

**Town of Bath Finance Committee
Regular Meeting Minutes
January 6, 2026**

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 December 16 2025 were reviewed and approved by Common Consent. The Minutes of the FC Special meeting on December 23, 2025 were 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. She informed the FC of the WV Auditors Budget Preparation Workshop to be held in Martinsburg on January 20. Since this date falls on the next regular meeting night of the Bath Council meeting it was agreed that staff would attend the workshop and the Town of Bath Council meeting would remain as scheduled.

B. Clerk Corrick presented 2026 Budget Revision details (attached) for the FC review for recommendation to Council. The FC agreed with the necessary adjustments which were due to the increase in Bath revenue because of the 1% Sales Tax implementation.

MOTION: To recommend the approval of Resolution 2026-01-01 to the Town of Bath Council – Hickey/Kessel - Carried

C. There were no Property Improvement Notifications submitted.

D. There were no Facility Use Applications submitted.

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

At this point Ordinance Chairman Kessel provided the FC with clarification of stipulations in the Vacant Building Registration Ordinance he will be presenting to Council.

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 has been contacted as well as WV Senator Thorne's as possible sources of assistance and guidance. The WV Water Development Authority, WV Infrastructure & Jobs Development Council and Bureau of Public Health have also been approached for support. Region 9 Planning & Development will help coordinate and direct this effort.

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.

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 organization will be meeting January 8 in Town Hall. They are planning a reception at Crust, a new brewery/restaurant in town.

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.

In house funded repair and replacement of equipment, computers and other apparatus are being accomplished while the search for larger financing is being conducted.

6. Public Works: Chairman Weber reported that due to the extraordinary repair cost (\$140,000.00 in four years) of the Town of Bath sanitation trucks he is very pleased that the new truck will be arriving soon. The F150 will need brakes and tie rods. New skid steer prices are being researched. Weber also praised new Labor Crew employee Rick Sydnor, who is a CDL driver and has quickly proven to be a valued asset to the crew.

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. The higher electric cost of Bath street lights was discussed.

9. The next FC Regular Meeting date is January 20, 2026 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman



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
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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: 5
 Pages: 1

Person To Contact Regarding Request:

Name: Sharron Corrick
 Phone: 304-258-1102
 Fax: 304-258-3638
 Email: townofbath@wvdsi.net

Town of Bath
 GOVERNMENT ENTITY
 271 Wilkes Street
 STREET OR PO BOX
 Berkeley Springs WV 25411
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
314	Sale Tax	200,000	125,000		325,000
320	Fines, Fees & Court Costs	2,500	7,500		10,000
367	Other Grants		2,225		2,225
376	Gaming Income	5,107	2,175		7,282
399	Miscellaneous Revenues	1,700	100		1,800
	#N/A				
			137,000		

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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	160,530	3,000		163,530
444	Contributions / Transfers to Other Funds	148,778	125,000		273,778
700	Police Department	283,086	2,000		285,086
750	Streets and Highways	151,625	7,000		158,625
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
			137,000		

NET INCREASE/(DECREASE) Expenditures

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

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

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 than 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
January 6, 2026**

STREETSCAPE

Phase VI Design Funding Agreement & Start of Design

- After last DOH Conference (Dec 4th) – still waiting for formal Notice to Proceed with Phase VI Design work. Have asked DOH program office for next guess.

Other On-Going Projects for Town:

- Upgrade streetlights from HPS to LED. Potomac Edison Rep asked for help identifying the specific light pole numbers for the “First 50” LED lights. Did best look at existing poles and sent back to Rep. Some pole numbers are on old placards from previous electric companies. Suggested to use the street and corner locations that I previously provided. Also added three new LED lights in the Core Area on Congress, Independence and Union Streets to the “First 50” lights

Next Streetscape Committee Meeting will likely have to shift to Jan 22nd – I am out of Town on the 15th.

NBRT

NBRT Task Force

- Checking if the Updated (Rev 1) Timeline for the segments of NBRT Construction and the new Trailhead Project were sent to DOH for Coordination with the Bridge Design and Construction and the Trail Construction. I plan to send an estimated Rev 2 Timeline to Town & County leadership in advance of the January 28th Task Force Meeting.
- Proposals were received by the County the week of Dec 2nd. Evaluations and questions for the top three-ranked bidders from the Town were completed and sent to the County the week of Dec 22nd. Currently the County is preparing for the next round of questions to be sent to these top three ranked bidders. Will identify the dates for this question-round.
- Once awarded, this contract will provide the needed details for the infrastructure to be installed within the footprint of the Parcel 1 Area. This is now expected in the Mar/Apr Timeframe.
- Planning for a Task Force Meeting on Jan 28th.

Pete Brown
Streetscape Committee