

TOWN OF BATH FINANCE COMMITTEE

Regular Meeting

Tuesday, November 2, 2021

1. CALL TO ORDER: By Chairman at 3:30pm.
2. ROLLCALL: Susan Webster (X) Beth Skinner (X) Greg Forney (X) Quorum - Yes
Also present: Clerk Sharron Corrick
3. Finance Committee Minutes of October 19, 2021 were approved by Common Consent.
4. The FC reviewed the BSWW and Town bills for final approval of Council.
5. Clerk Corrick reported that the budget comparison reflected slight changes in revenue due to variance in the number of private clubs in Town and franchise fee increases. She advised the Committee that she plans to submit the budget comparison to the entire Council on a quarterly basis.
6. Cemetery financial requests and updates were presented by Cemetery Chair Skinner.
 - a. The removal of hazardous trees from the Old English Cemetery continues to be problematic due to the need and cost of moving vehicles out of the way for equipment necessary to do the work. Skinner requested that the FC recommend that Council authorize payment of up to \$500.00 from Town funds for this expense. By Common Consent the FC approved recommending this expenditure to Council.
 - b. General Barstow's headstone has been removed for repair. The \$900.00 cost of such will be borne by Cemetery funds which hopefully will be acquired through successful grant applications and donations. Skinner has requested a donation from the Berkeley Springs Rotary Club for the educational display sign that she hopes to install at this grave site.
 - c. The Cemetery has lost the employee who dug graves. The Cemetery Committee is comparing the advantages of the Town hiring a full time employee for cemetery work versus a contractor. This employee's main job would be grave digging, cemetery maintenance and upkeep. During less demanding seasonal times this employee would work with the Town's Labor Crew. Pay increase for the position was discussed. It was agreed that the job would be posted on the Town's website and Facebook page to gauge interest.
7. The auditor's training was attended by Sharron Corrick, Breunna Farris, Beth Skinner and Susan Webster. Discussion was held on many points of the training including ARPA, the importance of transparency with Committee agendas and minutes and segregation of duties. The ARPA segment of the training was very informative. ARPA funds can be in an interest bearing account and Clerk Corrick will see that this is done. Handouts from the training will be distributed among all of Council.
8. The reimbursement from the WV SHPO to the Town was \$10,500.00 rather than the expected \$11,000.00. Grant Chairman Forney explained that the discrepancy could be from a misunderstanding in communication. The FC will not pursue further investigation into the matter.

9. Clerk Corrick is concerned about the transfer of of the billing operations of the BSWW and Town Sanitation Department from the ASI system to Munibilling due to the disruption of any major change such as this to the workings of the office. Training of the staff will be scheduled to mitigate the situation.
6. The next Finance Committee meetings will be November 15 at 4:00pm..
7. Adjournment by Common Consent.

Attest:

Chairman  Date 11-2-22