

**Town of Bath Finance Committee  
Regular Meeting Minutes  
October 21, 2025**

1. CALL TO ORDER: By Chairwoman Webster at 4pm

2. Roll Call: Finance Committee – Susan Webster (x); Mary Lynn Hickey (x); Ryan Kessel (x)  
Also present: Mayor Schene, Councilman Weber, TBS Executive Director Dusty Martin, Bath Tree Board member Kate Lehman

3. The Minutes of the FC meeting of October 7, 2025 were reviewed and approved by CC  
Common Consent with one clarification of Grant Committee member positions.

4. Clerk's Report:

A. Assistant Clerk Farris made available the Town's budget comparison, account review, bookkeeping information, internal budget revision considerations and payroll data.

a. There was one Property Improvement Notification submitted and attached.

A1. 259 Fairfax Street – Roof repair

This notifications was reviewed and will be sent to the Morgan County Assessors Office for processing.

b. There was one Facility Use application submitted and attached.

B1. Panhandle Printing & Design requested the use of the Depot lot for parking on October 22 from 11am-2pm for their Grand Opening. Common Consent approval.

c. Clerk Farris submitted a Request for Revision to Approved Budget of 2026 (attached). The request reflects a net increase in the Bath revenue largely due to the recent implementation of the Municipal 1% sales tax. The revision is between departments so must be approved by the WV State Auditors Office. Resolution 2025-10-01 (attached) was presented for review. The FC concurred to recommend Council approve this revision. .

5. Grant and Special Projects Update: Grant Committee Member Hickey reported that most grants are in holding and that research is being conducted for possibilities for the BSWW plant improvements and rehab and other Bath departments. The computer network upgrade for all departments is progressing with more work and maintenance agreements to be done. The BSPD is expecting the new laptop for one of the vehicles soon. Chairwoman Webster will try to get in touch with a former Morgan County Commission Grant Administrator to set up a meeting with the Grant Committee and Mayor for possible free lance work opportunities.

A. Streetscape: Co- Chair Pete Brown has submitted an updated report (attached). Concentration now is on new and improved LED lighting for Bath streets. WV DOH is working with Streetscape to correct and upgrade the Town's ADA corners to current standards.

B. NBRT Co-Chair Pete Brown submitted an updated status report (attached). This committee is working on the work statement for the remediation contract and a timeline for coordination of remediation and CDS Trail Head Project.

C. On Trac update – The Depot lot Apple Butter lot parking project brought in approximately \$5,000.00 and was a success.

D. Tree Board- Member Kate Lehman was present to report on the activities of this Board and current work and grant status. She has submitted an updated report (attached).

5. Berkeley Springs Water Works: Chairwoman Hickey described ongoing engineering work with GD&F Engineering firm. US Silica, the Morgan County Commissioners and WV State representatives have been made aware of the PER from GD&F recommending that the BSWW not take over the US Silica private water line. A copy of this report has been given to Commissioner Forney.

6. Public Works: Chairman Weber presented an equipment purchase request for discussion. There has been several street sweeper demonstrations of late with varying results. His suggestion at this point is a walk behind street sweeper. He will keep the FC apprised of his research.

Interest was shown in the replacement of street signs and cigarette butt receptacles. Weber also reported that that the Labor Crew is doing quite well in spite of being one worker fewer at this point. Interviews are being conducted to fill the vacancy.

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 November 4, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairwoman

S. Hickey

Date

11-4-25

# 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 Debra D. Neely

Location (Address) of Improvement 259 Fairfax St. Berkeley Springs, WV  
25411

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

Completion date or anticipated completion date 12/25 (Month/Day/Year).

Approximate increase in value \$ 11,000 Use of Building house

Remarks: Replacement of roof

Address of Owner or Owners 4517 Sleaford Rd. Annandale, VA 22003

Phone No. 703-937-0206

Notice Filed By Debra D. Neely  
Signature

Date 10/17/25  
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](mailto:townofbath@wvdsi.net)

**OFFICIAL USE ONLY**

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

Please Print or Type

**NAME OF EVENT:** Ribbon Cutting w/ Berkeley Springs-Morgan County Chamber of Commerce

**DATE(S) OF EVENT:** 10-22-2025

**REQUESTING GROUP OR ORGANIZATION:** Panhandle Printing & Design - Berkeley Springs

**BEGINNING AND ENDING TIMES:** approximately 11:00am - 2:00pm

**PROPERTY REQUESTED:** Train Depot Parking Lot

**PURPOSE OF USE:** Parking for Ribbon Cutting Event

**STREET/METER CLOSURES REQUESTED WITH DETAILS:** N/A

**WILL ADMISSION BE CHARGED OR PRODUCT SOLD:** No, free event, giveaways only

**NUMBER OF VENDORS AT EVENT/FESTIVAL:** 1

**NAME OF RESPONSIBLE PERSON:** Jenn Sticher

**MAILING ADDRESS:** 318 N. Washington St., Berkeley Springs, WV 25411

**TELEPHONE NUMBER:** 304-944-7084

**EMAIL:** jenn@panhandleprintdesign.com

**DATE APPLICATION SUBMITTED:** 10-15-2025

**SIGNATURE:** 

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

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: 4  
 Pages: 1

Town of Bath  
 GOVERNMENT ENTITY

271 Wilkes Street  
 STREET OR PO BOX

Municipality  
 Government Type

Berkeley Springs WV 25411  
 CITY ZIP CODE

Person To Contact Regarding Request:  
 Name: Sharron Corrick  
 Phone: 304-258-1102  
 Fax: 304-258-3638  
 Email: townofbath@wvdsi.net

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
314	Sale Tax	60,000	140,000		200,000
320	Fines, Fees & Court Costs	1,000	1,500		2,500
399	Miscellaneous Revenues	200	1,500		1,700
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			143,000		

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
440	City Hall	158,530	2,000		160,530
444	Contributions / Transfers to Other Funds	9,778	139,000		148,778
700	Police Department	283,086	2,000		285,086
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			143,000		

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

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_