

May 19, 2020 @ 8:30am

Town Clerks Office.

Agenda:

1. Review 02/18/20 Minutes
2. Roof Repair on Wilkes – no Movement
3. Chamber request of review of the license fee for Apple Butter Festival – No Movement
4. BSPD Vehicle & Staffing update
5. Marc Train update
6. Cemetery – working space with changes upstairs
7. Make it Shine
8. Hotel Motel Funds
9. Budget Revision
10. PPP, SBA, Cares Act
11. Reopening the Office & Council meetings.

Minutes:

Meeting was held on the Zoom Platform, in attendance were Scott, Beth, Rick, Rose, Susan, Chris and Sharron.

1. Minutes were reviewed and approved.
2. Sharron reported that there had been no change on the status of this project.
3. Sharron reported that there had been no change on the status of this project.
4. Sharron reported that it was nice to have the Citations the same day they were written and that the new Chief is very responsive. Rose reported that the cars would be discussed in the Public Safety meeting that evening. She also said that they were working on Job descriptions that would substantiate Danielle's raise.
5. Susan sent the information received by the MD Senator to Daryl Cowles, Bill Clark and Sean Forney as they are key POC.
6. Beth reported that there was no option to make a space for the Cemetery upstairs. The room off the council room looks like it will be the best option.
7. Due to the Pandemic the 'Make it Shine' days were cancelled. This is a great loss of volunteer help that is used to clean up some of the area's in Town and the Cemetery. It was suggested that maybe the Town could host a Volunteer clean up day. This could be discussed at the Council Meeting tonight.
8. The loss of Hotel/Motel Occupancy Tax for the last couple of months will affect the distribution. Sharron reported that we are currently running about \$1K short of the commitment.
9. Sharron brought the fact that a budget revision would need to be done in the next few weeks due to the changes.

10. Sharron explained how she had applied for the PPP for the Cemetery and the Town and did not qualify as we are a government agency. We also did not meet the criteria for the SBA loans. The Gov just rolled out the Care Act for reimbursements for the additional cost associated with the Pandemic. Sharron said the Town has around \$12k currently and she would get those processed. There was also talk regarding the \$100K that was given to the Morgan County and if any of that would trickle down to the Town. Susan suggested that someone should get on the next agenda to ask the status of that.
11. There was a discussion regarding the reopening of the office, Chris had put together a comprehensive plan with several options to pick from. The problem seems to be how to find a happy medium, where the staff feels safe and we are accessible to the public. The WSPSD is open with out any restrictions and the MC Court house is open with several. Rodney is replacing the sliding glass window in the front office with a one piece of glass. More to come on this discussion.

Town of Bath Transaction Detail By Account

July 2019 through June 2020

4:33 PM
06/15/20
Cash Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Debit	Credit	Paid Amount	Balance
1 368 000 00 Contribution											
Deposit	07/03/2019			4th Qtr 2018/19 Hotel Motel funds	400 Town		Streetscape Fund		3,000.00	3,000.00	3,000.00
Deposit	07/03/2019			4th qtr 2018/19 Hotel Motel funds	400 Town		Tree Board Acc...		575.00	575.00	3,575.00
Deposit	07/03/2019			4th Qtr 2018/19 Hotel Motel Funds	400 Town		North Berkeley ...		225.00	225.00	3,800.00
Deposit	10/01/2019			2018/19 Hotel Motel Surplus	400 Town		North Berkeley ...		4,050.00	4,050.00	7,850.00
Deposit	10/01/2019			2019/20 1st Qtr Contribution	400 Town		North Berkeley ...		225.00	225.00	8,075.00
Deposit	10/01/2019			2018/19 Hotel Surplus	400 Town		Train Depot Co...		4,000.00	4,000.00	12,075.00
Deposit	10/01/2019			1st Qtr. Hotel Motel Contribution	400 Town		Train Depot Co...		500.00	500.00	12,575.00
Deposit	10/01/2019			2018/19 Surplus Hotel Motel Funds	400 Town		Streetscape Fund		1,450.00	1,450.00	14,025.00
Deposit	10/01/2019			2019/20 1st Qtr. Hotel Motel Funds	400 Town		Streetscape Fund		3,000.00	3,000.00	17,025.00
Deposit	10/01/2019			2019/20 1st Qtr. Hotel Motel Contribution	400 Town		Tree Board Acc...		575.00	575.00	17,600.00
Deposit	10/03/2019			Delectable Mountain Quilt Guild	400 Town		Streetscape Fund		7,000.00	7,000.00	24,600.00
Deposit	10/16/2019			Mills parking at Williams St	400 Town		Streetscape Fund		300.00	300.00	24,900.00
Deposit	10/16/2019			AB Parking	400 Town		Streetscape Fund		1,665.50	1,665.50	26,565.50
Check	10/21/2019	1865	North Berkeley Rail T...	2019/20 Morgan County Hotel/Motel Funds	400 Town		General Fund	4,000.00			22,565.50
Check	10/21/2019	1866	TOB Streetscape Fund	2019/20 MC hotel/Motel Tax	400 Town		General Fund	-5,500.00			17,065.50
Deposit	10/21/2019			2019/20 MC hotel/Motel Tax	400 Town		Streetscape Fund		5,500.00		22,565.50
Deposit	10/21/2019			mc hotel motel tax for NBRT/SS	400 Town		North Berkeley ...		4,000.00		26,565.50
Deposit	10/21/2019	70619		MC 1/2 Hotel Motel Contribution	400 Town		Streetscape Fund		5,500.00		32,065.50
Deposit	11/27/2019	70750		from MC Hotel/Motel fund	400 Town		North Berkeley ...		225.00		32,290.50
Deposit	01/08/2020			1st Qtr. 2019/2020 Hotel/Motel	400 Town		Streetscape Fund		3,000.00		35,290.50
Deposit	01/08/2020			2019/20 2nd qtr hotel motel	400 Town		North Berkeley ...		225.00		35,515.50
Deposit	01/08/2020			2nd qtr Hotel Motel fund	400 Town		Train Depot Co...		500.00		36,015.50
Deposit	01/08/2020			2019/20 2nd qtr. Hotel Motel	400 Town		Tree Board Acc...		575.00		36,590.50
Deposit	04/08/2020			3rd Qtr. 2019/2020 Hotel/Motel	400 Town		North Berkeley ...		225.00		36,815.50
Deposit	04/08/2020			3rd Qtr 2019/2020 Hotel/Motel	400 Town		Streetscape Fund		3,000.00		39,815.50
Deposit	04/08/2020			3rd Qtr 2019/2020 Hotel/Motel	400 Town		Train Depot Co...		500.00		40,315.50
Deposit	04/08/2020				400 Town		Tree Board Acc...		575.00		40,890.50
								9,500.00	63,665.50	54,165.50	54,165.50
								9,500.00	63,665.50	54,165.50	54,165.50

19K from TIC
71K
8K
Agape Bitter
28,000 - 10K NBRT
18K SS/Budget

9450-2018/19
Surplus

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2019 - 2020	Revised Budget
295	Nonspendable Fund Balance		0
296	Restricted Fund Balance		0
297	Committed Fund Balance		0
298	Assigned Fund Balance		0
299	Unassigned Fund Balance	27,106	27,106
301	01 Property Taxes - Current Expense (Linked to Rate & Levy Tab)	169,363	145,363
301	02-05 Prior Year Taxes	0	0
301	06 Supplemental Taxes		0
301	07 Tax Loss Restoration		0
301	90 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	91 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	92 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	93 Property Taxes - Bond Levy (Linked to Bond Levy Tab)	0	0
302	Tax Penalties, Interest & Publication Fees		0
303	Gas and Oil Severance Tax (Expenditures must be listed on "Expenditures" tab, Cell Reference D639 : D644)	1,500	1,500
304	Excise Tax on Utilities	64,000	67,500
305	Business and Occupation Tax	54,000	50,000
306	Wine & Liquor Tax	11,000	20,150
307	Animal Control Tax		0
308	Hotel Occupancy Tax	70,000	70,500
309	Amusement Tax	100	80
311	Insurance Premium Surtax		0
312	Motor Vehicle Operator's Tax		0
313	Horse and Dog Racing Tax		0
314	Sales Tax		0
320	Fines, Fees & Court Costs	12,000	22,000
321	Parking Violations	6,000	6,100
322	Regional Jail Operations Partial Reimbursement		0
325	Licenses	6,000	10,500
326	Building Permit Fees	500	580
327	Miscellaneous Permits		0
328	Franchise Fees	3,200	10,850
329	Inspection Fees		0
330	IRP Fees (Interstate Registration Plan)	6,500	12,200
332	Employee Health Insurance Premium Charges		0
333	Retirees' Medical Insurance Charges		0
334	Retirees' Prescription Insurance Charges		0
335	Private Liquor Club Fee	3,500	5,200
336	Cemetery Revenues		0
337	Dog Pound Fees		0
338	Emergency Communication Fee		0
339	Emergency Service Fee		0
340	Parks & Recreation (At least 85% should be allocated to Acct. #900, 904, 908, 915)		0

341	Municipal Service Fees		0
342	Parking Meter Revenues	25,000	25,000
343	Off Street Parking		0
344	Collection of Delinquent Accounts		0
345	Rents, Royalties, and Concessions	8,000	8,000
346	Airport Revenues		0
347	Jail Fees		0
348	Special Assessments		0
350	Refuse Collection (At least 85% should be allocated to Accts.#800 and/or #801)	100,000	113,500
351	Police Protection Fees (At least 85% should be allocated to Acct. #700)	20,000	25,000
352	Fire Protection Fees (At least 85% should be allocated to Acct. #706)		0
353	Planning Commission Revenue		0
354	Landfill / Incinerator Fees		0
355	Street Fees (At least 85% should be allocated to Acct. #750)	25,000	30,000
357	Housing Program Revenues		0
358	Civic Center / Coliseum		0
359	Floodwall Fees		0
361	Charges for Services		0
362	Charges to Other Entities	18,000	10,000
363	Ambulance Fees		0
365	Federal Government Grants	0	0
366	State Government Grants	0	0
367	Other Grants	1,000	0
368	Contributions from Other Entities	30,000	58,000
369	Contributions from other Funds (Explain type of funds and amounts being transferred, "Expenditures" tab Cell Reference A651 : D655)		0
370	Charges to Other Funds		0
371	Payment in Lieu of Taxes		0
372	Federal Payment in Lieu of Taxes		0
373	Flood Reimbursement		0
374	Payroll Reimbursements		0
375	Transfers from Rainy Day Fund		0
376	Gaming Income	9,500	9,000
377	Capital Lease Revenues		0
378	Municipal Specific - Must Provide Explanation		0
379	Gain/Loss on Sale of Fixed Assets		0
380	Interest Earned on Investments	100	130
381	Reimbursements (Explain type of funds & amounts being transferred, "Expenditures" tab Cell Reference A662 : D666)	5,000	4,200
382	Refunds and Rebates (Explain type of funds & amounts being transferred, "Expenditures" tab Cell Reference A662 : D666)		0
383	Sale of Fixed Assets		0
384	Sale of Materials		0
385	Commissions		0
386	Insurance Claims		0
387	Filing Fees		0
388	Library Fees		0
389	Accident Reports	200	80
390	Bingo Revenues		0
391	Recycling Program		0

392	Property Rehabilitation		0
393	Interest on Special Assessments		0
394	Confiscated Property		0
395	Employees Retirement Contribution (Police & Fire)		0
396	Fair Market Value		0
397	Video Lottery (LVL)	1,000	1,100
398	Proceeds from Sale of Bonds		0
399	Miscellaneous Revenues	500	3,300
01	Grand Total - General Fund Revenues	678,069	736,939

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Account Number	02 COAL SEVERANCE TAX FUND REVENUE SUMMARY	Budgeted Revenues 2019 - 2020	Approved Revisions
298	Assigned Fund Balance	200	200
310	Coal Severance Tax	950	1,950
380	Interest Earned on Investment		0
381	Reimbursements		0
382	Refunds		0
02	Grand Total - Coal Severance Tax Fund Revenues	1,150	2,150

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2019 - 2020	Revised Budget	Coal Budget 2019 - 2020	Revised Budget
GENERAL GOVERNMENT #401 - 699				
402 Economic Development		0		0
403 Federal Grants		0		0
404 State Grants		0		0
405 Zoning Board		0		0
406 Consumer Protection		0		0
407 Civil Service		0		0
408 Insurance Program (Self Insured)		0		0
409 Mayor's Office	250	50	0	0
410 City Council	500	80	0	0
411 Recorder's Office	250	50	0	0
412 City Manager's Office	0	0	0	0
413 Treasurer's Office	0	0	0	0
414 Finance Office	0	0	0	0
415 City Clerk's Office	56,101	70,101	0	0
416 Police Judge's Office	3,550	3,550		0
417 City Attorney	6,000	4,000		0
418 City Auditor	4,500	0		0
419 Main Street Program		0		0
420 Engineering		0		0
421 Community Development (Housing)		0		0
422 Personnel Office		0		0
423 Purchasing Department		0		0
424 Contributions to Comms/Authorities	8,500	6,300	1,150	1,150
425 Enforcement Agency		0		0
426 Litigation Reserve		0		0
427 Rehabilitation of Property		0		0
428 Acquisition of Property		0		0
429 Clearance		0		0
430 Program Planning		0		0
431 Printing		0		0
432 Other Grants		0		0
433 Custodial		0		0
434 Housing Authority		0		0
435 Regional Development Authority	213	213		0
436 Building Inspection		0		0
437 Planning & Zoning		0		0
438 Elections		0		0
439 Data Processing		0		0

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2019 - 2020	Revised Budget	Coal Budget 2019 - 2020	Revised Budget
440 City Hall	38,800	45,000	0	0
441 Other buildings		0		0
442 Internal Audit		0		0
443 Charter Board		0		0
444 Contributions / Transfers to Other Funds		0		0
445 Worthless Checks		0		0
500 Other Buildings #2		0		0
501 Employee Wellness		0		0
565 Electrical Services		0		0
566 Public Works Department		0		0
567 Public Grounds		0		0
568 Complaint Department		0		0
569 Local Government Access Channel		0		0
570 Energy Savings Contract		0		0
571 Parking		0		0
590 Market House		0		0
698 Transfers/Reimbursements		0		0
699 Contingencies (CAN NOT EXCEED 10% OF TOTAL BUDGET)		0		0
TOTAL GENERAL GOVERNMENT	118,664	129,344	1,150	1,150

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2019 - 2020	Revised Budget	Coal Budget 2019 - 2020	Revised Budget
PUBLIC SAFETY #700 - 749				
700 Police Department	203,162	188,647		0
701 DARE Grant		0		0
702 COPS Grants	2,500	0		0
703 Investigative Services & Control		0		0
704 Police-Special Duty		0		0
705 City Jail		0		0
706 Fire Department	1,500	1,500		0
707 Dog Warden/Humane Society		0		0
708 Watershed Project		0		0
709 Ambulance Authority		0		0
710 Dams & Dredging		0		0
711 Communication Center/Central Dispatch		0		0
712 Traffic Engineering		0		0
713 Civil Defense		0		0
714 Flood Control/ Soil Conservation	2,000	2,000		0
715 Fire Hydrants	1,300	1,300		0
716 Emergency Services	0	0	0	0
717 Juvenile Justice Diversion Program		0		0
718 Drug & Violent Crime Control Grant		0		0
719 Local Law Enforcement Block Grant		0		0
720 Local Law Enforcement Block Grant		0		0
721 Local Law Enforcement Block Grant		0		0
722 Local Law Enforcement Block Grant		0		0
723 Local Law Enforcement Block Grant		0		0
724 Fire Fee Distribution		0		0
TOTAL PUBLIC SAFETY	210,462	193,447	0	0

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2019 - 2020	Revised Budget	Coal Budget 2019 - 2020	Revised Budget
STREET AND TRANSPORTATION #750-799				
750 Streets and Highways	119,168	130,168	0	0
751 Street Lights	16,000	16,000		0
752 Signs and Signals	3,000	0		0
753 Snow Removal	4,000	0		0
754 Central Garage		0		0
755 Street Construction	18,000	21,205		0
756 Street Cleaning		0		0
757 Sidewalks		0		0
758 Airports		0		0
759 Public Transit		0		0
760 Port Authority		0		0
761 Grants - Street and Transportation		0		0
TOTAL STREET & TRANSPORT.	160,168	167,373	0	0
HEALTH & SANITATION #800 - 899				
800 Garbage Department	118,775	140,775	0	0
801 Landfill/Incinerator Department		0		0
802 Recycling Center		0		0
803 Local Health Department		0		0
804 Other Health Program		0		0
805 Storm Sewer		0		0
806 Water & Sewer		0		0
807 Sewer - Source of Supply		0		0
808 Water - Source of Supply		0		0
809 Grants - Health and Sanitation		0		0
TOTAL HEALTH & SANITATION	118,775	140,775	0	0

**MUNICIPALITY OF BATH (BERKELEY SPRINGS), WEST VIRGINIA
FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2019 - 2020	Revised Budget	Coal Budget 2019 - 2020	Revised Budget
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	22,700	40,700	0	0
901 Visitors Bureau		0		0
902 Travel Council	35,000	43,000		0
903 Fair Associations/Festivals	1,500	1,500		0
904 Swimming Pools		0	0	0
905 Community Center		0		0
906 Arts & Humanities	2,900	2,900		0
907 Youth Program		0		0
908 Playgrounds		0		0
909 Museum Commission	2,800	2,800		0
910 Civic Center - Municipal Auditorium		0		0
911 Historical Commission	4,200	4,200		0
912 Civic Promotions		0		0
913 4-H Camp		0		0
914 Rails to Trails	900	10,900		0
915 Ice Arena		0		0
916 Library		0		0
917 Law Library		0		0
918 Golf Course		0		0
919 Stadium		0		0
920 Grants - Culture and Recreation		0		0
TOTAL CULTURE & RECREATION	70,000	106,000	0	0