

**Town of Bath Finance Committee  
Regular Meeting Minutes  
May 5, 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, Kate Lehman, Tree Board
3. The Minutes of the FC meeting of April 21, 2026 were reviewed and approved by Common Consent.
4. Clerk's Report: Clerk Corrick made available the Town and BSWW bills for review and recommendation to Council, budget comparisons, account reviews, payroll data and any necessary budget revision proposals.
  - A. There were no Property Improvement Notifications submitted.
  - B. There were two Facility Use Applications submitted (attached) and one update.
    - a. Chairwoman Webster spoke with Ms. Smith concerning her request to park 40 cars in the Depot lot for her wedding in 2027. Webster explained that due to the uncertainty of the Depot remediation project timing that the FC believed that they could realistically consider the request six months before the wedding. She also explained the situation to the wedding planner Denise Selby. The request will be resubmitted closer to the event 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.  
Approved
    - c. Request from 35 First Church Street for residential move in with possible temporary street encroachment on May 16 and 27. Approved with the definite stipulation that First Church Street not be totally blocked at any time.
  - C. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.
5. Grant and Special Projects Update:
  - A. The Grant Committee is continuing it's work to research, apply for and administer grants for the Town of Bath and BSWW. Nothing new to report at this time.
    - 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 May project is the Founding Fathers Food Truck Festival on May 29.
    - d. Two members of the Town of Bath Tree Board have resigned and FC Chairwoman Webster addressed the matter of Tree Board funding. As with all organizations in Town this board is funded from various sources and Webster expects this method to continue.
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. Hickey has learned that the Rt. 522

South water and sewer line extension project is active with the Morgan County Commission receiving an extended scope of time to get the project started on site.

7. Public Works: Chairman Weber informed the FC that all previously reported work is ongoing. He also reported that the Labor Crew has lost a member so the Committee will seek applicants.

8. Depot – Chairwoman Webster updated the FC on the sewer work on the Depot. Due to complications discovered in the sewer line once it was dug up the invoice that GHS presented was \$1,700.00. The increased work caused the company to be on site a second day and to purchase more material. The work is now completed.

MOTION: To approve payment for the repair of the sewer line at the Depot in the amount of \$1,700.00 – Hickey/Kessel – Carried

GHS also presented a proposal to repair the missing side walk concrete in front of the Depot in the amount of \$350.00. This was approved by Common Consent.

Chairwoman Webster announced that during the sewer line repair work that a third street lamp post base was uncovered on Williams Street. Marge Bowers has graciously donated a third antique lamp post for the new location. Webster will work with her to set up delivery and installation of the lamp posts. Pete Brown will be working with an electrician and other professionals to assess placement of the donated lamp posts. All volunteerism and donations to the Depot are deeply appreciated.

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 May 19, 2026

Chairwoman Sub Jere Date 5-19-2026



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
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@YATTOO.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: \_\_\_\_\_



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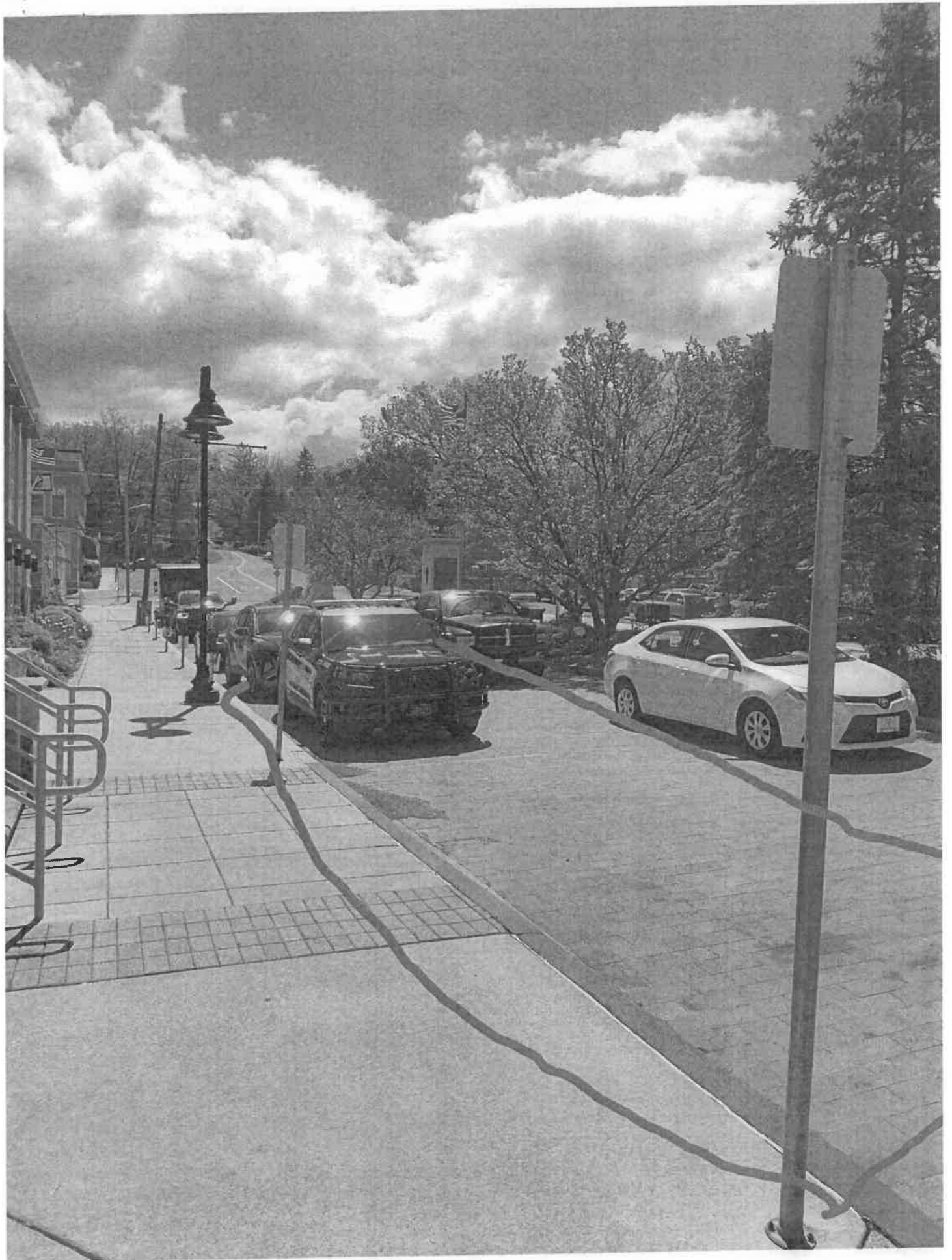
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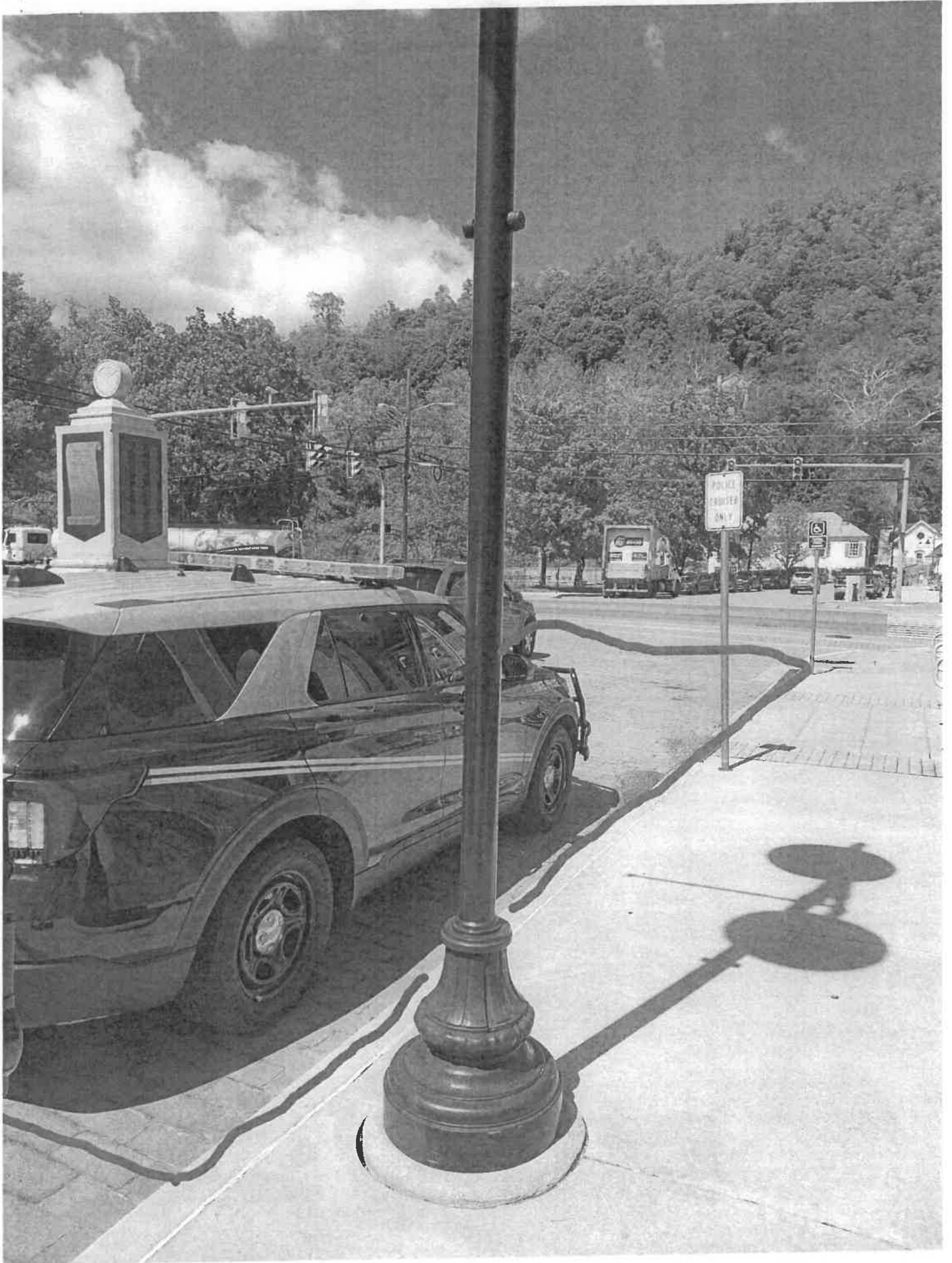
NAME OF EVENT: REPAIRS TO LIGHTING @ TOWER ON COVETHOUSE
DATE(S) OF EVENT: 5/1/2026 - 5/10/2026
REQUESTING GROUP OR ORGANIZATION: MORGAN COUNTY COMMISSION
BEGINNING AND ENDING TIMES: 7A - 3P
PROPERTY REQUESTED: TWO PARKING SPACES ON FAIRFAX @ WASHINGTON
PURPOSE OF USE: ZOOM LIFT WORKING LOCATION
STREET/METER CLOSURES REQUESTED WITH DETAILS: POLICE & HANDICAP 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 FAIRFAX 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: \_\_\_\_\_





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

### **STREETSCAPE**

#### **Phase VI Design Start-up**

- Today, May 5<sup>th</sup> 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 5<sup>th</sup> 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 21<sup>st</sup>, 10 to 11 am.

### **NBRT**

#### **NBRT Conference Call with DOH Program Staff:**

- Held April 22<sup>nd</sup> 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 13<sup>th</sup> (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 27<sup>th</sup>.

Pete Brown  
Streetscape Committee & NBRT Task Force