

TOWN OF BATH COUNCIL MEETING

July 16, 2024

1. Call to ORDER: @ 5:30pm by Mayor.
2. ROLL CALL: Scott Merki (X) Susan Webster (X) Elizabeth Skinner (X) Greg Schene (X) Rebecca MacLeod (A) Mary Lynn Hickey (X) Dave O'Connell (X) Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of July 2, 2024 were approved by Common Consent.
4. PERSONS BEFORE COUNCIL: Gerry Michaels of 307 S. Washington St. asked how he should go about creating and maintaining a small garden on property that is a Town owned alleyway behind his house on S. Washington St. He was instructed to submit a Town Facilities Use Form and that it would be taken up in the next Finance Committee meeting.
5. COMMUNICATION FROM MAYOR: The Mayor commented on the very hot weather recently. He also introduced Boy Scout Eric Butts of Troop #. Attending a Council meeting is a requirement of a merit badge that he is working towards completing.

COMMITTEE AND BOARD REPORTS

1. BATH DEVELOPMENT AUTHORITY (BDA): The next regular meeting is August 7 at 4:30 in the County Commission Room of the Courthouse. Recorder Webster reported that the Finance Committee had concurred that allowing up to \$400.00 for travel expenditures is permissible for Assistant Clerk Farris to attend the On Trac meeting in Parkersburg. It is hoped that the BDA will contribute to and become involved in this program and endeavor.
2. PARKS & REC: The next meeting is July 17.
3. PLANNING COMMISSION (PC): The next meeting is August 8. The Commission is working on long term planning and scheduling Town organizations for development of the Bath Comprehensive Plan.
4. RAIL/TRAIL (NBRT): The next meeting is July 31. Co-Chair Pete Brown attended to report on movement of the WV DOH on the R/T project. Attached is the written report submitted by Brown.
5. STREETSCAPE: Co-Chair Pete Brown has submitted a detailed progress report (attached).
6. TRAIN DEPOT: The next meeting is July 18 at the Depot. 'Miss Isabella Rainsong and her Traveling Companion' will be performed at the Depot on July 19 and 20. Chairwoman Webster is sending the draft Depot lease to TBS officials.
7. LANDMARK COMMISSION (HLC): No report at this time.
8. CLERK/RECORDER REPORT: Clerk Corrick prepared and presented a 2025 Budget Revision to be sent to the State Auditor's Office to reflect actual increases in account numbers 298 and 800 (attached). This is a required revision. The FC recommended this revision and accompanying Resolution 2024-08-01 to Council.
MOTION: To approve the 2025 Budget Revision and accompanying Resolution

2025-08-01 as presented (attached)- Webster/Skinner – Carried unanimously

9. FINANCE: Chairwoman Webster delivered the following bills for approval:

(a) Town of Bath \$21,359.50- Motion to approve: Webster/Hickey - Carried

(b) BSWW \$40,235.77– Motion to approve: Webster/Skinner- Carried

(c) Greenway Cemetery \$8,669.12- Motion to approve: Webster/Hickey- Carried Cemetery Chairwoman Skinner stated that this bill was for the mausoleum repair.

(d) BSWW R&R \$9,500.00: Motion to approve: Webster/Skinner- Carried

10. TREE BOARD: Member Kate Lehman told Council that the group is developing it's 2024 five-year plan. Businesses and the public were encouraged to water trees and plants adjacent to their properties. The next meeting is July 17.

11. GRANT: The next meeting is August 12. Chairwoman Hickey informed Council that she is waiting for outcomes on grant applications that have been submitted. She is continuing her efforts on developing grant funding for a new Town website. The Bath Civic Trust will be applying for a grant for this and other purposes also.

12. PUBLIC SAFETY: The next meeting is August 14. Committee member Schene reported that this committee is studying the possibility of allowing permit parking for business owners and employees.

13. CEMETERY: Chairwoman Skinner reported that the mausoleum work is done. Gratitude was expressed by all for the help of Pete Brown and Thrasher Engineer Jeff Gola Seasonal work is continuing keeping drought conditions in mind.

14. PUBLIC WORKS: Next meeting on August 6. No report at this time.

15. ORDINANCE: The next meeting is July 11. Chairman Schene informed all that the WV PSC is requiring financial justification for the BSWW new Tariff Ordinance Capacity Capital Cost Fee for their approval. This is being developed for submission and future required procedures will be announced. The Ordinance Committee is looking into creating a vacant building ordinance.

16. BSWW: The next meeting is July 17. Chairman O'Connell explained that work continues to acquire the property ROWs for the Rt. 522 extension. Six are in hand of the 16 needed to be obtained. O'Connell will attend the next meeting of the Morgan County Commissioners to request financial assistance for the needed \$1.5 million plant upgrade necessary to accommodate the Rt. 522 waterline extension. The Chairman is preparing the 2024-2025 Budget for WV PSC approval. O'Connell underscored the WV PSC's required financial justification for the Capacity Capital Cost Fee. The BSWW is replacing and upgrading water meters and other essential components of the company to insure the reliability of the water service to customers.

17. MOTION TO ADJOURN: Approved by Common Consent.

Attest:

Mayor Scott E. Mab

Recorder Suzanne Webster

**Streetscape and BSSP Projects Status Report for Town Council
July 16, 2024**

STREETSCAPE

Next Committee Meeting: 9 am Thursday 7/18 Town Conference Room

Phase V Construction contract:

- DOH is preparing the Supplemental Funding Agreement for the next bidder. Do not yet have a date when the Town will see the Agreement. Town's Cash Match will be \$13,680.80. There are sufficient funds in Streetscape Account to provide this immediately to DOH.
- DOH says Contractor will extend bid in 30-day increments as needed until Agreement and funds are in place. This delay means that construction will start much later than anticipated. There will likely be a need to work out a minimum interference with Apple Butter.

Phase V lighting grant application: \$100K Grant plus \$25k Town Cash Match - Submitted and accepted by DOH on June 25th. Identified as the Town's #1 Priority.

WVDOH TA Grant Phase VI design grant: \$56K Grant plus \$14k Town Cash Match - Awarded in April 2024; formal Letter dated 6-11-24 – Thrasher drafting Scope Document that will lead to a DOH/Town Funding Agreement, Town Task Order to Thrasher, DOH & FHWA authorization and DOH Authority to Proceed. Probably a few months away. There are sufficient funds in the Streetscape Account to fund this.

WVDOH TA Grant Phase VI construction grant application: \$400K Grant plus \$100K Town Match. Submitted and accepted by DOH on June 25th. Identified as the Town's #2 Priority

Streetscape Account Cash Flow: Working on cash flow predictions based on current account plus various Cash Match requirements from above Grant actions. Will discuss at July 18th Streetscape Committee Meeting.

BERKELEY SPRINGS STATE PARK PROJECT

Current Status

- Final Consent Order is out for public comment – closes on Aug 3rd. Expect DEP will sign the Order after that. It becomes "Effective" after that.
- Letter response to DOH Legal letter of July 2nd ready for Mayor's signature (Bid Bond and possible remaining Project funds – to recover cost of fine)
- Briefing package prepared for planned meeting
- Corrective Action Plan & Schedule (required by the Consent Order) in final draft now.

NBRT

- Conference call with DOH on the three new bridges solicitation on Thursday July 18th.
- Currently DOH and County reviewing previous Permits to verify end dates and revise as needed.
- No overall DOH schedule for the revised Project yet.
- Planned NBRT Task Force Meeting – July 24th; 4:00 PM Commissioners Conference Room

Pete Brown
Streetscape Committee

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-6090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET
 Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists.
 (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: 2025
 Fund: 2
 Revision Number: .1
 Pages: 1

Person To Contact Regarding Request:
 Name: Sharron Corrick
 Phone: 304-258-1102
 Fax: 304-258-3638
 Email: townofbath@wvdsi.net

Town of Bath
 GOVERNMENT ENTITY
271 Wilkes Street
 STREET OR PO BOX
Berkeley Springs WV 25411
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	500	665		1,165
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

665

Explanation for Account # 378, Municipal Specific:
 Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
800	Garbage Department	4,500	665		5,165
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

665

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Division

Sharron Corrick
 AUTHORIZED SIGNATURE
 OF ENTITY

7/16/2024
 APPROVAL
 DATE

**BERKELEY SPRINGS WATER WORKS
EXPENDITURES AND ENCUMBRANCES**

		General Account		
BATCH DATE	YEAR:	2025		
7/16/2024				
VENDOR ACCT #	VENDOR NAME	AMOUNT	DESCRIPTION	
	Mikes Service Center	\$ 214.00	Brakes 08 F150	
	Miss Utility	\$ 43.35	June 2024	
	PSC	\$ 2,672.20	Intrastate Revenue Assessment fee	
	Potomac Edison	\$ 7,943.58	May & June 2024 Master Bill	
	Town Of Bath	\$ 182.06	August 2024 EE Paid Dental/Vision	
	U Bank	\$ 6,002.78	P Cards June 2024	
	Reserve for Debt	\$ 21,677.80	Bond Coverage	
	Depreciation	\$ 1,500.00	Monthly Deposit	
	TOTAL	\$ 40,235.77		

**BERKELEY SPRINGS WATER WORKS
EXPENDITURES AND ENCUMBRANCES**

BATCH DATE	YEAR:	Repair & Replace Account	AMOUNT	DESCRIPTION
7/16/2024	2025			
VENDOR ACCT #	VENDOR NAME	AMOUNT	DESCRIPTION	
	Core & Main	\$ 9,500.00	MRX920 V\$ Data Collector	
	TOTAL	\$ 9,500.00		

GREENWAY

EXPENDITURES AND ENCUMBRANCES

		YEAR:				
			2025			
BATCH DATE	7/16/2024					
Chart of account	Vendor		AMOUNT	DESCRIPTION	Bank	Balance
	MRB Enterprises	Invoice #33	\$ 8,570.12	Mausoleum		
	AC&T	Invoice 51920B	\$ 99.00	Porta Pot		
		Totals:	\$ 8,669.12			