

**Town of Bath Finance Committee
Regular Meeting Minutes
March 3, 2026**

1. CALL TO ORDER: By Chairwoman Webster at 4pm
2. Roll Call: Finance Committee – Susan Webster (x); Mary Lynn Hickey (A); Ryan Kessel (x)
Also present: Mayor Schene, Councilors Weber and Dalson , Bath Tree Board member Kate Lehman
3. The Minutes of the FC meeting of February 17, 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. Chairwoman Webster is working on scheduling meetings for the Finance Committee preparation of the 2027 Bath budget.
 - A. There were no Property Improvement Notifications submitted.
 - B. There were three Facility Use Applications submitted.
 - a. SQP Construction Group submitted an application (attached) to use the Depot lot to store their trailer and equipment while they replace sidewalks and corners to meet current ADA compliance. Time of use will be from March 2 – April 2. Approval was granted.
 - b. The Berkeley Springs Castle Foundation submitted an application (attached) for use of the Depot lot on April 4 from 11am – 1pm for shuttle pick up and drop off for the Berkeley Springs Castle Easter Egg Roll. Approval was granted.
 - c. The WVU Extension Master Gardeners submitted an application (attached) to reserve three parking spaces on west Fairfax and one space on South Washington Street for their annual Plant Fair. They also want the use the Depot lot for their participants parking. This request was granted.
 - C. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.
5. Grant and Special Projects Update:
 - A. One new computer has been ordered for the Bath Town Hall Administrative Assistant.
 - B. The Grant Committee is continuing it’s work to research, apply for and administer grants for the Town of Bath and BSWW.

Clerk Corrick presented an opportunity from NRCS/West Virginia to add another \$200,000 into the Warm Springs Agreement for potential work that may be needed to complete the planning effort that falls outside the Scope of Work for the primary grant received. The purpose of this grant is to mitigate flooding in the Town of Bath. Flood prevention is important to Bath and the opportunity was approved to move ahead with whatever documentation is necessary.

 - a. Streetscape: Co-Chair Pete Brown was present to detail progress and project next steps. He has submitted an updated report (attached).
 - b. NBRT: Co-Chair Pete Brown submitted an updated status report and was present to elaborate (attached).

c. On Trac: update – On Trac participated in the 36th Annual Water Tasting Contest this year. There is an event planned for every month this year. The On Trac Committees need to be built out with volunteers.

6. Berkeley Springs Water Works: Mayor Schene announced that another funding opportunity is being pursued through Congressman Riley Moore’s office with a \$5,000,000 request from the Community Project Funding. The request, application and letters of support are being readied for immediate submission. If successful this effort could move the BSWW plant rehab and refurbishment forward quickly and the work towards this end is much appreciated.

7. Public Works: Chairman Weber reported that the current Labor Crew pick up truck needs a \$10,000.00 repair. It was concurred that replacing the truck rather than continual costly repair is the better way to move forward. The new sanitation truck will be in use as soon as the proper letting is installed on the truck. The committee is working on their paving plan for the upcoming season.

At this point Ordinance Chairman Kessel reported that his work on the Bath election ordinance will resume after the legislative session. This is due to possible amendments to the new State municipal election law.

8. Bills for the BSWW and the Town of Bath were approved for recommendation to the Council.

9. Adjourn - Next FC Regular Meeting date is March 17, 2026

Chairwoman Susan J. Weber Date 3-17-2026



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

OFFICIAL USE ONLY

Fiscal Year _____
Festival License _____
Business License _____
License Fee \$ _____
Date Issued _____

Please Print or Type

NAME OF EVENT: ADA Sidewalk replacement

DATE(S) OF EVENT: 3/2/26 - 4/2/26

REQUESTING GROUP OR ORGANIZATION: SQP construction

BEGINNING AND ENDING TIMES: 3/2/26 - 4/2/26

PROPERTY REQUESTED: Deput lot

PURPOSE OF USE: Storage of trailer and equipment only

STREET/METER CLOSURES REQUESTED WITH DETAILS: NA

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: _____

NUMBER OF VENDORS AT EVENT/FESTIVAL: _____

NAME OF RESPONSIBLE PERSON: Ray Demuro, Patrick Wright

MAILING ADDRESS: 281 Smiley Drive St Albans WV 25143

TELEPHONE NUMBER: _____

EMAIL: _____

DATE APPLICATION SUBMITTED: 3/3/26

SIGNATURE: [Handwritten Signature]

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: [Handwritten Signature] Date: 3-3-26



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TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

OFFICIAL USE ONLY

Fiscal Year _____
Festival License _____
Business License _____
License Fee \$ _____
Date Issued _____

Please Print or Type

NAME OF EVENT: Berkeley Springs Castle Easter Egg Roll

DATE(S) OF EVENT: April 4 11-1

REQUESTING GROUP OR ORGANIZATION: BSCF

BEGINNING AND ENDING TIMES: 11am - 1pm

PROPERTY REQUESTED: Train Depot Parking Lot

PURPOSE OF USE: parking at shuttle pickup/dropoff

STREET/METER CLOSURES REQUESTED WITH DETAILS: _____

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: — event is free to the public

NUMBER OF VENDORS AT EVENT/FESTIVAL: 0

NAME OF RESPONSIBLE PERSON: Lydia Brimelow

MAILING ADDRESS: PO Box 677 BS WV 25411

TELEPHONE NUMBER: 860 309 6583

EMAIL: admin@berkeley Springscastle.com

DATE APPLICATION SUBMITTED: March 3, 2024

SIGNATURE: Lydia Brimelow

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

Pay Now
using our QR
Code!



Proof of Insurance on File

Signature of Approval: [Signature] Date: 3-3-26



**WVU EXTENSION MASTER GARDENERS of MORGAN COUNTY –
PLANT FAIR COMMITTEE**

February 23, 2026

**To: Bath Town Council
Attn: Sharron Corrick
271 Wilkes, Suite A
Berkeley Springs, WV 25411**

**From: WVU Extension Master Gardeners – Morgan County
Plant Fair Committee**

RE: Parking Request for 2026 Plant Fair

The WVU Extension Master Gardeners of Morgan County will host our annual Plant Fair in Berkeley Springs State Park again. This year's event will be held on Friday, May 8th, and Saturday, May 9th, 2026. As in previous years, we would like to reserve THREE parking spaces on Fairfax Street adjacent to the park, and perhaps ONE of the closest meters to the corner of Fairfax along S. Washington Street (for a total of four), for use as an area for loading and unloading plants from 6:00 am through 7:00 pm on Friday, May 8th and from 6:00 am through 6:00 pm on Saturday, May 9th. We also request that those meters be bagged during those times. We will provide loading zone signs for the above-mentioned periods for the meters associated with the requested parking spaces.

In addition, we would like to request the use of the parking lot at the train station at the north end of town. You were kind enough to allow us to use this for vendor parking in previous years, and we found it quite helpful. We will provide our vendors with permits to place in their front windshields to indicate that they are vendors.

We appreciate your continued support of our annual Plant Fair and hope you will join the fun!

Respectfully,


Darlene Brown Lindner
WVU Extension Master Gardeners – Morgan County
Plant Fair Committee
301-948-3198
d_lindner@frontier.com

Approved
Sharron Corrick
3-3-26

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

STREETSCAPE

Phase VI Design Funding Agreement & Start of Design

- Based on DOH input last week; the internal FHWA and DOH approvals are complete and the formal Notice to Proceed is in work now.
- Next Steps: Have requested Thrasher schedule for the following. (Task Order #2)
 - Establish timeframe for on-site pre-design visit to the 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

FY2026 TA Grant Award Schedule: Checked with DOH – no schedule is available for potential award of Town's two Applications (Phase VI Construction & Phase VII completion of Phase V Streetlights)

Independence Street Revitalization Project

- Mayor signed Task Order #3 for the 30% Design and Cost Estimate.
- Next Steps: similar to Phase VI Design – schedule the on-site pre-design visit and schedule the completion of the 30% Design & Cost Estimate

Next Streetscape Committee Meeting would normally be March 19th at 10am but needs to be rescheduled since I will be in NH visiting family there. Suggest either early meeting on Mar 12th or later on Mar 26th at 10 AM.

NBRT

NBRT Task Force

- Recent note from DOH Programs Rep (Cameron Hunt)
 - Bridge plans finalized by District 5, getting cost comparison documenting that using district forces is cheaper than using a contractor.
 - Drafting an agreement to use district forces
 - Working on the NEPA environmental document and already have ROW and utility statements on file
 - Once DOH has the cost comparison/executed agreement/completed environmental package, they will be ready to submit the project for authorization.

Depot Trailhead Improvement Project – Progress and Next Steps:

- Bidder Interviews – Complete – Feb 20th
- Scoring/Ranking Results to County – Feb 23rd
- County Tentative Selection, Price Negotiation and DOH Approval for Award
- Contract Award
- Set Task for basic infrastructure arrangement to be accomplished prior to Town remediation Contract letting for Parcel 1A
- Funds flow for above from Contractor Invoice thru reimbursement of County from DOH

Pete Brown
Streetscape Committee