

# TOWN OF BATH FINANCE COMMITTEE

## Regular Meeting

January 23, 2024

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, Planning Commission Recorder O’Connell, Clerk Corrick

3. Finance Committee Meeting Minutes of January 16, 2024 were approved by Common Consent.

4. Clerk’s Report –

A. Planning Commission Recorder Dave O’Connell, in his FC advisory position, presented further analysis of Bath general revenue/expenditures (attached). An extended discussion occurred afterward which underscored that the current financial situation of the Town was untenable. Adjustments to the budget, fines, fees, utility tariffs and taxation will begin on this day with the Ordinance Committee Chairman’s presentation of increases to traffic fines through the First Reading of Ordinance #2024-01-06 (attached).

B. Clerk Corrick again requested that all on Council attend the WV Auditor’s Office budget training in Martinsburg on February 21, 2024 at 5:30pm. This necessitates changing the regularly scheduled Council meeting for that date and is on this evening’s Council meeting agenda for decision.

Clerk Corrick made requested account information available with explanation. She handed out the budget preparation schedule for FY 2024 as an example of previous arrangements. The FC will consider this in their planning.

C. Internal budget revision documentation (attached) was reviewed and deemed acceptable to refer to the full Council for approval.

5. Grant and project information updates -

A. Chairwoman MacLeod will present the contract for tree planting for Depot Parcel 1B at this evening’s Council meeting with the FC concurrence. This will be paid by the grants previously received. She also discussed recent meetings with the Morgan County Commission concerning the Warm Spring Water Shed’s request for their active involvement with flood control efforts through grant opportunities. The Town of Bath has voted to sponsor the planning project.

B. Grant Chairwoman Hickey plans to attend the reorganized Historic Landmark Commission meeting on Jan. 25. Her interest is in assisting the group and to inquire if the

Commission has received a confirmation letter from SHPO that the Bath CLG status is not impaired. This is important for certain grant stipulations.

C. Depot Committee Chairwoman Webster advised of the organizational meeting of people previously and potentially interested in advancing the Depot's historic, educational, recreational and economic development on January 17. The assembly was considered successful with several ideas put forth and help offered. The next meeting is February 22.

6. Additional Town financial concerns of Council:

A. While it was agreed that improvements to the Municipal Center or locating another facility is needed, it remains noted that this endeavor requires a long term financial and practical strategy.

B. The Bath Planning Commission and Councilwoman MacLeod met with Michael Dougherty of WVU Extension Service. It was decided that at this time Dougherty will provide reviews of Bath financial, organizational and planning endeavors as asked by Bath and at no charge.

C. Purchase Orders submitted requests for road salt and additional State audit expenses for the Water Line Replacement Project were presented.

MOTION: To approve the PO requests as presented to be referred to Council-Hickey/Schene- Carried.

D. Revenue streams considered by the FC include festival fees, improved ordinance enforcement and Depot property economic development endeavors.

7. Bills for the BSWW and the Town were approved for recommendation at the January 16 meeting. No new bills were presented.

8. The next meeting date is February 6, 2024 at 4pm in the Municipal Center.

9. Adjourn

Chairman  Date \_\_\_\_\_

Budget Revision - Police Judge Office

1/23/2024

| Account      | Description | Change     | Budget    |
|--------------|-------------|------------|-----------|
| 1 416 221 00 | Training    | \$ (15.53) | \$ 515.53 |
| 1 416 218 00 | Postage     | \$ 15.53   | \$ 184.47 |
|              |             | \$ -       |           |

Budget Revision - Town Hall

1/23/2024

| Account      | Description           | Change      | Budget      |
|--------------|-----------------------|-------------|-------------|
| 1 440 220 00 | Advertising           | \$ (300.00) | \$ 200.00   |
| 1 440 223 00 | Professional Services | \$ 300.00   | \$ 1,800.00 |
|              |                       | \$ -        |             |

TOWN OF BATH

EXPENDITURES AND ENCUMBRANCES

| BATCH DATE       |                       | 1/17/2024 | YEAR: | 2024         | AMOUNT                           | DESCRIPTION | Budget Balance |
|------------------|-----------------------|-----------|-------|--------------|----------------------------------|-------------|----------------|
| Chart of account |                       |           |       |              |                                  |             |                |
| 1 700 223 00     | Mike The Computer Guy |           |       | \$ 95.00     | BSPD Car Computer Support        | \$ 1,429.51 |                |
| Various          | PEIA                  |           |       | \$ 6,413.64  | Jan 2024 Employee Health Ins     | Various     |                |
| 1 751 000 00     | Potomac Edison        |           |       | \$ 7.31      | 204 N. Washington St 11/17-12/15 | \$ 6,202.00 |                |
| 1 751 000 00     | Potomac Edison        |           |       | \$ 35.39     | Union St 11/17-12/14             | \$ 6,202.00 |                |
| 1 751 000 00     | Potomac Edison        |           |       | \$ 18.54     | N Washington St 12/01-1/2/24     | \$ 6,202.00 |                |
| various          | US Bank C/C           |           |       | \$ 243.67    | BSPD Dec 2023                    | Various     |                |
| various          | US Bank C/C           |           |       | \$ 385.44    | Carper Dec 2023                  | Various     |                |
| various          | US Bank C/C           |           |       | \$ 61.03     | BSPD Dec 2023                    | Various     |                |
| various          | US Bank C/C           |           |       | \$ 5,071.56  | BSPD Master Dec 2023             | Various     |                |
| various          | US Bank C/C           |           |       | \$ 1,677.00  | Steiner December 2023            | Various     |                |
| various          | US Bank C/C           |           |       | \$ 14.00     | Corrick December 2023            | Various     |                |
| various          | US Bank C/C           |           |       | \$ 7,875.06  | TOB Master December 2023         | Various     |                |
|                  |                       |           |       |              |                                  |             |                |
|                  |                       |           |       |              |                                  |             |                |
|                  |                       |           |       |              |                                  |             |                |
|                  |                       |           |       |              |                                  |             |                |
|                  |                       |           |       |              |                                  |             |                |
|                  |                       |           |       |              |                                  |             |                |
| <b>Totals:</b>   |                       |           |       | \$ 21,897.64 |                                  |             |                |



FY 24 Town of Bath Hotel/Motel Distribution

| Agency                                | Actual       |    | 1st Qtr   | Paid      | Ck   | 2nd QTR      | Paid      | Ck   | 3rd QTR | Paid | Ck | 4th Qtr | Paid | Ck | Total paid TD |
|---------------------------------------|--------------|----|-----------|-----------|------|--------------|-----------|------|---------|------|----|---------|------|----|---------------|
|                                       |              |    |           |           |      |              |           |      |         |      |    |         |      |    |               |
| Apple Butter Festival                 | \$ 1,100.00  | \$ | 275.00    | 10/4/2023 | 2267 | \$ 275.00    | 1/11/2024 | 2280 |         |      |    |         |      |    | \$ 550.00     |
| B.S Historical Foundation.            | \$ 1,800.00  | \$ | 450.00    | 10/4/2023 | 2268 | \$ 450.00    | 1/11/2024 | 2281 |         |      |    |         |      |    | \$ 900.00     |
| Foxglove Garden Club                  | \$ 2,800.00  | \$ | 700.00    | 10/4/2023 | 2269 | \$ 700.00    | 1/11/2024 | 2284 |         |      |    |         |      |    | \$ 1,400.00   |
| M.C. Parks Recs.                      | \$ 1,600.00  | \$ | 400.00    | 10/4/2023 | 2271 | \$ 400.00    | 1/11/2024 | 2288 |         |      |    |         |      |    | \$ 800.00     |
| Morgan Arts Council                   | \$ 3,000.00  | \$ | 750.00    | 10/4/2023 | 2265 | \$ 750.00    | 1/11/2024 | 2286 |         |      |    |         |      |    | \$ 1,500.00   |
| Morgan Arts Council - Bringing in May | \$ 500.00    | \$ | 125.00    | 10/4/2023 | 2266 | \$ 125.00    | 1/11/2024 | 2285 |         |      |    |         |      |    | \$ 250.00     |
| TOB Rail Trails                       | \$ 2,000.00  | \$ | 500.00    | 10/4/2023 | ach  | \$ 500.00    | 1/11/2024 | ach  |         |      |    |         |      |    | \$ 1,000.00   |
| TOB Cemetery                          | \$ 6,100.00  | \$ | 1,525.00  | 10/4/2023 | ach  | \$ 1,525.00  | 1/11/2024 | ach  |         |      |    |         |      |    | \$ 3,050.00   |
| TOB StreetScape                       | \$ 13,100.00 | \$ | 3,275.00  | 10/4/2023 | ach  | \$ 3,275.00  | 1/11/2024 | ach  |         |      |    |         |      |    | \$ 6,550.00   |
| TOB Train Depot                       | \$ 3,100.00  | \$ | 775.00    | 10/4/2023 | ach  | \$ 775.00    | 1/11/2024 | ach  |         |      |    |         |      |    | \$ 1,550.00   |
| TOB Tree Board                        | \$ 3,400.00  | \$ | 850.00    | 10/4/2023 | ach  | \$ 850.00    | 1/11/2024 | ach  |         |      |    |         |      |    | \$ 1,700.00   |
| Warms Springs Watershed               | \$ 1,000.00  | \$ | 250.00    | 10/4/2023 | 2274 | \$ 250.00    | 1/11/2024 | 2290 |         |      |    |         |      |    | \$ 500.00     |
| BS Chamber                            | \$ 500.00    | \$ | 125.00    | 10/4/2023 | 2278 | \$ 125.00    | 1/11/2024 | 2285 |         |      |    |         |      |    | \$ 250.00     |
| Olde English Cemetery                 | \$ 1,000.00  | \$ | 250.00    | 10/4/2023 | 2272 | \$ 250.00    | 1/11/2024 | 2293 |         |      |    |         |      |    | \$ 500.00     |
| Bath Christmas Project                | \$ 1,000.00  | \$ | 1,000.00  | 10/4/2023 | 2276 | \$ -         | -         | -    | \$      |      |    |         |      |    | \$ 1,000.00   |
| HLC                                   | \$ 2,500.00  | \$ | 625.00    | 10/4/2023 | 2273 | \$ 625.00    | 1/11/2024 | 2289 |         |      |    |         |      |    | \$ 1,250.00   |
| Farmers Market                        | \$ 500.00    | \$ | 125.00    | 10/4/2023 | 2279 | \$ 125.00    | 1/11/2024 | 2283 |         |      |    |         |      |    | \$ 250.00     |
| Museum of Berkeley Springs            | \$ 800.00    | \$ | 200.00    | 10/4/2023 | 2277 | \$ 200.00    | 1/11/2024 | 2292 |         |      |    |         |      |    | \$ 400.00     |
| Morgan County Library                 | \$ 800.00    | \$ | 200.00    | 10/4/2023 | 2270 | \$ 200.00    | 1/11/2024 | 2287 |         |      |    |         |      |    | \$ 400.00     |
| Travel of Berkeley Springs            | \$ 46,600.00 | \$ | 19,413.26 | 10/4/2023 | 2275 | \$ 16,963.29 | 1/11/2024 | 2291 |         |      |    |         |      |    | \$ 36,376.55  |
|                                       | \$ 93,200.00 | \$ | 31,813.26 |           |      | \$ 28,363.29 |           |      | \$      |      |    |         |      |    | \$ 60,176.55  |

Town Of Bath Development Authority  
EXPENDITURES AND ENCUMBRANCES

YEAR: 2024

1/16/2024

BATCH DATE

| Chart of account |                          | AMOUNT           | DESCRIPTION     | Account     |
|------------------|--------------------------|------------------|-----------------|-------------|
|                  |                          |                  |                 | Balance     |
|                  | Growth Media Productions | \$ 750.00        | Website Deposit | \$ 7,333.80 |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  |                          |                  |                 |             |
|                  | <b>Totals:</b>           | <b>\$ 750.00</b> |                 |             |

Train Depot

EXPENDITURES AND ENCUMBRANCES

| YEAR:            |                | 2024        |                  |
|------------------|----------------|-------------|------------------|
| BATCH DATE       | 1/17/2024      |             |                  |
| Chart of account | AMOUNT         | DESCRIPTION | Account Balance  |
| 1 440 457 01     | \$ 112.75      | 11/17-12/15 | \$ 21,991.23     |
|                  |                |             |                  |
|                  |                |             |                  |
|                  |                |             |                  |
|                  |                |             |                  |
|                  |                |             |                  |
|                  |                |             |                  |
|                  |                |             |                  |
|                  | <b>Totals:</b> |             | <b>\$ 112.75</b> |



# TOWN OF BATH ORDINANCE 2024-01-06

## AMENDING IN PART ORDINANCE 2010-02, CHAPTER 78, TRAFFIC AND MOTOR VEHICLES. SEC. 78-524. FINE SCHEDULE FOR STOPPING, STANDING AND PARKING OF VEHICLES

**1. FINE SCHEDULE EFFECTIVE MAY 1, 2024 – APRIL 30, 2026:**

A. The Town of Bath Traffic and Motor Vehicles Ordinance 2010-02 as amended and adopted on May 4, 2010, shall be amended by the Town Council to update Sec.78-524. Fine Schedule for Stopping, Standing and Parking of Vehicles. This Fine Schedule is effective for the period covering May 1, 2024 – April 30, 2026, as follows:

| <u>VIOLATION</u>                                   | <u>WITHIN 30 DAYS</u> | <u>OVER 30 DAYS</u> |
|--|-----------------------|---------------------|
| 1. Expired Meter – <b>\$15 PAID WITHIN 48 HRS.</b> | \$25                  | \$50                |
| 2. In front of/blocking driveway                   | \$30                  | \$60                |
| 3. Within an intersection                          | \$30                  | \$60                |
| 4. On a sidewalk                                   | \$30                  | \$60                |
| 5. Within 15 feet of fire hydrant                  | \$30                  | \$60                |
| 6. On a crosswalk                                  | \$30                  | \$60                |
| 7. Within an intersection                          | \$30                  | \$60                |
| 8. Within 20 feet of fire house driveway           | \$100                 | \$200               |
| 9. Double parking/standing                         | \$30                  | \$60                |
| 10. Upon a bridge                                  | \$100                 | \$200               |
| 11. Where prohibited by sign                       | \$30                  | \$60                |
| 12. Where safety endangered                        | \$100                 | \$200               |
| 13. Improper parking or wrong direction            | \$30                  | \$60                |
| 14. Handicap parking only                          | \$200                 | \$400               |
| 15. Yellow zone or curb                            | \$30                  | \$60                |
| 16. More than 18 inches from curb                  | \$30                  | \$60                |

**2. FINE SCHEDULE EFFECTIVE MAY 1, 2026:**

A. The Town of Bath Traffic and Motor Vehicles Ordinance 2010-02 as amended and adopted on May 4, 2010, shall be amended by the Town Council to update Sec.78-524. Fine Schedule for Stopping, Standing and Parking of Vehicles. This Fine Schedule is effective May 1, 2026 until further notice, as follows:

| <u>VIOLATION</u>                                   | <u>WITHIN 30 DAYS</u> | <u>OVER 30 DAYS</u> |
|--|-----------------------|---------------------|
| 1. Expired Meter – <b>\$20 PAID WITHIN 48 HRS.</b> | \$30                  | \$60                |
| 2. In front of/blocking driveway                   | \$60                  | \$120               |
| 3. Within an intersection                          | \$60                  | \$120               |
| 4. On a sidewalk                                   | \$60                  | \$120               |
| 5. Within 15 feet of fire hydrant                  | \$60                  | \$120               |
| 6. On a crosswalk                                  | \$60                  | \$120               |
| 7. Within an intersection                          | \$60                  | \$120               |
| 8. Within 20 feet of fire house driveway           | \$100                 | \$200               |
| 9. Double parking/standing                         | \$60                  | \$120               |
| 10. Upon a bridge                                  | \$100                 | \$200               |
| 11. Where prohibited by sign                       | \$60                  | \$120               |
| 12. Where safety endangered                        | \$100                 | \$200               |
| 13. Improper parking or wrong direction            | \$60                  | \$120               |
| 14. Handicap parking only                          | \$200                 | \$400               |
| 15. Yellow zone or curb                            | \$60                  | \$120               |
| 16. More than 18 inches from curb                  | \$60                  | \$120               |

### 3. DELINQUENT PARKING VIOLATIONS:

- A. If the registered owner, in person, online, by phone or by mail, makes payment to the Town of Bath within 30 days from the date of issuance of the citation, the parking penalty shall consist solely of the amount of the original penalty.
- B. If payment of the parking citation is not received by the Town of Bath on or before the date fixed on the parking citation, the Town of Bath shall deliver to the registered owner a notice of delinquent parking citation. Delivery of such a notice may be made by phone or by first class mail addressed to the registered owner of the vehicle as shown on the records of the department.
- C. Fines will double for any delinquent parking citation over 30 days as indicated in the above referenced Fine Schedules.
- D. Any parking citation over 90 days will be submitted to the Town of Bath Municipal Court at which time the registered owner of the vehicle will receive a summons with a court date. Failure to appear in court or make payment by the court date will result in additional fines and or suspension of the registered owner's license.

### 4. ADDITIONAL FINES:

- A. Any parking citation that is not paid within 30 days will be in violation of Section 78-488 and the vehicle will be subject to booting.
- B. Payment of all fines along with a booting charge of \$75.00 will be required within 24 hours of boot placement. After 24 hours, the vehicle will be towed and impounded at the owner's expense. The vehicle will not be released until all fines and fees have been satisfied.

(Ord. No. 2002-07, 7-16-202)

**5. CONFLICTING ORDINANCES:**

A. All other ordinances and parts of ordinances, or amendments thereto, of the Town of Bath in conflict with the provisions of this ordinance are hereby repealed.

**6. REVIEW BY TOWN COUNCIL:**

A. All fees are subject to review and change as determined by the Town of Bath, Town Council.

FIRST READING: 1/23/24

SECOND READING: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

MAYOR: \_\_\_\_\_ DATE: \_\_\_\_\_

RECORDER: \_\_\_\_\_ DATE: \_\_\_\_\_