

**Town of Bath Finance Committee  
Regular Meeting Minutes  
November 18, 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

3. The Minutes of the FC meeting of November 4, 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 no Property Improvement Notifications submitted.

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

b1. The Bath Christmas Project submitted an application (attached) to close parking on Washington Street and side streets from the Berkeley Springs Moose to Roy's Service Center for the Winterfest Parade on December 6. They also requested the Depot lot to park floats. The parade is from 5pm to 6:30pm. Common Consent approval.

B. A proposal (attached) was received for the repair of the Town Hall roof from Adam Meyers in the amount of \$1,100.00. The damage was done by a fallen tree branch from an adjoining property. The proposal was accepted by Common Consent.

This matter prompted discussion concerning the Town Hall property survey. It was agreed that the most recent survey document is needed for any further discussions. Berkeley Land Survey will be asked to mark the property corners to clarify ownership.

5. Grant and Special Projects Update: Grant Committee Member Hickey told the FC the disappointing news that the BSWW did not receive the \$1,000,000.00 Congressionally Directed Spending grant from Senator Capito's office for the plant rehab and rebuild. She reported that research is being conducted for possibilities for the BSWW plant improvements, 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.

Grant funding for the Greenway Cemetery grave marking and headstone repair is being researched along with Historic Landmark Committee possibilities. Committee member Hickey is looking into grants for the rebuild of the Ewing Street bridge.

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. Brown, Weber, Mayor Schene and Recorder Webster surveyed the current Bath street lights and Hancock MD lights for comparison. Conclusions of need will be developed and given to Potomac Edison to produce desired results.

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

C. On Trac: update – This committee will be producing Deck the Meters this year. Clerk Farris and Councilwoman Hickey met with WV Main Street/ ON TRAC Coordinator Jennifer

Brennan to discuss on going projects which include the Mills Group sponsored down town area improvement design.

5. Berkeley Springs Water Works: Chairwoman Hickey confirmed grants being sought for the repair and rehab of the BSWW plant operation. GD & F Engineering representatives attended the recent Water Committee meeting to present their opinion on achieving the order and completion of this project along with funding possibilities. The Professional Engineering Reports for both the plant rehab project and request to take over the US Silica private line are available in the Town office.

Chairwoman Hickey and Mayor Schene will be attending the Morgan County Commission meeting tomorrow morning to discuss the engineering project reports and explain the responsibilities and positions of the BSWW.

6. Public Works: Chairman Weber reported that new street signs, trash can replacements and cigarette butt receptacles have been ordered.

Pete Brown's report concerning the Bath street light upgrade and area improvement scheduling is in the works.

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 December 2, 2025 at 4pm in the Municipal Center.

9. Adjourn

Chairwoman Susan Weber Date 12-2-2025



# 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: Winterfest Parade

DATE(S) OF EVENT: Saturday, December 6th

REQUESTING GROUP OR ORGANIZATION: Bath Christmas Project

BEGINNING AND ENDING TIMES: 3pm to park parade floats, parade begins at 5pm to 6:30pm

PROPERTY REQUESTED: Train Depot Lot

PURPOSE OF USE: To park parade floats

STREET/METER CLOSURES REQUESTED WITH DETAILS: Side st's off 522 from the Moose to Roy's,

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No

NUMBER OF VENDORS AT EVENT/FESTIVAL: 40-50 parade floats

NAME OF RESPONSIBLE PERSON: Danielle Swope

MAILING ADDRESS: 1365 Great Cove Rd, Warfordsburg, PA 17267

TELEPHONE NUMBER: 814-327-8355

EMAIL: Berkeleyspringswinterfest@gmail.com

DATE APPLICATION SUBMITTED: 11/13/2025

SIGNATURE: Danielle Swope

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: Sandy Webb Date: 11-18-2025



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

Office of the District Engineer/Manager

District Five

Post Office Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Stephen T. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

July 18, 2025

Mr. John Mason, President  
Bath Christmas Project, Inc  
via email at [jlmason0531@gmail.com](mailto:jlmason0531@gmail.com)

Dear Mr. Mason:

Berkeley Springs – 2025 Winter Fest Parade

This is to acknowledge receipt of your email requesting permission for the temporary closure of US 522 to hold the Winter Fest Parade in Berkeley Springs. Please be advised that we hereby approve your request for the parade route from the American Legion Parking Lot at 527 N. Washington Street to Martinsburg Road (WV 9). The road will be closed for approximately one hour from 5:00 p.m. to 6:00 p.m. on Saturday, December 6, 2025, for the above referenced event, subject to the following provisions:

1. Parade organizers must assume full responsibility for gaining the approval of any governmental body, which may have a jurisdictional interest in this event (such as the Morgan County Government and the Town of Bath). Also, the sponsoring organization must assume liability for all parade functions on State right-of-way during the time this event is in progress.
2. The parade route shall be closed off to through traffic by temporarily barricading across at appropriate intersections of US 522. These locations must be manned by appropriate law enforcement personnel.
3. As much as possible detour routes must be provided and shall be maintained for motorists. Appropriate signs providing advance warning of the detours, as well as those designating the detour route and providing advance notice of the closure are to be maintained during the time of the parade.
4. The location and messages of all signs are to have prior approval from the District Five Traffic Engineer.
5. We expect reasonable and effective traffic control measures to be employed and fully coordinated with local law enforcement. If the Morgan County Sheriff or WV State Police are willing to handle this task, then this is fully satisfactory to us.
6. Emergency Services must be fully advised.
7. Every effort shall be made to restore normal traffic flow as quickly as possible.
8. The parade organizer is responsible for removing all litter and debris as a result of the parade from the right-of-way immediately following the event.

I trust that these provisions will allow you to continue with a successful event. Should you have any questions, please feel free to contact me.

Sincerely,

J. Lee Thorne, P.E.  
District Engineer/ Manager

cc: Parade File, Morgan County, Communications

# Proposal

Adam Meyers Construction LLC  
515 Clements Mtn Ln  
Berkeley Springs WV 25411

WV055140 304-620-2292

PROPOSAL SUBMITTED TO: <i>Town of Bath</i>	JOB NAME	JOB #
ADDRESS <i>271 Wilkes Street</i>	JOB LOCATION	
<i>Berkeley Springs WV 25411</i>	DATE <i>11-18-25</i>	DATE OF PLANS
PHONE # <i>304-258-1102</i>	FAX #	ARCHITECT

We hereby submit specifications and estimates for: *Estimate includes replacing 4 metal panels on the back side of the roof that were damaged from a tree branch. And patching one hole in the plywood roof sheathing.*

*Approved in Finance 11-18-25*

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ \_\_\_\_\_ *6,100.00* Dollars

with payments to be made as follows: *payment when job is complete*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted *Adam J. Meyers*

Note — this proposal may be withdrawn by us if not accepted within *30* days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

## **Status Update of Streetscape & NBRT Projects for Town Council November 18, 2025**

### **STREETSCAPE**

Note: No Streetscape Committee Meeting on Nov 20<sup>th</sup> – Next meeting will be Dec 18<sup>th</sup> update is Below

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

- It's possible that the re-opening of the Federal Gov't will speed up the Next Step.
- 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**

- Nothing new to report – this is a WV Gov't task – not Federal

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

- Advised D5 of likely mistake on 1 corner (Fairfax and Mercer) that should be compliant in its current configuration. This corner does not need a DWS update.
- Will be reviewed at DOH level (Ray Patrick) prior to the D5 upgrade contract.

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

- Reviewed current HPS streetlighting effects in-Town and Hancock, MD on evening of Nov 12<sup>th</sup>.
- Provided PWC (Rick) with likely candidates and LED light wattages for "First 50" HPS to LED conversions. Will attend PWC Meeting Thursday Nov 20<sup>th</sup> to support as needed.
- Independence Street: Cost estimate from Thrasher (Jeff Gola) to complete 30% Design, Full Design and Construction provided on Nov 12<sup>th</sup>.

### **NBRT**

#### **NBRT Task Force Meeting - Nov 12<sup>th</sup>**

- Reviewed Draft Timelines and project Content for Parcel 1A Remediation and CDS Trailhead Project
- Coordination of CDS Trailhead Infrastructure Requirements in the footprint of the Parcel 1A remediation, the DOH review and acceptance of that solicitation, and the issuance of the Town solicitation for the remediation requires delay of the Town's solicitation to Feb/Mar 2026.
- Meeting Outcomes and Revised Estimates Timelines will be provided to Task Force members - Tuesday Nov 18<sup>th</sup>
- DOH (Charleston) reports progress on the D5 engineering/design of the revised bridges; next steps will involve acquisition planning for these bridges.
- Next NBRT Task Force Meeting – likely in Dec or January 2026

Pete Brown  
Streetscape Committee

## **Tree Board Report to the Council**

November 18, 2025

Since the last Council Meeting, the Tree Board has completed most of the tasks listed in the Community Tree grant proposal. Truax Tree Service cut down or trimmed trees in town and at various places in Greenway Cemetery. We are especially grateful that Jake was able to complete trimming and tree removal in the southern section of old Greenway Cemetery prior to the excellent Veteran's Day program.

Sunny Meadows Garden Center and Blades and Spades coordinated the delivery and planting of trees on Washington Street, Wilkes Street and at the portion of Greenway Cemetery that abuts Johnson Mill Road. The appearance of that section of the cemetery is greatly improved.

Mr. Truax has indicated he will trim the trees in the Old German Cemetery prior to the end of the year, which will complete the work outlined in that grant proposal. In January the Tree Board will apply for complete reimbursement of the funds outlined in that proposal.

Much of the work outlined in the Demonstration City Grant has also been completed, including the removal of invasive trees on upper Fairfax and planting trees to replace those that were removed. Mr. Truax will remove the potentially hazardous tree in Green Street prior to the end of the calendar year.

On the first Monday in December, Bartlett's Tree Experts will begin the process of surveying the trees in the Old English, the Old German, the old section of Greenway and a five-acre plot at the southwest end of the new part of Greenway. They will determine how many of these trees are heritage trees, a mandate of the Tree Board Ordinance, and propose how to prolong the lives of these trees. Old trees are more effective than small trees in terms of their benefits, including

- Carbon storage and sequestration
- Air quality, including pollution removal
- Hydrological effects and
- Human health impacts.