

**Town of Bath Finance Committee  
Regular Meeting Minutes  
April 7, 2026**

1. CALL TO ORDER: By Chairwoman Webster at 4:pm
2. Roll Call: Finance Committee – Susan Webster (x); Mary Lynn Hickey (x); Ryan Kessel (x)  
Also present: Mayor Schene, Councilors Weber, Skinner and Dalson, Bath Tree Board member Kate Lehman
3. The Minutes of the FC meeting of March 17, 2026 were reviewed and approved by Common Consent.
4. Clerk's Report: Clerk Farris made available the Town and BSWW bills for review and recommendation to Council.
  - A. There were two Property Improvement Notifications submitted.
    - a. 50 First Church Street – deck replacement.
    - b. 21 Hilltop Street – single family home constructionThese notifications are attached and will be transferred to the Morgan County Tax Assessor for processing.
  - B. There was one Facility Use Application submitted.
    - a. The Smith/McDaniel family submitted an application to use the Depot lot for parking 40 cars on May 15, 2027 (attached). Chairwoman Webster will request that the application be resubmitted within six months of the event due to the uncertainty of the remediation project timeline.
    - b. The Pinball Castle LLC withdrew their application to use the Depot parking lot for their customer parking.
    - c. Jeepers in the Park withdrew their application to use the parking on the park side of South Washington Street for their gatherings on eight occasions.
    - d. The Berkeley Springs Volunteer Fire Department submitted an application to use Fairfax and Washington Streets for boot drives on five occasions. Chairwoman Webster contacted Mr. Steiner and agreed to April 4, 2026 from 10am-2pm. The remaining dates will be coordinated on a case by case basis.
  - C. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.
5. Grant and Special Projects Update:
  - A. The Town and BSWW computer replacement undertaking is complete with the installation of a computer in the Myers Street workshop for the use of the Public Works crew.
  - B. The Grant Committee is continuing it's work to research, apply for and administer grants for the Town of Bath and BSWW. Three grant applications have been submitted focusing on the beautification of the Town of Bath. Region 9 Planning & Development is researching all opportunities for funding for two new police cruisers. The Seely Foundation will once again lend financial support to the Christmas Market.
    - 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 – On Trac is continuing its work in planning and producing events for the Town of Bath. The Make It Shine program helped to enabled the Greenway

Cemetery property to be ready to begin mowing for the season. The May project is the Founding Fathers Food Truck Festival on May 29.

6. Berkeley Springs Water Works: Chairwoman Hickey reported that all previously reported grants and rehab work are continuing. The BSWW has hired Spilman Thomas & Battle PLLC to represent the company and work in its best interest.

7. Public Works: Chairman Weber reported all previously reported work is ongoing.

8. Depot – Chairwoman Webster discussed an estimate received for the needed sewer line work at the Depot. She will be working with Public Works Chairman Weber to complete this work in the most efficient and economical manner.

Marge Bowers is donating two antiques street lamp posts for use at the Depot. The bases are already in position with wiring. Webster will work with her to set up delivery and installation of the lamp posts. This gift is much appreciated.

Chairwoman Webster will be recounting the history of the Depot and rail transportation in Bath through a video sponsored by the The Town of Bath Historic Landmark Commission. This will be part of the program at the Preservation Alliance of WV annual conference at Caccapon State Park.

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

10. Adjourn - Next FC Regular Meeting date is April 21, 2026

Chairwoman Suzanne Webster Date 4-21-2026



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

Please Print or Type

NAME OF EVENT: Smith / McDaniel Wedding at the Berkeley

DATE(S) OF EVENT: May 15-16, 2027 Springs Castle

REQUESTING GROUP OR ORGANIZATION:

BEGINNING AND ENDING TIMES: 2pm through 12:30am the following day

PROPERTY REQUESTED: The Train Depot was suggested to me but whatever

PURPOSE OF USE: close space that would accommodate 100 ppl and approx cars for guest parking only. Since the castle has

STREET/METER CLOSURES REQUESTED WITH DETAILS: n/a. amount of spaces at castle.

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: no

NUMBER OF VENDORS AT EVENT/FESTIVAL: n/a

NAME OF RESPONSIBLE PERSON: Ruth Smith

MAILING ADDRESS: 340 Town Green Blvd, Clearville PA 15835

TELEPHONE NUMBER: (814) 494-3334

EMAIL: ruthmarie0106@gmail.com

DATE APPLICATION SUBMITTED: March 11, 2026

SIGNATURE: Ruth M. Smith

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: [ ] Proof of Insurance on File

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

5/11/2026
asked her to
re-submit 6 months
from wedding -
advised charged to
@ Court house
4-8-26
S/W



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STREET/METER CLOSURES REQUESTED WITH DETAILS: n/a

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: no

NUMBER OF VENDORS AT EVENT/FESTIVAL: n/a

NAME OF RESPONSIBLE PERSON: Ruth Smith

MAILING ADDRESS: 340 Town Creek Road, Clearville PA 15835

TELEPHONE NUMBER: (814) 494-3334

EMAIL: ruthmarie0106@gmail.com

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SIGNATURE: Ruth M. Smith

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- Application is:
[ ] Approved
[ ] Denied
[ ] Approved Subject to Following:
[ ] Proof of Insurance on File

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Rick & Brenda Weber

Location (Address) of Improvement 50 First Church St Berkeley Springs WV 25711

Taxing District \_\_\_\_\_

Land Book Description \_\_\_\_\_

have, or has been (Altered) \_\_\_\_\_ (Erected) \_\_\_\_\_

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced 3-30-26 (Month/Day/Year),

Completion date or anticipated completion date June 1 2026 (Month/Day/Year).

Approximate increase in value \$: \_\_\_\_\_ Use of Building \_\_\_\_\_

Remarks: Replace old treated wood with Trex flooring & new Trex railing ① 3'x18' ② 20'x12'

Address of Owner or Owners Rick & Brenda Weber

Phone No. 304 258-1474

Notice Filed By Williams Custom Carpentry LLC Date 3-27-26  
Signature Rita Williams Month/Day/Year

**NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000**

**BELOW THIS LINE FOR ASSESSOR'S USE ONLY**

Map No. \_\_\_\_\_

Received \_\_\_\_\_

Parcel No. \_\_\_\_\_

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Name of Owner or Owners Honeysuckle Hedge LLC

Virgil & Christie Stambaugh

Location (Address) of Improvement 21 Hilltop St

Taxing District BOOK 301 Page 656

Land Book Description Lot 19 Ravenswood

have, or has been (Altered) \_\_\_\_\_ (Erected) Under Construction

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced 3/10/26 (Month/Day/Year),

Completion date or anticipated completion date 3/10/27 (Month/Day/Year).

Approximate increase in value \$ 150,000 Use of Building Single family home

Remarks: \_\_\_\_\_

Address of Owner or Owners 4761 Timber Ridge Rd Big Cove Tannery PA 17212

Phone No. 240-527-8578

Notice Filed By Cough Signature Date 3/24/26 Month/Day/Year

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**Status Update of Streetscape & NBRT Projects for Town Council  
April 7, 2026**

**STREETSCAPE**

**Phase VI Design Funding Agreement & Start of Design**

- Monday's update from DOH: *"I just looked at our Secretary's status list and it's still pending final signature before we can send it to you all."* At least we know where the Notice To Proceed is.

**Independence Street Revitalization Project**

- Thanks to Susanna Henderson (Region 9), Jeff Gola (Thrasher), Sharron Corrick (Town) and many others who provided Letters of Support, we were able to submit Applications for Congressionally Directed Spending to Sen. Capito and Sen. Justice on-time last Tuesday. Application files beig sent to Sharron.
- This Project includes (among other improvements) a new ADA-compliant sidewalk on the South side, four new LED streetlights, and a widened street to accommodate two parallel parking lanes and two driving lanes. The new street configuration will provide at least the same number of parking spaces as now – but in a much safer configuration.

**DOH ADA Ramp Upgrade Project:**

- Contractor completed work last week and moved on to the next town.
- Work included updated ramp and DWS warning surface upgrades to older ADA corners. Latest Streetscape corners were mostly OK as-is.
- Currently working follow-up with DOH (D5 & Local) regarding Contractor excavation for new ramp at Green & Fairfax. Could not find any logical drain pipe system from nearby street inlet to a downstream drain pipe. Contractor installed a temporary drain pipe that drains under Green St. Currently planning a corrective action meeting with Town and DOH.

**Next Streetscape Committee Meeting** tentatively April 16<sup>th</sup>.

**NBRT**

**NBRT Task Force**

- No recent update from DOH

**Depot Trailhead Improvement Project – Progress and Next Steps:**

- County in process of contract negotiation and DOH Approval of the recommended bidder
- Required Funding Agreement changes to authorize the County to award and manage both the Design and Engineering Contract and the Construction Contract were provided to the County for DOH action

**Next Task Force Meeting:**

- Possibly April 22<sup>nd</sup>.

Pete Brown  
Streetscape Committee