

August 18, 2020 @ 8:30am

Town Clerks Office.

Agenda:

1. Review 07/21/20 Minutes
2. **8:30 AM** Andy Swaim Olde English Cemetery & Tree Damage. Cost to survey property.
3. **9:00 AM** Steven McCoy DOH – Parcel 148 – 522 Bypass
4. Roof Repair on Wilkes – Selected Adam Myers \$9,600.00 to Start Nov.
5. Quotes to resolve water leaking on the back wall.
6. Staffing requirements, all departments – Help Wanted ad for full time water clerk & Part time Town Clerk, possibility of Police Clerk
7. Cemetery Finances.
8. Streetscape Phase 4A additional costs
9. NBRT additional costs
10. 33 Fairfax Street – Sidewalk/water leak
11. Budget & Financial Statements.

Minutes: In attendance were Beth Skinner, Rose Jackson, Chris Chapman, Scott Merki, Rick Weber, John Bohrer, Susan Webster and Sharron Corrick.

- 1) Reviewed the minutes, no changes were needed.
- 2) Andy Swaim from the Tree Board Committee updated the finance committee on the Olde English Cemetery situation. The cost from Tree works to remove the tree from the Willards property will be \$2,200.00. The issue is who is responsible? Does the Town own the Cemetery? The first step would be to establish ownership. Then have it resurveyed at a cost of up to \$2,400.00. Then identify who is liable. The Finance Committee moved that this would need to go on the next Council Agenda 9/1/20.
- 3) Steven McCoy from DOH explained how the DOH is interested in acquiring 4,440 square feet of parcel 148 on Sugar Hollow Road, that is currently owned by the Town for \$1,300.00. He explained the process and the Finance Committee moved that this be added to the next Council Agenda 9/1/20.
- 4) Sharron explained that Adam had accepted the Roof Project for \$9,600.00. Expected start date is Nov or earlier.
- 5) Sharron updated the committee on the status of receiving quotes to fix the leaking back wall. To date she had received 1 quote. Beth gave her the name of a company out of Hagerstown, AA Waterproofing.
- 6) Sharron updated the committee on the hiring of a full-time water clerk and that maybe beneficial to hire a full time Town employee since there are a lot of project and staffing issues going on.

- 7) Beth updated the committee that the Greenway finances should carry them out through the end of the year. They still need a place to keep all the books and paperwork.
- 8) Sharron updated the committee on the possibility of the Town having to cover some additional cost that were not identified. That there is a section of the Mountaineer Contract that states that. And that DOH district 5 has been very easy to work with on making and recording project changes.
- 9) Sharron updated the committee on additional costs that may need to be paid for the Rail Trail for clean fill to make it easier to upkeep.
- 10) Sharron explained that the water leak at 33 Fairfax Street was on the Property owners' side and the Town has no liability.
- 11) Sharron explained that even though the Property Tax Revenue was down for the month of July, over all the Town faired ok.

New Business:

None brought forward at this time.

August 18, 2020 @ 8:30am

Town Clerks Office.

Agenda:

1. Review 07/21/20 Minutes ✓
2. 8:30 AM Andy Swaim Olde English Cemetery & Tree Damage. Cost to survey property. *1.4 acres*
3. 9:00 AM Steven McCoy DOH - Parcel 148 - 522 Bypass
4. Roof Repair on Wilkes - Selected Adam Myers \$9,600.00 to Start Nov.
5. Quotes to resolve water leaking on the back wall.
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Minutes:

New Business:

2. Damage from tree down behind old Eagle Club that is not on town property - \$2,200 - Estimate to remove tree.
Sent letter to Roe. 7/6 - offer cost share from Iner Board
wires took out power to williams - TVC/Computer/Fridge/microwave
no response from Roe.
hand survey could be \$2400 -
who has responsibility for the tree.
Insurance claim for tree damage appears town owns, but no keeps documentation Tom Waugh said car - was originally owned at marks & given to the lot.
williard would be willing to buy a piece of the property in lieu of clean up if we owned the Property
Note to Rainal on agenda for Sept
williard said other trees may come down.

2)

Sharron Corrck

From: Andrew Swaim <39anteros@gmail.com>
Sent: Wednesday, August 12, 2020 1:06 PM
To: Sharron Corrck
Subject: Finance Committee

Sharron,
Would you put me on the agenda for the next finance committee meeting? I want to bring everyone up to date on the Coughlin Lane situation, and how it could impact the town's finances. Is the meeting still next Tuesday the 18th at 8:30 am? Would you want me there at 8:30 or come in later? Thank you.
Andy

Sent from my iPhone

Sharron Corrick

From: Elizabeth Skinner <skinnerea@gmail.com>
Sent: Friday, July 31, 2020 11:56 AM
To: Sharron Corrick
Subject: FW: English Cemetery Survey Estimate

Sharron, I believe that you already have the English Cemetery on the agenda for the next August FC meeting. This is the estimate for the work that the FC/council will need to consider. Thanks.

Beth

Sent from Mail for Windows 10

From: Kate Lehman
Sent: Friday, July 31, 2020 11:00 AM
To: Elizabeth Skinner; Andy Swaim; jmbohrer@comcast.net
Subject: Fwd: English Cemetery Survey Estimate

Sent from my iPhone

Begin forwarded message:

From: Alma Gorse <alma.berkeleylandsurveys@gmail.com>
Date: July 31, 2020 at 10:02:32 AM EDT
To: Kate Lehman <goldfairy39@gmail.com>
Cc: berkeleylandsurveys@gmail.com
Subject: English Cemetery Survey Estimate

Good morning Kate..Cindy has reviewed your request, please see the following.
The cemetery must be resurveyed to find the corners. We can do a survey of all the lots around it.

Research and other office time: 8-12 hours @ \$85.00 per hour (\$680 - \$1020) plus;
7-10 hours of field time at \$140.00 per hour (980 - \$1400) for a resurvey.

Please note that this estimate does not include travel time to Richmond, VA should that be necessary to search for deed work on the cemetery.

Have you checked with the historical society at the library to see if they have any documentation about the cemetery?

Thank you Kate and have a good day, alma

--

Alma E. Gorse
Berkeley Land Surveys
129 Fairfax Street

Berkeley Springs, WV 25411

304-258-3161

Sharron Corrick

From: Elizabeth Skinner <skinnerea@gmail.com>
Sent: Saturday, July 25, 2020 12:05 PM
To: Sharron Corrick
Subject: Survey in Old English Cemetery

I have been working with the tree board on the Old English Cemetery situation. Lance Strait does not think the situation is extremely urgent. Old trees do not fall over in dry weather but very wet weather unless, of course, there is a violent storm. So he thinks we should work through normal challenges to get all the data to move forward, but that we do need to keep moving on this. The Willards also want to move forward, but are not "panicked, so as long as the council is working to clarify who is responsible for what, Lance and Andy think we are okay with not doing anything immediately.

We have gone to the Surveyor's in the old extension office to see what our options are to identify ownership and boundaries. We will have a survey proposal with two options ready for the next FC meeting. I have also asked Kate Lehman and Andy Swaim to attend if they think this would be helpful.
Beth

Sent from [Mail](#) for Windows 10

3)

Sharron Corrick

From: Susan Webster <susanjwebster1@comcast.net>
Sent: Thursday, August 13, 2020 9:25 AM
To: Sharron Corrick
Subject: Re: DOH parcel 148

I would think Finance would be better. If Finance wants to report on the meeting at Council it's up to them. The State pays 'fair market value' or they just take it and pay the same. As far as that lot is concerned, this the best thing that could have happened.
Susan

On 08/13/2020 9:14 AM Sharron Corrick <townofbath@wvdsi.net> wrote:

Please advise if Steven McCoy needs to come to the Finance or Council Meeting to discuss the purchase of parcel 148.

Thanks

Sharron A. Corrick,
Town of Bath Clerk
271 Wilkes Street
Berkeley Springs, WV 25411
Phone: (304)-258-1102
Fax: (304)-258-2638
Email: townofbath@wvdsi.net

For Upcoming events visit: *Web: Townofbath.org or Facebook: [Town of Bath](#)*

WEST VIRGINIA STRONG - *The Comeback*

Due to Covid-19, the Town of Bath and Berkeley Springs Water Department are now enforcing protective measures set forth by the Center for Disease Control (CDC) and Governor Justice. Wearing a mask and Social