

# TOWN OF BATH COUNCIL MEETING MINUTES

December 16, 2025

1. CALL TO ORDER: By Mayor Schene at 5:30pm followed by the Pledge of Allegiance and Invocation.
2. ROLL CALL: Greg Schene (X) Susan Webster (X) Elizabeth Skinner (X) Rick Weber (X) Mary Lynn Hickey (X) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of December 2, 2025 were presented and approved by Common Consent.
4. COMMUNICATIONS FROM MAYOR:  
The Bath Christmas Market (Dec. 12-14) was a great success. Mayor Schene thanked all of the generous donors and volunteers (list attached) who made the event possible. The Town of Bath decorating is beautiful and welcoming to all. Bath offices will be closed ½ day on Christmas Eve and New Year's Eve in addition to the closings for those holidays.

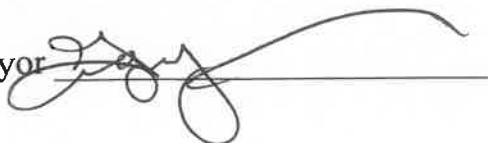
## COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is December 19. Deck the Meters for the Christmas season is fully in swing and adds a great deal to the festivities. A mixer is being planned for after the holidays.
2. PARKS /REC: The next meeting is December 17.
3. PLANNING COMMISSION (PC): President Landon encouraged all committees to work on their reports which will be a great help to the Commission in writing the Comprehensive Plan for Bath. Chairman Kessel has submitted the Ordinance Committee report.
4. RAIL/TRAIL (NBRT): A written progress report was submitted by Co-Chair Pete Brown (attached).
5. STREETSCAPE: Co-Chair Pete Brown submitted a full written report (attached).
6. TRAIN DEPOT: Chairwoman Webster reported that a plumbing issue is being addressed. The false walls are completed in the baggage room and will help insulate the space. Chairwoman Webster reported that double Streetscape street lights would greatly enhance the appearance and safety of the Depot and the north entrance of Bath on N. Washington Street.
7. LANDMARK COMMISSION (HLC): Mayor Schene reported that the Commission has recently met and is working to meet all requirements for the organization.
8. CLERK & RECORDER: Clerk Corrick reported that the WV State Auditors training will be in Martinsburg on January 20 (attached).
9. FINANCE: Recorder Webster delivered the following bills for approval:
  - (a) Town of Bath \$37,041.18 - Motion to approve: Webster/Hickey- Carried
  - (b) BSWW \$61,061.86 - Motion to approve: Webster/Skinner -Carried
  - (c) Train Depot \$1,957.34 – Motion to approve: Webster/Weber –Carried
  - (d) Hotel/Motel \$2,617.27 – Motion to approve: Webster/Weber – Carried
  - (e) Tree Board \$5,000.00 – Motion to approve – Webster/Hickey- Carried
  - (f) On Trac \$719.00 – Motion to approve- Webster/Skinner – Carried

10. TREE BOARD: The next meeting is December 17 at 5pm. Board member Lehman submitted a written report (attached). This Board is continuing work completing grant requirements and future plans. The hazardous tree on Green Street has been taken down and completely removed.
11. GRANTS: The next meeting is December 17<sup>5</sup>. Chairwoman Dalson reported that efforts to fund the essential BSWW plant rehab and refurbish project will continue. She is looking into a Hometown Revitalization grant with T Mobile. Possibilities with WV Community Development are being explored. Research is ongoing for Greenway mapping grant possibilities. Committee member Hickey added that she is looking into funding availability for the Ewing Street Bridge reconstruction. The Committee is researching grants for all Town departments and the BSWW.
12. PUBLIC SAFETY: Patrolman Stangle reported that things are going well in town and he is getting to know citizens and businesses.
13. CEMETERY: The next meeting is December 18 at 1:30pm. The Greenway Cemetery Maintenance and Management committee met and are making future improvement plans.
14. PUBLIC WORKS: Chairman Weber is continuing his work with Tim Boyer of Potomac Edison. Weber has given Boyer the report list of 54 street lights which should be initially addressed and is waiting on a reply. The Labor Crew has been a great help with all of the Christmas events and festivities. The newly employed crew member is working out well and is a CDL driver. Weber and the Mayor will be traveling to Morgantown tomorrow to assess a new sanitation truck for potential purchase.
15. ORDINANCE: The next meeting is December 18 at 3:30pm. Chairman Kessel is reviewing vacant building registry ordinances for possible adoption in Bath. Poor property maintenance by owners is prompting this action.
16. BSWW: The next meeting is December 17 at 4pm. Chairwoman Hickey reported that she is currently working with WV Water Development Authority Executive Director Maria Prezioso on the possibility of the BSWW receiving a 50/50 grant match for the initial rehabilitation work in the plant. The rehab and rebuild of the BSWW plant must take precedence due to financial, capacity, and operational constraints. Hickey also confirmed that grants and other funding are being sought for the repair and refurbishment of the plant operations.
17. PUBLIC COMMENT/ANNOUNCEMENTS: Bath resident Peter Moss voiced his concern about newly planted gum trees on Wilkes Street someday being an obstruction to parking in that area and difficult to maintain. The Tree Board will give attention to the issue. Carol Caflisch expressed her displeasure concerning the placement of a Christmas wreath sponsorship sign on a Potomac Edison pole. The Mayor informed her that the Town of Bath doesn't own the pole the sign is on and doesn't have anything to do with the wreath decorations. He directed Ms. Caflisch to the appropriate organizations to raise her objections.
19. MOTION TO ADJOURN: – By Webster/ Hickey- Carried

Attest:

Mayor



Recorder



**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 4<sup>th</sup> 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 18<sup>th</sup>.**

**NBRT**

**NBRT Task Force**

- Checking that the **Outcomes** from Nov 12<sup>th</sup> Meeting that was sent to members on Nov 18<sup>th</sup> 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 2<sup>nd</sup>. Evaluations by Town and County are on-going this week (Dec 15<sup>th</sup>) 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



State of West Virginia  
Mark A. Hunt  
State Auditor

Office of the State Auditor  
Local Government Services  
PO Box 1063  
Clarksburg, WV 26302

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

December 9, 2025

To: All Municipal Officials

Once again, we will be conducting regional training workshops for municipal officials. **I would encourage all municipal officials including mayors, recorders/clerks and council members to attend one of these workshops.** I feel these workshops can be a valuable tool to all municipal officials, and we have therefore waived any registration costs. This is a great opportunity for you to meet with other municipal officials and some of our staff.

We have included, in this correspondence, a registration form that can be copied and used for each person planning to attend one of these trainings. In order to properly plan these trainings, we ask that you register as soon as possible.

If you should have any questions concerning these workshops, please call 304-627-2415 and speak with Shellie Humphrey x0304 or email [LGS@wvsao.gov](mailto:LGS@wvsao.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Ora L. Ash".

Ora L. Ash  
Deputy State Auditor  
Local Government Services



# State Auditor's 2026 Municipal Budget Preparation Regional Workshops

The WV State Auditor's Office, Local Government Services Division, is pleased to announce regional Budget Preparation Workshops for municipal governments at convenient locations throughout West Virginia. These workshops will cover the basics of local government budget preparation in relation to preparing, approving, and adopting a budget. There will also be a discussion about current issues facing local governments.

City	Type	Workshop Date/Time	Location	Deadline
<b>CHECK-IN BEGINS 30 MINUTES PRIOR TO START TIME</b>				
Martinsburg	Municipal	Jan. 20 5:30pm-8:30pm	Holiday Inn, Martinsburg <i>301 Foxcroft Avenue - (304) 267-5500</i>	Jan. 13
Wheeling	Municipal	Feb. 4 5:30pm-8:30pm	Oglebay Resort <i>465 Lodge Drive - (877) 436-1797</i>	Jan. 28
S. Charleston	Municipal	Feb. 10 8:30am-11:30am	Holiday Inn and Suites <i>400 Second Ave - (304) 744-4641</i>	Feb. 3
Beckley	Municipal	Feb. 17 5:30pm-8:30pm	Glade Springs Resort <i>255 Resort Drive, Daniels - (844) 668-5760</i>	Feb. 10
Bridgeport	Municipal	Feb. 24 1:30pm-4:30pm	Best Western, Bridgeport <i>100 Lodgeville Road - (304) 842-5411</i>	Feb. 17

*Note: At least ten participants must register for a workshop or we may be forced to cancel. (If we must cancel a meeting, we will send an email to the email address you provide on this form to notify you)*

Please return the registration form **no later than the deadline** for the specific workshop. For questions regarding the workshops please call (304) 627-2415 or email [LGS@wvsao.gov](mailto:LGS@wvsao.gov).

**2026 BUDGET PREPARATION REGIONAL WORKSHOP** Free to attend, but you must register!  
Only one name per emailed form please

Name: \_\_\_\_\_ Municipality of: \_\_\_\_\_  
 Email: \_\_\_\_\_ Title: \_\_\_\_\_

**NEW – ONLINE REGISTRATION AT:** <https://www.wvsao.gov/Meetings/Default>

Contact: Shellie Humphrey  
 Budget-Finance Specialist  
[LGS@wvsao.gov](mailto:LGS@wvsao.gov)

<input type="checkbox"/> Martinsburg, January 20	<input type="checkbox"/> Wheeling, February 4
<input type="checkbox"/> S. Charleston, February 10	<input type="checkbox"/> Beckley, February 17
<input type="checkbox"/> Bridgeport, February 24	

Email completed form to:  
[LGS@wvsao.gov](mailto:LGS@wvsao.gov) or register online

**If unable to attend after registering, please let us know by either calling our office at 304-627-2415 or emailing [LGS@wvsao.gov](mailto:LGS@wvsao.gov).**

**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.