

TOWN OF BATH COUNCIL MEETING MINUTES

May 5, 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 (X) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of April 21, 2026 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: Terri Beard, President of the Berkeley Springs Morgan County Chamber of Commerce, was present to provide the Council with a Memorandum of Understanding (attached) between the Bath Council and the Chamber concerning the 2026 Apple Butter Festival locations, dates and timing needs. President Beard explained details and answered questions.
MOTION: To approve the MOU with the Chamber of Commerce concerning the 2026 Apple Butter Festival – Hickey/Weber – Carried
5. COMMUNICATIONS FROM MAYOR: Mayor Schene outlined the current Bath promotions and successes including his radio campaign to boost the Town of Bath restaurants for Mother's Day, the Founding Fathers Food Truck Festival on May 29, the Bath Best Coffee billboard on Rt 522 S, and the 250 Anniversary water bottles. The Mayor announced that the winner of the Make It Morgan EDA business assistance competition is a Bath business owner, Amy Tutor. The new President of WVU Michael Benson visited the Town of Bath. Mayor Schene and others guided him through the community to share our history and describe the many ways that the Town can work with WVU resources. President Benson visited and was intrigued by the Morgan County Observatory for future collaboration with WVU. Mayor Schene presented Councilman Weber with the gift of a clip on tie. The gesture was appreciated by all.

COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is May 14. The Founding Flavors Food Truck Festival will be on May 29, 2026. The Bath 250 Anniversary banner are in and for sale at Town Hall.
2. PARKS/REC: Next meeting is May 21 in the Courthouse.
3. PLANNING COMMISSION: The next meeting is May 13. No report at this time.
4. RAIL/TRAIL (NBRT): The next meeting is May 27. Co-Chair Pete Brown submitted a written progress report and was present to further explain(attached).
5. STREETSCAPE: The next meeting is May 21. Co-Chair Pete Brown submitted a full written report (attached). He was present to highlight the need for the work on Congress, Green and Independence Streets.
6. TRAIN DEPOT: Chairwoman Webster reported that the sewer problem at the Depot turned out to be a more complicated repair than GHS had anticipated. This required more time and material expense than thought. The FC recommended the new billing of \$1,780 for GHS be approved. The FC also approved the GHS proposal of \$350.00 to replace the concrete in front of the Depot that had been removed to repair a water leak.

Due to the digging for the sewer line repair a third street light pole base was located at the Depot on Williams Street. Marge Bowers graciously donated a third historic lamp post to the Depot project. This was much appreciated.

Arrangements for delivery and installation of the lamp posts are being made. Pete Brown is working with an electrician and other professionals to assess modifications and placement of the street lamp posts.

Chairwoman Webster recounted the history of the Depot and rail transportation in Bath for the Bath Historic Landmark Commission's video presentation for the Preservation Alliance of WV annual conference in May 12- 14 at Cacapon State Park.

7. LANDMARK COMMISSION (HLC): President Jones was present to report on the progress of the HLC in developing a walking tour of historic structures in Bath. She is contacting the owners of contributing structures to explain the HLC work and the significance of their buildings. The Preservation Alliance of WV is having their annual conference May 12-15 at Cacapon State Park. The Bath HLC is working closely with the PAWV and will be offering their presentation to the conference on May 14 from 2:15 until 3:45.

8. CLERK & RECORDER: Recorder Webster had no Property Improvement Notifications to present at this time.

Recorder Webster presented two Property Use Requests (all attached).

a. Request from 35 First Church Street for residential move in with possible temporary street encroachment on May 16 and 27. This was approved with the definite stipulation that First Church Street not be totally blocked at any time.

b. The Morgan County Commission requested the use of two parking meter spaces adjacent to the Courthouse on Fairfax Street to be able to repair lighting fixtures. This was approved.

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

- (a) Town of Bath \$19,934.27- Motion to approve: Webster/Hickey- Carried
- (b) BSWW \$79,952.19 - Motion to approve: Webster/Skinner -Carried
- (c) On Trac \$5,984.06- Motion to approve: Webster/Hickey – Carried
- (d) Hotel/Motel Distribution \$105.00- Motion to approve: Webster/Skinner – Carried
- (e) Tree Board \$3,200.00 – Webster/ Weber – Carried
- (f) Cemetery \$3,715.00 – Webster/Hickey – Carried
- (g) Depot \$1,780.00 – Webster/Weber – pending confirmation – Carried

10. TREE BOARD: The next meeting is May 20. The Arbor Day celebration was held in the Berkeley Springs State Park on April 25. Kate Lehman was present to explain the activities and plans of this organization. The Tree Board had to postpone a work day due to not having enough volunteers.

11. GRANTS: The next meeting is April 20. Grant Committee Chairwoman Dalson reported that all previously shared grant applications and awards are being tracked and administered efficiently. WV Tourism Secretary Chelsea Ruby is including Bath in future tourism campaigns and will be instrumental in advancing funding interests for Bath.

12. PUBLIC SAFETY: The next meeting is May 20. Chief Gardner told Council that the Parking Enforcement Officers now have new uniforms. Last weekend was busy in Town with a wedding in the Berkeley Springs State Park and Prom weekend.

13. CEMETERY: Chairwoman Skinner told Council that the next meeting is May 21. Mowing

is ongoing at Greenway and she is happy to have the help of the Bath Labor Crew and volunteer participation. The Public Works Labor Crew is working there on Tuesdays and very much appreciated. The Cemetery Committee and the Greenway Management and Maintenance Corporation will be participating in the Preservation Alliance of WV Conference this year with workshops in cleaning, resetting and leveling headstones. This will be conducted at Greenway Cemetery with the assistance of the Jefferson County Historic Landmark Commission and other historians. There will be a Civil War tour on May 13 with the help of the MC Historic and Genealogical Society President Terry Golden. .

14. PUBLIC WORKS: The next meeting is May 21 at 2:30. The Labor Crew is continuing their work with cleaning one block at a time and their efforts are being recognized by the public. The Bobcat is in need of repair. Potomac Edison has told Weber that they are having trouble receiving the lights to replace and add lighting in Bath. The Chairman is committed to resolving this issue. The Labor Crew is one member down at this time. Chairman Weber hopes to have Citizen Service Awards presented at the next Council meeting.
15. ORDINANCE: The next meeting is May 21 at 3:30pm. Chairman Kessel reported that he is holding further work on the election ordinance due to the possibility of amendments being made to the current state law. He is also looking into ordinance possibilities that would limit 'big box' store businesses in Bath to preserve our small business community.
16. BSWW: The next meeting is May 13 at 4pm. Chairwoman Hickey reported that all work is being continued on the rehab and refurbishment of the BSWW plant. She is happy to announce that there is significant advancement in the effort to fund this necessary work. Hickey has learned that the Morgan County Commission Rt. 522 S water and sewer line extension is active after a long dormant period. The MC Commission has received an extended scope of time in order to get the project under way. At this time they are going through the process of hiring contractors and other professionals for the project. Setting the BSWW service boundary is important to not extend the utility beyond it's capacity to efficiently serve the public. Morgan County leadership must locate and develop other sources of water to satisfy their growth ambition. Chairwoman Hickey also announced that the BSWW now has a second new high lift pump in the plant.
17. MOTION TO ADJOURN: – By Common Consent

Attest:

Mayor



Recorder




MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between The Berkeley Springs - Morgan County Chamber of Commerce and the Town of Bath located in Bath/Berkeley Springs, WV, in regard to the Chamber of Commerce's Apple Butter Festival.

- A. Purpose. The purpose of this MOU is to show the agreement between both parties for the usage of the Town of Bath for the annual Apple Butter Festival. This shows agreeance for the Town of Bath to allow the festival to operate on the following streets and maintain closure during the duration of the event: Independence Street, Congress Street, Wilkes Street, Fairfax Street, and Bath Street. It is understood that the Town of Bath will assist the Festival in maintaining closure of the streets and allowance for this by utilizing resources gathered by the festival. This purpose is necessary for the festival to continue its existence and continues to benefit the town in an influx of both business license fees and tourism.
- B. Roles and Responsibilities. The Town of Bath agrees to allow the festival to operate on the above-listed streets for the duration of the festival and agrees to assist with the closure of such streets. The Town of Bath police department will be utilized for the equipment to shut down the road and any manpower would be appreciated. The festival does agree to have adequate festival insurance removing liability for injuries on those streets during the festival on the festival insurance. The festival also agrees to guarantee trash removal and clean-up after each day of the event. Necessary sanitary and restroom facilities will be provided by the festival as well. It is also understood that no parking will be permitted on 522 during the festival.
- C. Timeframe. The timeframe for this MOU will be for the duration of the festival. The initial starting time will be 2:00pm for Independence St so that the Fire Marshal and Health Department can inspect all of the food trucks Friday evening, and 5:00pm for all other streets on October 9th, 2026 and will conclude at 5:00pm October 11th, 2026.

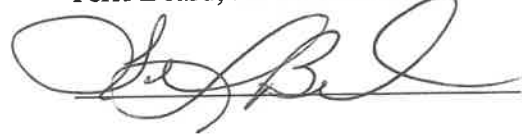
Mayor Greg Schene — Town of Bath



Date

May 5, 2026

Terri Beard, Board President



Date

5-5-26

Status Update of Streetscape & NBRT Projects for Town Council May 5, 2026

STREETSCAPE

Phase VI Design Start-up

- Today, May 5th was set as the in-Town pre-design review of the Phase VI Scope and Conditions. Jeff Gola and a small Thrasher team plan to be in Town. This should be in progress when you receive this report.
- A list of Focus Areas for Phase VI was provided to all on April 27th.
- Scope of the Phase VI Design and Construction: (mostly sidewalks & curbs, streetlights and stormwater management)
 - Congress Street – North Washington to Green
 - Union Street – North Washington to Mercer
 - Final designs and construction content will be determined by Cost Estimates to be developed as part of the 30% Design work
 - Most of the required ADA corners/ramps have already been completed for the Phase VI area
- After this visit, we expect a schedule for the planned 30% Design and Cost Estimate, the 90% and Final Design with Cost Estimate. There will be another in-Town review (with DOH) at the 30% point.
- The Town applied for a Construction Grant for Phase VI last summer. Decision not expected until late summer.

Independence Street Revitalization Project

- Initial 30% design and project cost estimate will be established following the May 5th Thrasher in-Town Review. Schedule will follow from this session.
- A list of Focus Areas for this Project was provided to all on April 27th.
- This project is currently separately funded by the Town from the Phase VI Design work.

Streetscape Committee Meeting was held Thursday May 21st, 10 to 11 am.

NBRT

NBRT Conference Call with DOH Program Staff:

- Held April 22nd with Cameron Hunt (DOH)
- Discussed status of the County 5G process to award contract for the Depot Trailhead Improvements Architect/Engineering work
- Received the current NBRT bridges and abutments drawings from District 5. Sent comments and questions on acquisition strategy to Cameron and Kyle Baranowski (D5). Type of bridges selected by D5 seem appropriate for a Rail Trail. Drawing Package appears nearly ready to go out for contract, but need DOH/D5 to make that call.
- Next Conference call is May 13th (Time is TBD). I plan to be on that call to resolve some of the bridge/abutment acquisition questions.

Depot Trailhead Improvement Project – Progress and Next Steps:

- County and recommended contractor are providing the required documentation of 5G process and cost and pricing info to DOH. DOH must approve prior to a County Contract Award.

Next Task Force Meeting:

- Possibly May 27th.

Pete Brown
Streetscape Committee & NBRT Task Force



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
townadmin@townofbathwv.gov

Please Print or Type

NAME OF EVENT: Residential Move-In.

DATE(S) OF EVENT: 5/16 & 5/27

REQUESTING GROUP OR ORGANIZATION: Sean Yarnup

BEGINNING AND ENDING TIMES: Approximately 1pm - 7pm each day

PROPERTY REQUESTED: 35 First Church St. Berkeley Springs.

PURPOSE OF USE: Awareness of move-in

STREET/METER CLOSURES REQUESTED WITH DETAILS: Not expecting the street to be blocked. Vehicles should be able to get by.

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: NA

NUMBER OF VENDORS AT EVENT/FESTIVAL: 1 - 26' box truck.

NAME OF RESPONSIBLE PERSON: Sean Yarnup

MAILING ADDRESS: 944 Gentlewood St. Gaithersburg, Md. 20878

TELEPHONE NUMBER: 301-252-0212

EMAIL: SYARUP@YATTDO.COM

DATE APPLICATION SUBMITTED: 4/27/26

SIGNATURE: Sean Yarnup

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: _____



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

townadmin@townofbathwv.gov

Please Print or Type

NAME OF EVENT: REPAIRS TO LIGHTING @ TOWER ON COVEHOUSE
DATE(S) OF EVENT: 5/1/2026 - 5/10/2026
REQUESTING GROUP OR ORGANIZATION: MORGAN COUNTY COMMISSION
BEGINNING AND ENDING TIMES: 7A - 3P
PROPERTY REQUESTED: TWO PARKING SPACES ON FARFAX @ WASHINGTON
PURPOSE OF USE: ZOOM LIFT WORKING LOCATION
STREET/METER CLOSURES REQUESTED WITH DETAILS: POLICE & HANDYCAP IMAGES ATTACHE (NO METERS)
WILL ADMISSION BE CHARGED OR PRODUCT SOLD: N/A
NUMBER OF VENDORS AT EVENT/FESTIVAL: N/A
NAME OF RESPONSIBLE PERSON: NEVIN A CAMP (FACILITY DIRECTOR)
MAILING ADDRESS: 17 FARFAX STREET
TELEPHONE NUMBER: 304-676-3816
EMAIL: NCAMP@MORGANCOUNTYWV.GOV
DATE APPLICATION SUBMITTED: 4/30/2026
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:
[] Proof of Insurance on File

Signature of Approval: _____ Date: _____

