

**Town of Bath Finance Committee
Regular Meeting Minutes
February 3, 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
3. The Minutes of the FC meeting of January 20, 2026 were reviewed and approved by Common Consent.
4. Clerk's Report: 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 were no Facility Use Applications submitted.
 - C. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.
 - D. An Internal Budget Revision (attached) for the 2026 budget estimate was prepared by Clerk Corrick and presented to the FC. It was reviewed and discussed by the Committee and those present.

MOTION: To approve and recommend to Council the authorization of the above mentioned 2026 Internal Budget Revision as presented – Hickey/Kessel – Carried
 - E. Surplus Hotel/Motel Tax Fund Contribution to Morgan Arts Council (MAC) – Mayor Schene explained the current financial stress that MAC is experiencing due to funding cuts. The express need is for assistance with the Concerts in the Park series which is held in the Berkeley Springs State Park during the summer season and attended by visitors and locals. Discussion was held by the FC and those present.

MOTION: To approve a \$5,000.00 contribution from the Hotel/Motel surplus fund to MAC to be used to support the Concerts in the Park summer series – Hickey/Kessel – Carried
5. Grant and Special Projects Update:
 - A. The computer upgrade for the Bath administrative office and police Department is advancing. The Town Clerk's office has not ordered new computers yet and it is hoped that that segment of the project will be completed soon.
 - B. Grant Committee Member Hickey told the FC that grant research is continuing on the pressing needs of the BSWW plant rehab and refurbish. Good news was received from Region 9 that the BSWW is still has a realistic chance of being selected for US Senator Capito's Congressionally Directed Spending funds. Councilwoman Hickey requested \$1,000,000.00 in 2025. If selected the funds would be administered by the Army Corp of Engineers. The WV Water Development Authority is considering granting the BSWW up to half of the 7000,000.00 needed for the plant rehab. The WV IJDC is a possible source for a 2% loan for the other half on the amount. Region 9 Planning & Development will help coordinate and direct this effort.

Tree Board member Lehman submitted a report (attached) on this group's activities and plans.
 - C. Streetscape: Co-Chair Pete Brown has submitted an updated report (attached). Grant Committeewoman Hickey is applying for AARP funding to help with Bath downtown

refresh. She is also applying to AARP for Streetscape streetlights for the Depot. It was suggested that Depot Chairwoman Webster reach out to Ms. Marge Bowers concerning authentic street lights that she has for use at the Depot.

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

C. On Trac: update – The mixer planned for January 30 at the new Crust restaurant and brewery was successful in spite of winter weather. On Trac has reserved the BSSP for July 4th with 250th anniversary events for the Country and Town being planned. On Trac is discussing organizing and producing the WV DEP Make It Shine clean up project for Bath and Greenway Cemetery in the spring. A Food Truck Festival is being worked on. On Trac is striving to produce an event every month of this year.

Cemetery Chairwoman Skinner asked that the Make It Shine Program dates of the first two Saturdays in April be set. The FC agreed that these dates will be recommended to Council.

E. The Lovely Pixel proposal was presented (attached). The focus now is to do as much work with the websites and media as possible with this professional agency being called upon only to carry forward any projects beyond the Town staff's scope and abilities. The proposal discussed is up to \$4,000.00 in cost.

MOTION: To approve the proposal of work at a cost of up to \$4,000.00 from Lovely Pixels – Hickey/Kessel – Carried

F. The Rule of 42 preparations expense for BSWW grants applications was presented by Water Chairwoman Hickey. Region 9 Planning and Development is handling the required compliance grant application issues for the BSWW. This work is time consuming and expensive. The cost for Region 9 to accomplish this for the BSWW will be up to \$4,200.00.

MOTION: To approve up to \$4,200.00 to be paid to Region 9 Planning & Development for Rule of 42 grant application preparations – Hickey/Kessel – Carried

Tree Board member Kate Lehman submitted this group's report (attached).

6. Berkeley Springs Water Works: In addition to the previously mentioned funding work Chairwoman Hickey reported that the Water Committee has completed the FY 2026 budget. In house funded repair and replacement of equipment, computers and other apparatus are being accomplished while the search for larger financing is being conducted. Mayor Schene is reviewing proposals submitted by attorneys who are interested in working for the BSWW in regards to tariff amendments, WV PSC regulations and more complex future project proposals.

7. Public Works: Chairman Weber is very pleased that the new sanitation truck will be arriving soon. Financing is being arranged through a Lease/Purchase program with CNB. Chairman Weber is interested in purchasing about \$1,000.00 worth of welding equipment because he has trained welders on staff. The FC concurred that the expense is warranted.

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 February 17, 2026 at 4pm in the Municipal Center.

10. Adjourn

Chairwoman



Date

2-17-2026

Report to the Town of Bath Council
Tree Board/Kate Lehman
2/3/2026

At the last Tree Board meeting, Colton Aaron of Bartlett Tree Experts delivered the updated tree inventory and management plan. This project was funded by the Demonstration City Grant awarded by the WV Division of Urban Forestry. A previous plan, also using DCG monies, was submitted to the Tree Board in 2023.

The Tree Board requested this assessment as part of an effort to locate and protect our heritage trees. Heritage trees can be defined as trees with impressive size and age which symbolize the passage of time and the natural history of a place. These large trees are also vital to the environment in terms of stormwater management and purifying the air as well as providing habitat for wildlife.

All three cemeteries were surveyed in 2023, but the heritage trees were not identified as such in that comp management plan. The wooded lot south of the new section of Greenwood has not been surveyed at all in the past. A total of 597 trees were evaluated; 41 of those trees qualify as heritage trees. The total dollar value of the trees surveyed is \$995,015.00.

The 2025 comprehensive plan provides input on what, if any, the heritage trees need to survive and thrive. This information is useful to the Tree Board in planning its work and applying for grant funds. In addition, the plan identifies trees over 6" DBH (Diameter at Breast Height) that need to be removed to protect persons and property.

All the work outlined in the Community Tree program has been completed; we are waiting for reimbursement. No further work has been done work outlined in the 2025 Demonstration City Grant.

**Status Update of Streetscape & NBRT Projects for Town Council
February 3, 2026**

STREETSCAPE

Phase VI Design Funding Agreement & Start of Design

- Good Progress. DOH has been able to get the design project (with its executed Funding Agreement) authorized internally. Next is to get the Notice To Proceed (NTP) signed by Secretary Rumbaugh and then sent to the Town. This should not take long and Kyle Oliver will notify me as soon as it is available.
- Next Steps:
 - Verify Task Order #2 that was signed by Thrasher; prepare it for Finance Committee and Mayor's signature
 - Receive formal NTP from DOH; Mayor can then sign Task Order
 - Establish timeframe for on-site pre-design visit to planned job area (Congress & Union Streets); set basic Schedule through Design Completion
 - Start and Complete the 30% Design and Cost Estimate; complete the on-site review

Next Streetscape Committee Meeting would normally be Feb 19th at 10am, but may be rescheduled

NBRT

NBRT Task Force

- Held Task Force Meeting on Jan 28th for status update:
 - Trailhead Development Design/Engineering Contract: 2nd Round Interviews Scheduled
 - CDS Trailhead Development Hub
 - Formal Funding Agreement and Commission Resolution signed by County and returned to DOH
 - Funding Agreement sets County Sponsor to award and manage the Design Contract and DOH to award and manage the Construction Contract
 - Overall Project Timelines
 - Updated the Four Linked Projects with current estimates – handed out at Task Force Meeting
 - Remediation of Parcel 1A (Town)
 - Trailhead Design and Engineering development (County; Contract & Products)
 - Bridge and Abutment Design and Construction (DOH/D5)
 - NBRT Trail-Building (DOH)
 - I agreed to follow the latter two Timelines to get of view of where we are going.

Pete Brown
Streetscape Committee