

MINUTES

TOWN OF BATH ORDINANCE COMMITTEE

Regular Meeting

December 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 – David O’Connell, Donna Coates

3. Ordinance Committee Minutes of November 14, 2023 were approved by Common Consent.
4. Councilwoman Mary Hickey presented a full review of the Town of Bath Human Resources Policy. Discussion centered on updating the Holiday Schedule, accumulation of leave, job descriptions, roles and responsibilities as well as best practices for hiring. Town of Bath Recorder Susan Webster provided a history of previous paid Town Holidays. A final review of the revised employee handbook and recommendation for approval by the full Town Council will take place at the January ordinance meeting.
5. Town of Bath Recorder Susan Webster requested additional information on penalties and appeals for the proposed Short Term Rental Ordinance.
6. Chairman Greg Schene offered a brief on all current projects under discussion. The Business and Occupation Tax on Banking, Selling Tangible Property and Service Business Not Otherwise Classified including legal services, massage services and other wellness services were identified as most often imposed taxes of the West Virginia Municipal Business and Occupation Tax for similar sized municipalities. A 1% Retail Sales Tax is also under consideration.
7. Chairman Schene presented a review of the existing Apple Butter Ordinance and fee schedule agreement with the Berkeley Springs Chamber of Commerce. Councilwoman Mary Hickey is scheduling a meeting with representatives from the Chamber of Commerce to discuss next steps.

8. Chairman Schene discussed the need for Capacity 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 January 18, 2023 at 4:00 pm in the Municipal Center.

11. The meeting was adjourned at 5:15 PM.

Chairman _____ Date _____