office so we can adjust attendance for materials and meals.

Attendees will benefit from the sessions and can network with others in similar positions with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process.

Enclosed you will find the registration form for these free training events. The order of the agenda has not been finalized; however, topics tentatively will include the following: Open Meetings; Excess Levies; Fraud Prevention; How to Use a Budget; Security for Public Deposits; and need to know information presented as trivia. Please contact a member of our Local Government Services staff at LGS@wvsao.gov or 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Ora L. Ash".

Ora L. Ash
Deputy State Auditor



2025 State Auditor's Training Seminar for Municipal Officials and Assistants

Corrected Dates

State Auditor Mark A. Hunt, through the Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for Municipal Officials and Assistants during the months of October and November at two locations. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

City	Seminar Date	Location	Registration Deadline
Charleston	Tuesday, Oct. 14 / 15 th	Holiday Inn & Suites 400 Second Ave., South Charleston	Oct. 7
Bridgeport	Monday, Nov. 3 / 4 th	Best Western Plus 100 Lodgeville Rd., Bridgeport	Oct. 27

Pre-registration is required. PLEASE REGISTER FOR ONLY ONE SEMINAR.

The fee has been waived, and we must receive your registration before the deadline to have available space as well as food and beverages. Lunch will be provided.

If we do not receive an adequate response (more than 10 participants) for a particular location we may have to cancel the seminar for that location. If we must cancel the seminar we will contact you at the email address you provide below.

Return this registration form no later than the deadline for the specific seminar. Please feel free to make copies of this form for additional attendees. For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 0304 Email: LGS@wvsao.gov

Municipal Officials and Assistants Seminar

FREE TO ATTEND, BUT YOU MUST REGISTER

ONE NAME PER FORM PLEASE

Name: _____ Municipality: _____

Email (required): _____

Telephone: _____ Position/Title: _____

ATTN: Local Government Services Div.
Municipal Training Seminar

_____ Charleston, Oct. 14	_____ Bridgeport, Nov. 3
---------------------------	--------------------------

EMAIL TO: LGS@wvsao.gov

IMPORTANT: If unable to attend after registering, please call 304-627-2415 or email LGS@wvsao.gov to cancel.

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 ^{First} 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. _____

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 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 2005 (Month/Day/Year),

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

Approximate increase in value \$ NA Use of Building _____

Remarks: See E-mail - wish to move

boundary line to accomodate the wall

Address of Owner or Owners Same

Phone No. 304-283-9291

Notice Filed By [Signature] Date 9/23/25
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

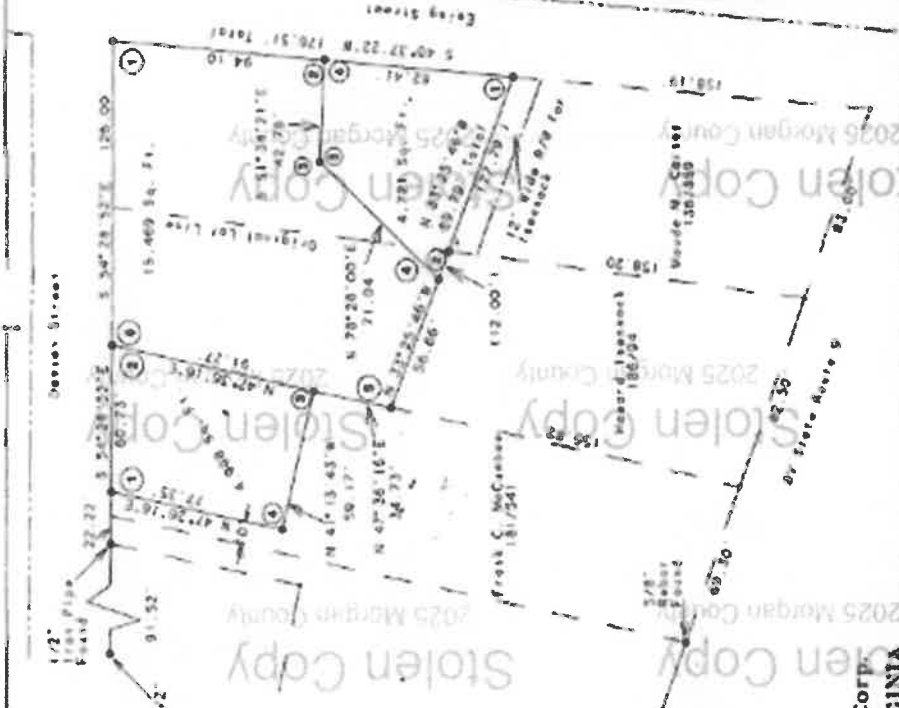
Map No. _____

Received _____

Parcel No. _____

**Plat of Resurvey and
Division for
David J. Bowers and
Sarita F. Bowers
Deed Book 168, Page 427**

LEARN A RECKER
MORGAN COUNTY COURSE-151 IN
INSTRUMENT NO 5442
RECORDED DEED 10/28/2004
EXAMINE THE PLATS
BOOK 168, PAGE 427
RECORDED FOR
211-102
RECORDED FOR
10.00 1.00



This Plat is Based Upon
The Morgan County Subdivision
Regulated by Section 3.2
And Case 1025-04
County Printer Date

**TAX MAP:2
PARCEL:00.1, 03, & 04
DISTRICT:Berkeley Springs Corp.
MORGAN COUNTY, WEST VIRGINIA**



BERKELEY LAND SURVEYS
175 WILKES STREET
Berkeley Springs, W.Va. 26031
304-256-3161

June 9, 2004 Plat No. 2004101

Charles P. Dawson
Charles P. Dawson
West Virginia Land Surveyor No. 1008



• Distances in 5/8\"/>

Returned 11/09/04 Survey No. 102 Dawson St Berkeley Springs Morgan County West Virginia

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 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 1st 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

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. _____

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 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 13 WINDOWS LOCATED BEHIND HOUSE IN RECESSED AREA. NOT OR BARELY VISIBLE BY NEIGHBORS

Address of Owner or Owners 127 MARTINSBURG RD

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

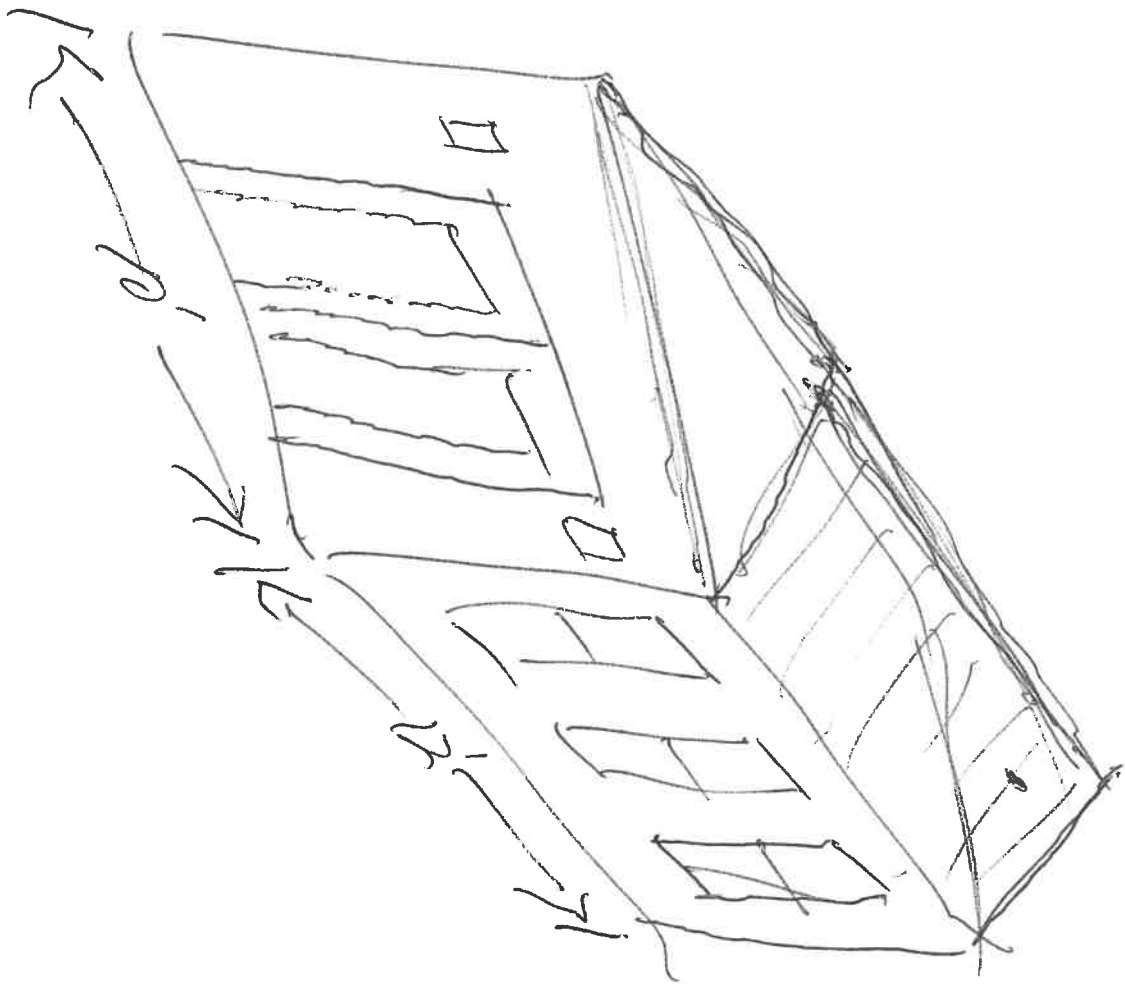
BELOW THIS LINE FOR ASSESSOR'S USE ONLY

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 ~~to~~ 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. 757-705-7450

Notice Filed By [Signature] Date 10-08-2025
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. _____



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

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: _____

