

**MINUTES**  
**TOWN OF BATH ORDINANCE COMMITTEE**  
**Regular Meeting**  
November 14, 2023

1. CALL TO ORDER: By Chairman at 4:00pm
2. ROLL CALL: Chairman Greg Schene (X) Mary Lynn Hickey (X) Susan Webster (X)

Quorum – Yes

Also present – Larry Landon, David O’Connell, Elizabeth Skinner, Donna Coates

3. Ordinance Committee Minutes of October 26, 2023 were approved by Common Consent.
4. Councilwoman Mary Hickey shared the current status of the Town of Bath Human Resources Policy. A copy of the Corporation of Shepherdstown’s Human Resources Policy was received for review and comparison. Delivery of the updated Town of Bath policy is set for December 21, 2023. Town of Bath Recorder Susan Webster provided information on a *Sexual Harassment in the Workplace* workshop conducted by Mr. John Sorrenti of the West Virginia Municipal League for consideration as a training tool for Town employees.
5. Chairman Greg Schene provided an update on the amended Tree Board Ordinance for penalties relating to any damage of trees and shrubs located on Town owned property. The replacement value of trees and shrubs shall be determined in accordance with *The Town of Bath Tree Inventory and Management Plan, June 2023*. All were satisfied with the final document pending this addition. Town of Bath Recorder Susan Webster confirmed First Reading of the Amended Tree Board Ordinance at the upcoming Town of Bath meeting scheduled for November 21, 2023.
6. Chairman Greg Schene offered a brief on all current projects under discussion. A Business and Occupation Tax on Banking was identified as a most common application of the West Virginia Municipal Business and Occupation Tax for similar sized municipalities. A 1% Municipal Retail Sales Tax was also identified as a potential revenue stream. Further research is required in terms of qualifying sales, administrative responsibilities and implementation. David O’Connell is seeking more information from

the State of West Virginia to help calculate annual retail sales for the Town of Bath.  
Review of the Town of Bath and Morgan County Chamber of Commerce

7. Committee Chairman Schene provided an update on his discussion with Mark Matkovich, former State Tax Commissioner of the State of West Virginia in regard to providing legal representation and a draft of a new Town of Bath Business and Occupation Tax Ordinance.

8. Councilwoman Elizabeth Skinner provided an update on the duties and responsibilities of Municipal Judges and Magistrates after attending a recent training program.

9. Committee Chairman Schene discussed the need for an updated Water <sup>tariff</sup> Traffic with the addition of Capital Improvement Fees for new residential and commercial builds due to growth forecasts along the USS-522 Bypass and proposed development along US-522 South.

10. The next meeting date is December 14, 2023 at 4:00 pm in the Municipal Center.

9. The meeting was adjourned at 4:55 PM.

Chairman  Date 12-14-2023