

**TOWN OF BATH FINANCE COMMITTEE**  
**Regular Meeting**  
**September 19, 2023**

1. CALL TO ORDER: By Chairman at 4:00pm.
2. ROLL CALL: Susan Webster (X) Greg Schene (X) Mary Lynn Hickey (X) Quorum – Yes  
Also present – Councilwomen MacLeod and Skinner, Mayor Merki, Bath Planning Commission President Larry Landon
3. Finance Committee Minutes of September 5, 2023 were approved by Common Consent.
4. Clerk's Report –
  - A. The subject of Bath property tax projections/actual collection will remain on the FC agenda while continued study is employed.
  - B. Clerk Corrick and FC members Hickey and Schene are engaged in working toward creating an accurate census of Bath addresses for tax collection and voter registration purposes.
  - C. Clerk Corrick provided the Town's budget comparison and account review.
    - a. Clerk Corrick supplied the FC with the Hotel/Motel tax fund surplus amount. It was decided that at this time \$2,500.00 would be distributed to the BDA and \$7,500.00 to the Bath Streetscape Project Committee.
    - b. The FC agreed that ARPA funds are an appropriate and necessary use for the maintenance of the black Streetscape street lights.
    - c. The increase of parking meter fine revenue was discussed and should move forward to the proper next steps.
  - D. Two Facilities Use Applications were reviewed. The FC agreed to reject the Asphlundh application (attached) due to continuing Town project use of the Depot lot. It was decided that the second application from the BDA was a duplication of the previously agreed upon Depot Committee request as the BDA is assisting with the parking fund raiser there. Discussion was had concerning future facilities use and applications. It was concurred that there should be a requirement that all of the Town's facilities including streets, sidewalks, medians, and other Town assets' use must require the application process with a minimum fee attached. Chairwoman Webster will introduce this change in policy to Council and public at the Council meeting this evening.
  - E. Councilman Schene reported on his meetings with CNB concerning the bank accounts of the Town and the Berkeley Springs Water Works. Due to his work these accounts will now be in interest bearing instruments to the extent possible retroactive to July 1, 2023. Councilman Schene was applauded for his concern and efforts for Bath.
5. Grants, donations and projects will be reviewed if necessary. Progress reports will be attached as available.

A. Chairwoman Webster reported on progress with events occurring at the Depot and adjoining lot. She is organizing a Depot lot fund parking fund raiser with the Morgan County Historic and Genealogical Society and the BDA. A Depot opening event is also planned for Veteran's Day afternoon with food trucks, entertainment and speakers. She is very thankful to those who have stepped up to help. WV Division of Tourism had a photo shoot in Bath recently which included the Depot.

B. Pete Brown has supplied the Town with his report on other activities (attached).

6. Additional Town financial concerns of Council:

A. The Municipal Center needs will be kept on the agenda for further study.

7. The BSWW and Town of Bath bills were reviewed and will be presented to Council for approval.

8. The next regular meeting date is October 3, 2023 at 4pm in the Municipal Center.

9. Adjourn

Chairman S. Webster Date 10-3-2023

**Town of Bath**

**Application for Use of Town Property**

Date Application Submitted: 3-27-23

- A. Requesting Group or Organization ASPLundh Tree Expert LLC
- B. Name of Responsible Person Larry Payne Sr.
- C. Address 6002 River Road Berkeley Springs WV 25411
- D. Telephone Number 304-671-3582 - LM - Not a good fit at this time
- E. Property Requested Berkeley Springs Train Depot
- F. Purpose of Use Parking 6 to 8 Lift Trucks/employees personal Vehicle.
- G. Will Admission be Charged or Product Sold? No
- H. Date/s Open ended
- I. Beginning and Ending Time/s \_\_\_\_\_

Application is:

Submit To Town Council

Approved

Denied

Approved Subject to Following

- 1) Usage Fee Required
- 2) Proof of Insurance on File

4/10/23  
 Spoke to Lauren  
 Explained too  
 much going on right  
 now. they were  
 going to be charged  
 \$500 per month for  
 begin parking

Signature of Approval

Date

*Need more information*

*Open ended must be better defined for both parties.*

*SLW*

**Town of Bath**

**Application for Use of Town Property**

Date Application Submitted: 09/12/2023

- A. Requesting Group or Organization BDA
- B. Name of Responsible Person Alisa Stine
- C. Address 1831 Valley Road, Berkeley Springs, WV 25411
- D. Telephone Number 304-886-9944
- E. Property Requested Train Depot and lot
- F. Purpose of Use parking cars for apple butter
- G. Will Admission be Charged or Product Sold? yes
- H. Date/s Oct 7 and 8
- I. Beginning and Ending Time/s 8am to 6pm

Submit To Town Council

Application is:

Approved

Denied

Approved Subject to Following

- 1) Usage Fee Required
- 2) Proof of Insurance on File

Signature of Approval

Date

**Status of Streetscape, State Park and NBRT Projects for Town Council  
Tuesday - September 19, 2023**

**STREETSCAPE**

**Phase V: Design & Budget:**

- Thrasher Design & Cost updates to the 90% level should be available this week. I've asked Jeff Gola to send me a preliminary, near-final version by Wednesday to be reviewed in the Streetscape Committee Meeting Thursday.
- DOH Programs (Tim Sedosky & Kyle Olivar) are preparing a revised Funding Agreement that will replace the earlier version sent to the Town in late June. That earlier version did not include the funds that remain in the Design Grant that were slated to roll over into the Construction Phase. We expect the total Construction Phase Agreement to be: TA Grants: \$427,997; Town Cash Match: \$106,999.25; Total: \$534,996.25. This includes the DOH 13% for reserves and construction management. Once received from DOH, we expect the Town to sign following resolution of the 90% review of drawings and cost estimate.
- No date yet for the first Thrasher invoice (\$15,000 for the 30% Design) but likely in Sep or Oct. Town will pay Invoice and DOH will reimburse the payment at 100%. There are three invoices (\$55,000 total) to be paid for Phase V design work.

**Berkeley Springs State Park Grant & Project**

- DOH awarded Construction Contract on Aug 3<sup>rd</sup> to the low bidder: W.F Delauter & Son, Inc; for \$578,717
- Initial Contract completion date was Sep 8, 2023, but that has been revised to Nov 9<sup>th</sup>
- Pre-Construction conference call was held Friday Sep 15<sup>th</sup> and an on-site pre-construction session is set for Thursday Sep 21<sup>st</sup>.
- The contractor and DOH District 5 were notified of the Apple Butter Festival dates and the contractor was asked to adjust their work schedules to avoid the October 6-8 timeframe and to ensure that the Park will be safe and accessible then. The Chamber has also been notified and will likely be at the Thursday session.
- Items requiring Park approval are being reviewed: Sidewalk coloring and stamping (pattern). A sample of the wall repairs (mortar, color etc) will be done as part of the initial repairs in one area; the proposed bridge does not comply with the drawing requirements. DOH D-5 and Thrasher have been advised. Awaiting contractor response.

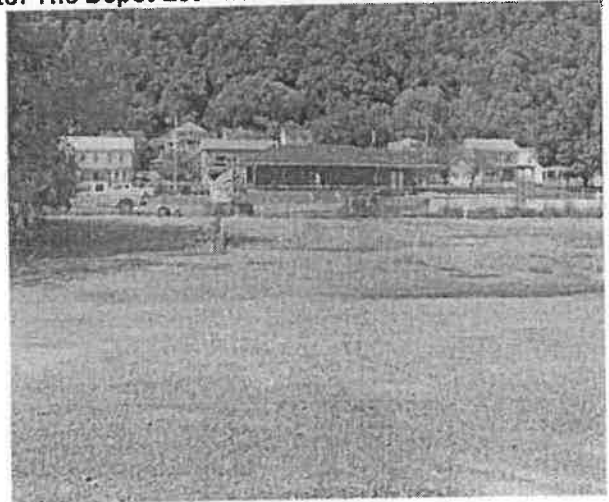
**Repairs to the Cemetery Mausoleum**

- Three RFQ responses were received by the Sep 15<sup>th</sup> deadline. The Evaluation Team is reviewing and scoring these now. Recommendation from this evaluation will be provided to the Cemetery Committee.
- The RFQ contains repairs to; Upper concrete vault top area, new left and right corner pillars, repairs to the existing matrix on the façade, cleaning of some/all marble doors, sealing of all marble doors. These repairs also consist of concrete staining and sealing. The previously existing upper façade blocks will not be replaced.

**NBRT**

- The official Letting date is still December 12, 2023.
- The solicitation has a construction completion date of March 28, 2025. This includes both the Design Phase and the Construction Phase. So far there are no Questions for WVDOH showing in Bidx.
- After solicitation and evaluation for construction of the Parcel 1B Storm Water Management System, Pentoney Brothers Contracting LLC has been elected as the most responsive contractor with assistance by Downstream Strategies LLC. Contracts are being prepared for Council approval. A pre-construction meeting is required with the funder and WVDEP before we can issue a notice to proceed.

Photo: The Depot Lot - no Trailers in old WESTVACO Lot



Pete Brown  
571-213-3687