

**Town of Bath Finance Committee
Regular Meeting Minutes
December 16, 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 Lisa Swanson

3. The Minutes of the FC meeting of December 2, 2025 were reviewed and approved by Common Consent.

At this time Chairwoman Webster expressed gratitude to Councilman Kessel for writing letters (attached) of condolence and concern to the home municipalities of West Virginia Guardsmen Sarah Beckstrom and Andrew Wolfe.

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. She informed the FC of the WV Auditors Budget Preparation Workshop to be held in Martinsburg in January.

a. There were no Property Improvement Notifications submitted.

b. There were no Facility Use Applications submitted.

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. The WV Water Development Authority, WV Infrastructure & Jobs Development Council and Bureau of Public Health will also be approached for support. 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 has contacted 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. The Moose President was amenable to the idea. Further discussion is necessary.

Tree Board member Lehman submitted a report (attached) on this group's activities and plans.

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

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

C. On Trac: update – This committee will have produced the Deck the Meters Christmas project this year. They are considering a kick off mixer at the new Crust brewery restaurant. The Town of Bath staff Christmas party will be held on December 23 at this business also.

5. Berkeley Springs Water Works: In addition to the previously mentioned funding source work, Chairwoman Hickey detailed the positive talks she has had with Marie Prezioso,

Executive Director of the WV Water Development Authority. A 50/50 grant match can be a possibility with this organization.

The WSPSD sewer project on Biser Street is causing the BSWW problems because of construction digging has broken several water lines. The BSWW has finally received the 'as built' mapping of the water line project that Thrasher Engineering engineered many years ago. It is hoped that their mapping is correct.

6. Public Works: Chairman Weber reported that new boots for the Labor Crew have not been bought yet this year. Walkie Talkies will be purchased for improved communication for the Crew. Chairman Weber and Mayor Schene will be traveling to Morgantown this Wednesday to check out new garbage trucks for possible purchase for Bath.

7. Public Comments/ Announcements – None at this time.

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 January 6, 2025 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman  Date 1-6-2025

Mayor
Greg Schene

Recorder
Susan J. Webster



Council Members
Reba Dalson
Mary Lynn Hickey
Ryan Kessel
Elizabeth Skinner
Rick Weber

Town of Bath

271 Wilkes Street, Berkeley Springs, WV 25411
Phone 304-258-1102 Fax 304-258-2638

City of Summersville
400 North Broad Street
Summersville, WV 26651

December 8, 2025

The Mayor and Council of the Town of Bath extend heartfelt condolences to the City of Summersville, and to the family and friends of Specialist Sarah Beckstrom, following her tragic passing.

Specialist Beckstrom embodied the highest ideals of service as a member of the West Virginia Army National Guard. She served with strength, courage, and unwavering dedication, fulfilling the soldier's duty to both West Virginia and our Nation.

In recognition of her sacrifice, the Town of Bath honored Specialist Beckstrom with a moment of silence at Town Hall during the most recent Council meeting.

The Mayor and Council send prayers of comfort during these difficult times and affirm that the legacy of Specialist Sarah Beckstrom will be remembered with gratitude and respect.

Sincerely,


Greg Schene, Mayor


Susan Webster, Recorder


Elizabeth Skinner


Mary Lynn Hickey


Reba Dalson


Rick Weber


Ryan Kessel

The Nation's Oldest Health Spa
Since 1748

Mayor
Greg Schene

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Town of Bath

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December 8, 2025

City of Martinsburg
232 North Queen Street
Martinsburg, WV 25401

The Mayor and Council of the Town of Bath extend their deepest sympathy to the City of Martinsburg, and to the family and friends of Staff Sergeant Andrew Wolfe, during this time of tragic circumstances.

Staff Sergeant Wolfe exemplifies the highest qualities of service as a member of the West Virginia Army National Guard. He has served with strength, courage, and unwavering dedication, fulfilling the soldier's duty to both West Virginia and the Nation.

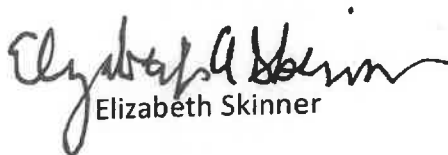
In his honor, the Town of Bath observed a moment of silence at Town Hall during the most recent Council meeting.

The Mayor and Council send heartfelt prayers for healing and recovery, and stand in solidarity with all who are affected by this difficult time.

Sincerely,

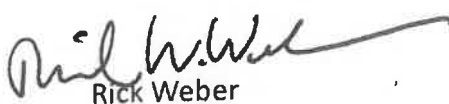

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Tree Board Report to the Council

January 6, 2026

Kate Lehman

Since the last report, the Tree Board has engaged in activities that represent 80 percent of their work.

- We checked out a report of trees being cut down on town property on south Sugar Hollow Road. The trees were cut down by Potomac Edison. The last time we looked, people were taking advantage of the downed trees to create firewood.
- We checked out a report of trees on town property on Myers Road that appeared susceptible to being blown down in heavy winds. All the trees in question seemed sound, although there is more of a tree canopy over the road that is normal.
- We submitted our completed inventory to Tree City USA. Being a TSUSA is important in terms of receiving grants from the Division of Forestry. The report is currently being reviewed by the WVDoF.
- We researched how best to cut out and dispose of boxwood shrubs in Greenway Cemetery that have succumbed to an invasive insect that's destroying boxwoods throughout the Eastern Panhandle. Per the advice of Bartlett Tree Experts, we will
 - Remove dead boxwood shrubs
 - Make a pile and burn the debris when conditions are favorable. We will call the Burn number to inform them of our activities.

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

STREETSCAPE

Phase VI Design Funding Agreement & Start of Design

- DOH Conference Call – Dec 4th verified that FHWA approval had been received (based on Obligation of Project in WV STIP file.) Reps estimated that formal DOH Notice to Proceed would be issued by WV-DOT in a couple of weeks.

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. Clarification on a couple of lights was provided. Awaiting Potomac Edison’s response.

There is no Streetscape Committee Meeting on Dec 18th.

NBRT

NBRT Task Force

- Checking that the **Outcomes** from Nov 12th Meeting that was sent to members on Nov 18th including updated **Coordinated Timelines** for the Parcel 1A Remediation, the Trailhead Project, the bridges and the Trail was also sent to DOH. These updated Timelines were a part of an earlier Action Item for Sponsors.
- These new Timelines shift the Town’s solicitation of the Parcel 1A Remediation Contract to the Feb/Mar 2026 timeframe or later after DOH approval.
- Proposals were received by the County the week of Dec 2nd. Evaluations by Town and County are on-going this week (Dec 15th) 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.

There is no NBRT Task Force Meeting this month (December)

Pete Brown
Streetscape Committee