

**TOWN OF BATH FINANCE/GRANT
COMMITTEE
Regular Meeting**

Monday, October 18, 2022

1. CALL TO ORDER: By Chairman at 4:00pm.
2. ROLL CALL: Susan Webster (X) Beth Skinner (X) Greg Forney (A) Quorum – Yes
Also present: Councilman Rick Weber
3. Finance Committee Minutes of October 17, 2022 were approved by Common Consent.
4. Grant Review Reports: Chairwoman Webster reviewed the Grant reports of the October 17 meeting for Councilman Weber. See October 17 minutes for update.
5. Clerk Corrick's report, budget comparison, account balances and payroll information were reviewed.

a. Pay rates increase for the Town Labor Crew were discussed. More information will be sought to determine the total cost of adjusting the hourly pay scale and presentation of the entire employee compensation package. Councilman Weber advised that a past employee may be available to return to the Town Labor Crew staff.

b. The rate increase in Cemetery Workers Compensation by Encova as the carrier was discussed. It was concluded that the correct annual salary compensation expected must be corrected as a step to realistically present the Town's exposure. Clerk Corrick has written to the carrier informing them that the expected payroll for Greenway Cemetery work could be up to \$5,000.00 rather than the \$18,000.00 previously presented. It is expected that this adjustment will make a positive difference in the rate charged the Town.

6. The BSWW and Town of Bath bills were reviewed and will be presented for approval at the October 18 meeting.

7. Town financial concerns of Council: Cemetery Chairman Skinner explained the difficulties in hiring and maintaining grave diggers for Greenway Cemetery. Inability to stabilize this situation creates financial loss to income generation and continuing management problems. She inquired if the Town Labor Crew Leader would be willing to train someone for grave digging. This option will be sought.

Chairman Webster informed the Committee of a meeting she and members of TBS had with members of the Homeless Coalition to explain the necessity of the Coalition's cooperation with the Town to create an inviting image for the general positive impact on citizens and visitors. She was encouraged by the Coalition's understanding of the issue.

8. The next regular meeting will be November 1, 2022 at 4:00pm.

9. Adjourn

Attest: Chairwoman _____ Date: _____

**Summary and Status of Recent Grants
Streetscape, Berkeley Springs State Park, NBRT
October 30, 2022**

Streetscape Program: Current Status: Generally OK; slow progress thru DOH & FHWA process

- 1) Active, Awarded Grants - Transportation Alternative Grants (TA)
 - Phase V Design and Construction - \$471,997.00 Grants (1) Design + (1) Construction
 \$117,999.25 Town Match
 Total Project: \$589,996.25

- **Current Situation: Design Phase Funding Agreement:**

- Funding Agreement Signed by Town & \$11K Cash Match provided to DOH;
- Funding Agreement Signed by DOH
- DOH sent to FHWA for Authorization
- Awaiting FHWA Authorization - 10-26-2022 (Expected in TBD Weeks)
- Basic Design Agreement (Contract) signed by Thrasher and Town 10-28-2022
- Task Order #1 for \$55,000 fixed-price design ready to go once DOH provides "Notice to Proceed" (after FHWA Authorization)
- Balance of the original \$75,000 Design Grant (\$75K minus \$44K or \$31K) rolls to the Construction Phase

TABLE 1.0 BATH STREETScape PHASE V FUNDING BREAKDOWN FFY 2020 STATE PROJECT: U333-BAT/H-5. 00 FEDERAL PROJECT: TAP-2020(435)D (DESIGN)			
FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
DESIGN PHASE TAP-2020(435)D			
FFY 2020 TA Grant Funds	\$44,000.00	\$11,000.00	\$55,000.00
Total Design Funds	\$44,000.00	\$11,000.00	\$55,000.00
NOTES: Matching funds to be provided by Project Sponsor.			

- **Planned - Construction Phase Funding Agreement:**

- Balance of TA Grants: \$427,997.00 (after \$44K Design)
- Balance of Town Match: \$106,999.25 (after \$11K Design Match)
- **Total: \$534,996.25 This is the Construction Phase Target**
- Approx. Town Acct Balance: \$106,000 Mid Oct - do not yet have end of month

- 2) Grants Applied for: Phase VI Design (FY22 TA Grant Application) – Nothing new to report
 - Design Grant: \$48K Grant plus \$12K Town Match - Total of \$60K
 - Current Design is at 30% level (Thrasher did current design)

Berkeley Springs State Park Project: Current Status: (2) TA Grants for Construction in place
Business Sensitive

- Town is the "Sponsor"; BSSP Historic Foundation is source of Matching Funds.
- Funding agreement with BSSP Foundation & Town is in place.
- Awaiting completion of required Permits, believe FHWA has authorized construction funds.
- Working with DOH to fund recent floodplain review by County
- Next steps are DOH Contract Admin preparation of bid package, posting on BidX and award (months away). All Grant and Match funds in place at DOH. Unknown bidding climate.

Table 1.0 BERKELEY SPRG ST PARK IMPR FUNDING BREAKDOWN FFYs 2018 & 2019 Grant Awards State Project: U333-BER/SP-1. 00 Federal Project: TAP-2018(240)D (Construction)			
FUNDING TYPE	FEDERAL FUNDS	SPONSOR MATCHING FUNDS	TOTAL
CONSTRUCTION PHASE TAP-2018(240)D			
FFY 2018 TA Grant Funds	\$300,800.00	\$75,200.00	\$376,000.00
FFY 2019 TA Grant Funds	\$80,000.00	\$20,000.00	\$100,000.00
Total Construction Funds	\$380,800.00	\$95,200.00	\$476,000.00

NBRT Related Projects:

Storm Water Management System Design for Parcel 1B: Current Status: Design Contract is Complete. Chesapeake Bay Trust Grant closeout is complete

• **Grant & Payment Summary:**

CBT Grant: \$30,000 (plus Target 20% Local Match)

Payments:

Downstream Solutions Contract: \$32,000 (funded with \$30,000 Grant plus \$2,000 Match)

Balance of Town Match: \$ 6,499 (LRS; DEP; Survey; Advert & Print costs)

Total Direct Costs: \$38,499

In-Kind Contributions: Total \$ 8,370 (Volunteer Hours & Event)

Next Steps: Grant applications are being prepared for construction of the stormwater management area.

Parcel 1A (Depot Lot) Brownfield Remediation and Construction of Full Trail: Current Status: Supplemental Funding Agreement Signed and County Cash Match provided to DOH. Drawings had to be corrected after Parcel 1A Brownfield Remediation was removed from near-final set. Corrected drawings were available late September. Most permits are complete; some to be updated with corrected drawings.

Business Sensitive

Funding Agreement (County & DOH):

- Signed by DOH & County 2-21-2022
- County Cash Match of \$125,298.81 provided to DOH

Next Steps:

- DOH planning to solicit for a "Design-Build" Contract using the current 30% drawings, etc. Contractor will complete final construction drawings and the construction work.
- Awaiting DOH drawing and permit acceptance
- DOH Contract Admin to complete solicitation package (BidX, evaluation and award)
- Town of Bath Responsibilities:
 - Owner of the Depot Trailhead property, has responsibility to complete the LRS documentation and DEP approvals to obtain a Certificate of Completion (CoC) for the remediated brownfield
 - County provided funds to the Town for the Town's LRS and DEP tasks that will lead to the CoC.
 - Detailed remediation instructions for the Construction Contractor have been added back to the 30% drawings. These are at DOH for final review

Table 1.0 North Berkeley Rail Trail Funding Breakdown FFYs 2011, 2012 & 2016 Grant Awards State Project: U333-NBR/T-1. 02 Federal Project: NRT-2012(708)DTC (Construction)			
FUNDING TYPE	FEDERAL FUNDS	MATCHING FUNDS	TOTAL FUNDING
CONSTRUCTION PHASE NRT-2012(708)DTC & TEA-2011(146)D Matching Funds provided with Toll Credits			
RTP Grant Funds			
Supplemental Funding	\$1,339,523.06	NA	\$1,339,523.06
Toll Credits	NA	\$267,904.61*	NA*
Subtotal Construction Funds	\$1,339,523.06	NA*	\$1,339,523.06
CONSTRUCTION PHASE NRT-2012(708)DTC & TEA-2011(146)D 80/20 Funding Ratio with Sponsor's Matching Funds			
FFY 2012 RTP & TA Grant Funds	\$341,195.24	\$85,298.81	\$426,494.05
FFY 2016 RTP Grant Funds	\$160,000.00	\$40,000.00	\$200,000.00
Subtotal Construction Funds	\$501,195.24	\$125,298.81	\$626,494.05
Total Project Construction Funds	\$1,840,718.30	\$125,298.81	\$1,966,017.11
NOTES:			
* Toll Credits are based on 20% of Federal amount, however they can NOT be used as available funding for project.			
* Toll Credits do not factor in Project Funding totals.			
Sponsor needs to submit \$125,298.81 matching funds for construction.			

Pete Brown
10-30-2022