

TOWN OF BATH COUNCIL MEETING MINUTES

March 3, 2026

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 (A) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of February 17, 2026 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: Dusty Martin, Executive Director of Travel Berkeley Springs (TBS), presented the TBS FY2025 Annual Report (attached). This comprehensive report supplied Council with information outlining the activities and outreach of this travel organization. The Town of Bath tourist industry provides much of the positive economic base for Bath while adding to the quality of life for citizens.

COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is March 5. St. Patrick's Day restaurant specials in Bath are being planned. The Make It Shine clean-up program will be organized by On Trac in April. The Founding Flavors Food Truck Festival will be on May 29, 2026. The On Trac Committees need to be built out with volunteers.
2. PARKS/REC: Next meeting is March 18 in the Courthouse.
3. PLANNING COMMISSION: The next meeting is March 11. Commission President Landon reported that the BSWW was reviewed at the last meeting. The March meeting will study the Grant and Cemetery Committee plans for the future.
4. RAIL/TRAIL (NBRT): The next meeting is March 25. Co-Chair Pete Brown submitted a written progress report (attached) and was present with details. It is hoped that MC Commissioner Clark will soon report on the County's choice of engineering firms for the Depot lot remediation.
5. STREETSCAPE: The next meeting is March 19. Co-Chair Pete Brown submitted a full written report (attached). Brown anticipates that the DOH Notice to Proceed is forthcoming shortly on the Phase VI Design funding Agreement.
6. TRAIN DEPOT: No report at this time.
7. LANDMARK COMMISSION (HLC): HLC President Priscilla Jones was present to report that the Commission had its 3rd meeting of 2026 yesterday. The HLC will be presenting at and assisting with the WV Preservation Alliance Conference in May at Cacapon State Park. Jones along with Commission member John Bohrer described their work and progress researching the old Mount Piscah Church building on Green Street. Bohrer was able to contact the owner about this historic church. The owner offered to deed the property to the Town of Bath which was unexpected and welcome news. Work to advance this deed transfer will begin.
8. CLERK & RECORDER: Recorder Webster presented three Property Use Requests which the Finance Committee has approved.
 - 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 in Town. Time of use will be from March 2 – April 2.

b. The Berkeley Springs Castle Foundation submitted an application (attached) for use of the Depot lot on April 4 from 11am until 1pm for shuttle service for the Berkeley Springs Castle Easter Egg Roll.

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 of the Depot lot for their participants parking.

9. **FINANCE:** Recorder Webster delivered the following bills for approval:

(a) Town of Bath \$4,383.42- Motion to approve: Webster/Weber- Carried

(b) BSWW \$18,238.86 - Motion to approve: Webster/Weber-Carried

(c) On Trac \$1,446.00- Motion to approve: Webster/Weber – Carried

(d) Greenway Cemetery \$97.10 – Motion to approve: Webster/Weber – Carried

(e) Hotel/Motel Distribution - \$5,910.07 Motion to approve: Webster/Weber – Carried

10. **TREE BOARD:** The next meeting is March 18. Board member Lehman submitted a written report (attached) and was present to elaborate.

11. **GRANTS:** The next meeting is March 9. Grant Chairwoman Dalson reported that three grant applications have been submitted for Bath Beautification. These grants are with the WV Truist Foundation, AARP Challenge grant and T-Mobile. It is hoped that \$1.75 million dollars in assistance to the BSWW for its plant rehab and refurbishment can be secured with the help of Region 9 Planning & Development.

12. **PUBLIC SAFETY:** The next meeting is March 18. Chief Gardner told Council that issues are being resolved with the new cruiser laptop. He has asked the WV DOH for an additional 25 MPH speed sign for the northbound lane of South Washington Street in the vicinity of CNB Bank. The Chief is researching a new patrol vehicle.

13. **CEMETERY:** Chairwoman Skinner reported that there will be a volunteer recruitment and workshop concerning the cleaning of headstones on March 5 at the Ice House On Trac is organizing the Make It Shine clean up in Greenway Cemetery and the Town for April 4, 2026. The next Cemetery meeting will be on March 19.

14. **PUBLIC WORKS:** Chairman Weber is arranging a meeting with all of the public and private entities that plow snow in Bath. The reason for the meeting is to organize and coordinate efforts during storms to reduce overlap of efforts and eliminate confusion. The new sanitation truck will be put into service when the proper lettering on the truck is in place. The Town diesel pickup truck needs to be replaced and research on a new vehicle has begun. Another Labor Crew member has been added. The next Committee meeting is February 19.

15. **ORDINANCE:** The next meeting is March 19 at 3:30pm. Chairman Kessel reported that he is holding further work on the election ordinance until the Legislative Session is complete due to the possibility of amendments being made to the current state law.

16. **BSWW:** The next meeting is March 18 at 4pm. Committee member Webster told Council that all grants previously discussed are advancing through their processes. Researching and applying for other opportunities are actively being pursued. Plant and source capacity must be seriously considered as well as finances.

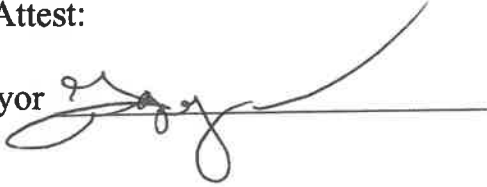
At this point Recorder Webster presented an opportunity from the Natural Resource

Conservation Service/ West Virginia to add \$200,000.00 into the Warm Springs Agreement for potential work that may be needed to complete the planning effort that falls outside of the Scope of Work for the primary grant received. The purpose of the grant is to mitigate flooding in the Town of Bath due to the construction of the 522 by pass. The opportunity was approved by the Finance Committee to move ahead with whatever documentation was necessary.

17. MOTION TO ADJOURN: – By Common Consent

Attest:

Mayor

A handwritten signature in black ink, appearing to be "Jay", written over a horizontal line.

Recorder

A handwritten signature in black ink, appearing to be "Susan J. ...", written over a horizontal line.

MORGAN COUNTY TOURISM BY THE NUMBERS

DIRECT EMPLOYMENT
2024 (WV TOURISM ANNUAL REPORT)

477

DIRECT VISITOR SPENDING
2024 (WV TOURISM ANNUAL REPORT)

66.6M

DIRECT VISITOR SPENDING
2024 VS 2023

+9.1%

VISITOR SPEND AS PERCENT OF GDP
2024 (ST. LOUIS FEDERAL RESERVE, WV TOURISM ANNUAL REPORT)

16.13%

OUT OF STATE VISITATION
2025 (VISITOR'S CENTER GUEST LOG)

91%

CVB MEMBERSHIP GROWTH
2025 VS 2024

+88%

TOTAL HOTEL OCCUPANCY TAX REVENUE
2025 VS 2024 (COUNTY AND MUNICIPAL DATA)

+8.1%

BATH HOTEL OCCUPANCY TAX REVENUE
2025 VS 2024 (MUNICIPAL DATA)

+6.6%

PAW PAW HOTEL OCCUPANCY TAX REVENUE
2025 VS 2024 (MUNICIPAL DATA)

+43.9%

TRAVEL BERKELEY SPRINGS BOARD MEMBERS 2025

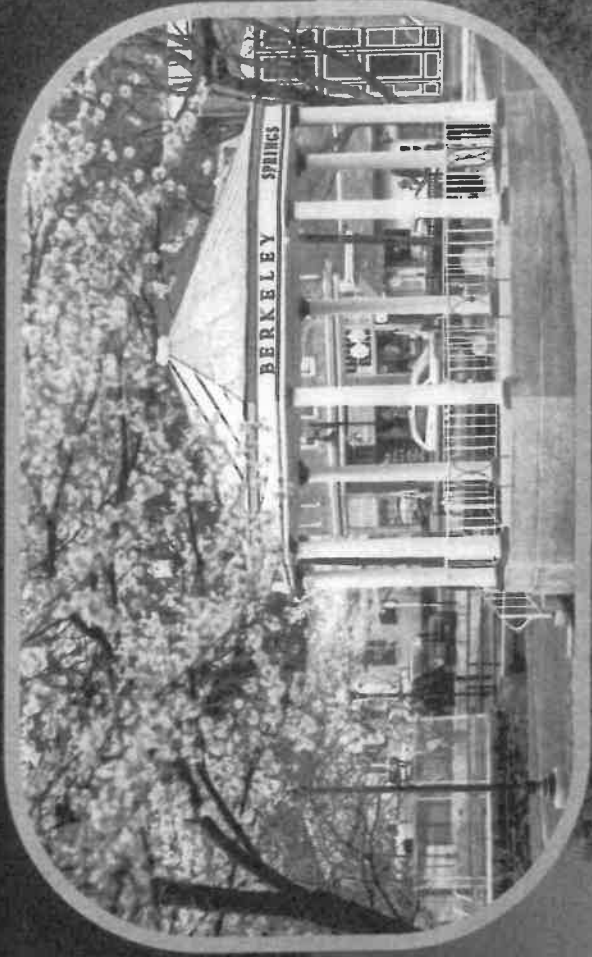
President - Stephanie Rebant, Vice President - Matt Omps, Treasurer - Jeff DuVal
Members at Large - Besty Heath, Connie Hastings-Luck, Debbie Gilberto, Rebecca Heath,
Scott Fortney, Kate Kolbe

Non-voting Exofficio Members - Jordan Warren, Greg Schene, Bill Clark, Lyn Goodwin

BERKELEY
SPRINGS

EST. BERKELEY 1866
SPRINGS

AMERICAS FIRST SPA

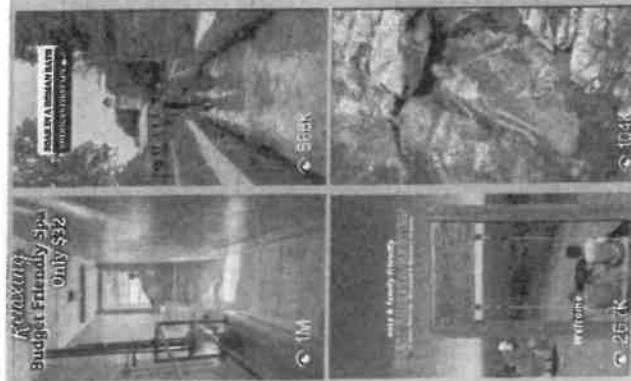


FY2025 ANNUAL REPORT

PREPARED BY:
DUSTIN MARTIN

EXECUTIVE DIRECTOR, TRAVEL BERKELEY SPRINGS

(INSTA)PIRING VISITORS



2025 INSTAGRAM FOLLOWERS

3140 (+67%)

2025 INSTAGRAM IMPRESSIONS

2 MILLION

2025 INSTAGRAM INFLUENCERS

25 COLLABS, 1.9M IMPRESSIONS

2025 FACEBOOK FOLLOWERS

9216 (+27%)

2025 FACEBOOK IMPRESSIONS

7.7 MILLION

ENGAGEMENT RATE

6.1%

MAGAZINE + BILLBOARD
IMPRESSIONS

1.7M

COMMERCIALS WATCHED

291K

WEBSITE VIEWS

702K

TOTAL IMPRESSIONS

>13M

TOTAL ADVERTISING SPEND

>\$275K



HOT OFF THE PRESS IN 2025

The Dominion Post (Morgantown, WV)

"Berkeley Springs: Food is Just One Draw To This Destination"

Black By God Magazine (Appalachia)

"Paw Paw, West Virginia: The Town That Led the Way in Black Progress and Integration"

Travel and Leisure Magazine (USA)

"This West Virginia Town is Home to America's First Spa and Under 1,000 Residents—but It Technically Doesn't Exist"

Richmond Magazine (Richmond, VA)

"Soak it In"

BBC Travel (United Kingdom)

"Where to go in the US for an enriching family trip"

Southern Living Magazine (Southeastern USA)

"25 Unforgettable Road Trip Stops Every Southerner Should See This Summer"

Secret DC (DC Metro Area)

"This Village Just Two Hours From D.C. Is The Oldest 'Spa Town' In America & Is Known For Having Some Of The World's Best Tasting Tap Water"

The Journal (Martinsburg, WV)

"The Second Annual Paw Paw Festival Grows Tradition in Morgan County"

ABC News (Arlington, VA + Tulsa, OK)

"Soak like George Washington at America's First Spa"

Arlington Magazine (Arlington, VA)

"Escape into Nature at this West Virginia Lodge"

YAHOO! Lifestyle (International)

"Between DC And Pittsburgh Is A West Virginia State Park Where You Can Bike, Fish, And Enjoy A Spa Day"

Travel and Tour (International)

"West Virginia Tourism - Where Outdoor Adventure Take the Lead"

USA Hidden Gems (USA)

"The Paw Paw Tunnel"



**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



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: 3/2/24 - 4/2/24

REQUESTING GROUP OR ORGANIZATION: SQP Construction

BEGINNING AND ENDING TIMES: 3/2/24 - 4/2/24

PROPERTY REQUESTED: Deport lot

PURPOSE OF USE: Storage of trailer and equipment only

STREET/METER CLOSURES REQUESTED WITH DETAILS: N/A

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: 3/3/24

SIGNATURE: [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: [Signature] Date: 3-3-24



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: 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: 812 309 6583

EMAIL: admin@berkeley Springscastle.com

DATE APPLICATION SUBMITTED: March 3, 2026

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!



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
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*

**BERKELEY SPRINGS WATER WORKS
EXPENDITURES AND ENCUMBRANCES**

| BATCH DATE | YEAR: | General Account | AMOUNT | DESCRIPTION | |
|------------|-------------------------|---------------------|--|-------------|--|
| 3/3/2026 | 2025 | | | | |
| ACCT # | VENDOR NAME | AMOUNT | DESCRIPTION | | |
| | Berkeley Club Beverages | \$ 51.95 | 4 Cases of Water - International Water Tasting | | |
| | Close | \$ 495.00 | Mar Accounting Services | | |
| | Miss Utility | \$ 56.10 | 1/8/26-2/8/26 | | |
| | Mike's Service Center | \$ 97.62 | F-250 Oil Change | | |
| | Potomac Edison | \$ 4,848.03 | Master Bill - Feb | | |
| | Potomac Edison | \$ 21.42 | Greengate Rd - Equipment | | |
| | Potomac Edison | \$ 556.85 | Valley Rd - Booster Station | | |
| | Town of Bath | \$ 579.77 | Feb UT | | |
| | Town of Bath | \$ 1,700.00 | Feb Admin Costs | Monthly | |
| | Town of Bath | \$ 800.00 | Feb Rent on Wilkes St | Monthly | |
| | Town of Bath | \$ 3,050.00 | Feb Ground Rent for Tanks | Monthly | |
| | Town of Bath | \$ 279.34 | Feb 2025 EE Paid Dental/Vision | | |
| | USPS | \$ 670.64 | Billing Postage | | |
| | WSPSD | \$ 64.14 | 99 Wilkes St | Monthly | |
| | WV Corp | \$ 4,115.75 | Property & Liability | Quarterly | |
| | WV Corp | \$ 737.25 | Workers Compensation | Quarterly | |
| | WV Dep of Health | \$ 115.00 | Bac T Samples | | |
| | TOTAL | \$ 18,238.86 | | | |

Sharon Corrick

From: Kate Lehman <goldfairy39@gmail.com>
Sent: Tuesday, March 3, 2026 1:31 PM
To: Sharron Corrick; Susan Webster; Reba; Mary Lynn Hickey
Subject: Report from the Tree Board

Mayor Sheen has signed a contract with Bartlett Tree Experts to do soil care and root invigoration in the German Cemetery. The goal is to improve the health and longevity of our heritage trees. The total bill, which has not yet been sent, is \$3,200.00. Leftover funds from the Community Tree Grant will be used.

We have ordered two columnar sweet gum trees to plant on Wilkes Street. The extra two trees were not available last November. They will be paid for with Demonstration City Grant funds. We also ordered 4 Natchez crepe myrtles to be planted on Wilkes Street. Town funds will be used to pay for these trees.

The sweet gums will be delivered in late April. The town crew will assist with the planting. The crepe myrtles will be delivered in late May.

The Tree Board cut down a volunteer peach tree in front of Francis Asbury Methodist Church. The fruit posed a legal risk when it fell onto the sidewalk. Although the tree was on town property, there was quite a fuss on the part of a few people on FB. The Tree Board will consider if we might have used a better approach in what is part of our job description as outlined in the ordinance.

Sent from my iPhone