

**Town of Bath Finance Committee  
Regular Meeting Minutes  
December 2, 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, Councilors Weber & Skinner, Bath Tree Board member Kate Lehman and TBS Executive Director Dusty Martin
3. The Minutes of the FC meeting of November 18, 2025 were reviewed and approved by Common Consent.

At this time Chairwoman Webster expressed her hope that the Town of Bath Mayor and Council send letters of condolence and concern to the home municipalities of West Virginia National Guardsmen Sarah Beckstrom and Andrew Wolfe who were critically injured while on duty in Washington, D.C. U. S. Army Specialist Beckstrom has succumb to her injuries. It was concurred that the tragic events be acknowledged.

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 no Property Improvement Notifications submitted.

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

B1. The Mountain State Cruisers applied to use the parking meter spaces on the first block of S. Washington Street and the south side of west Fairfax Street for their Father's Day Car Show on June 20. Common Consent approval.

B. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.

5. Grant and Special Projects Update: Grant Committee Member Hickey told the FC that grant research is continuing on the pressing needs of the BSWW plant rehab and refurbish. Congressman Riley Moore's office will be contacted as a possible source of assistance and guidance.

Committee member Hickey is looking into grants for the rebuild of the Ewing Street bridge. The Bath downtown architectural refresh design granted by the Mills Group is in the planning stages for implementation. Recorder Webster will contact the Moose Lodge to ask about the possibility of hanging a welcome/anniversary banner or painting a mural on the large concrete structure at this organization's property.

A. Streetscape: Co-Chair Pete Brown has submitted an updated report (attached).

Concentration now is on new and improved LED lighting for Bath streets. Potomac Edison is working with Co-Chair Brown and Public Works Chairman Weber to repair, replace and add updated street lights to Bath streets. Public Works Chairman Weber has given a list of pole locations to PE for them to begin installation of better street lighting in Bath.

B. NBRT: Co-Chair Pete Brown submitted an updated status report (attached).

C. On Trac: update – This committee will be producing Deck the Meters Christmas project this year. They are considering a kick off mixer at the new Crust brewery restaurant.

5. Berkeley Springs Water Works: Chairwoman Hickey detailed the discussion that she and Mayor Schene had with the Morgan County Commissioners at their recent meeting. The hope is that future decisions are fact based and realistic concerning the capacity and financial abilities of the BSWW. She also confirmed grants are being sought for the repair and rehab of the BSWW plant operation.

The WSPSD sewer project on Biser Street is causing the BSWW problems because of construction digging has broken several water lines. More effective communication with the Thrasher Engineering Company on their mapping of the water project that they engineered on Biser is thought to be a solution. It is hoped that their mapping is correct.

6. Public Works: Chairman Weber reported that new boots for the Labor Crew will be bought each year. Walkie Talkies will be purchased for improved communication for the Crew. Both of these items are with in the Public Works budget.

7. Public Comments/ Announcements – Dusty Martin, Executive Director of TBS, presented the FC with two invoices for reimbursement (attached). These bills are for work done in the Depot baggage room to create false walls to help with heating. This expense is with in the amount previously approved for this project.

MOTION: To approve for reimbursement the bills presented for Depot baggage room improvement – Hickey/Kessel – Carried

8. Bills for the BSWW and the Town of Bath were approved for recommendation to the Council.

9. The next FC Regular Meeting date is December 16, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman



Date

12-16-2025

## Status Update of Streetscape & NBRT Projects for Town Council December 2, 2025

### STREETSCAPE

#### Phase VI Design Funding Agreement & Start of Design

- Some progress on getting the design task started
  - Formal Funding Agreement was signed by Town and DOH on Sep 9, 2025
  - FHWA Authorization may have been completed. Sharron sent us the Statewide Transportation Improvement Program (STIP) file on Monday.
  - That STIP, for FY2026, shows that funds were Obligated for this Design on 10-29-2025
  - I will verify during my DOH Conference call on Dec 4<sup>th</sup>, but if true, we are one step away from receiving the DOH Notice to Proceed for the design work
- Thrasher Design Task Order #2 has been signed by Thrasher – Town (Mayor) should sign after receipt of the DOH NTP. This was discussed with Finance Committee in Nov 2024.
- Phase VI Design covers Congress St (Washington to Green); Union St (Washington to Mercer), including drainage work and lighting. Drainage work around the Congress and Mercer intersection is included. Following the DOH NTP, the first products from Design will be an on-site pre-design visit, 30% Drawings and Construction Cost Estimate

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

- Upgrade streetlights from HPS to LED. Likely candidates for the “First 50” LED lights sent to Potomac Edison with a request for their proposal for a long-term agreement/contract that would include this work. Awaiting Potomac Edison’s response.

### NBRT

#### NBRT Task Force

- **Outcomes** from Nov 12<sup>th</sup> Meeting sent to members on Nov 18<sup>th</sup> with updated **Coordinated Timelines** for the Parcel 1A Remediation, the Trailhead Project, the bridges and the Trail. Checking on any new input from DOH.
- These new Timelines, including the Trailhead project infrastructure that needs to be installed at the same time as the remediation work, shifts the Town’s solicitation of the Parcel 1A Remediation Contract to the Feb/Mar 2026 timeframe after DOH approval.
- Proposals are due today (to Morgan County) for the engineering design and planning for the trailhead Project. Once evaluated and awarded, this will provide the needed details for the infrastructure to be installed within the footprint of the Parcel 1A Remediation. This is expected in the Feb/Mar Timeframe.

Pete Brown  
Streetscape Committee



