

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting Minutes
July 16, 2024

1. CALL TO ORDER: By Chairman at 4:00pm.

2. Roll Call of Bath Council FC Members: Chairwoman Susan Webster (X), Greg Schene (X), Mary Lynn Hickey (X) – Quorum present
Also present: Councilors O’Connell and Skinner, Mayor Merki, Tree Board member Kate Lehman and Streetscape and R/T Co-Chair Pete Brown

3. Review of Minutes: Finance Committee Regular Meeting Minutes of July 2, were approved by Common Consent.

4. Clerk’s Report –

A. The census of Bath addresses project for accurate sales and property tax collection is eligible to receive an assist from the WV Tax Division. They are implementing a GIS mapping system to upgrade the current process of creating a boundary file and maps for municipalities who wish to participate in the program. Councilman Schene is following up on this important work.

B. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information and payroll data. She requested a Budget Revision (attached) to the Approved Budget for 2025 to reflect actual increases in account numbers 298 and 800. This is a required revision. The FC concurred to recommend this revision and accompanying Resolution 2024-08-01 to Council.

C. The BSWW Water Committee is interested in paying the Town Clerk and Assistant Clerk temporary compensation for their ongoing assistance while the Water Office is understaffed and training new clerks. Discussion was held.

MOTION: To consent to receive from the BSWW to the Town \$1,000.00 for Town Clerk Corrick and \$1,000.00 for Assistant Clerk Farris for their ongoing assistance to the BSWW during staffing shortfalls and training.- Hickey/Schene - Carried

5. Cemetery Updates and possible action -

A. Cemetery Chairwoman Skinner along with Councilman Schene explained their findings and disappointment in how the Cemetery Perpetual Trust Fund investments have been handled by the Trust Department of CNB Bank. Skinner and Schene plan to meet with the CNB Bank President and will advise the FC of their conclusions.

B. Cemetery Chairwoman Skinner explained that after approval and payment of final invoices for the repair of the Greenway mausoleum that there

will be funds left over. Volunteer Pete Brown and Skinner suggested that \$5,000.00 of those funds be set aside in an account for future upkeep and repairs of this structure. The FC agreed that this was a reasonable and good suggestion that should be acted upon.

C. Cemetery Chairwoman Skinner presented the remainder of the mausoleum contractor Mark Brining's invoices for payment. It was concurred that after the Cemetery Committee's satisfaction that all punch list and any other concerns were satisfied the invoice is to be paid.

6. Grant and Project information updates and possible action

A. Grant Chairwoman Hickey is waiting to learn the outcomes of grants that have been previously applied for by Bath. She informed the FC that the Bath Civic Trust is eligible and planning to apply for a grant for a new Bath website. She is also researching other grant opportunities. Ongoing project progress has been submitted by Pete Brown and is attached.

B. Depot Chairwoman Webster presented the Depot/TBS lease draft produced by Town Attorney Gay for consideration. She will see that TBS officials receive the draft as soon as possible. Entertainment provided by Ross Martin for donations to the Depot will be July 19 and 20.

C. Volunteer Pete Brown explained that four WSR Planning requests for quotes have been received and are being evaluated.

D. The OnTrac program and the Bath Development Authority participation in such were discussed. Town Assistant Clerk Farris has offered to attend a mandatory meeting of the OnTrac program State Organization to be held in Parkersburg on July 26. It was estimated that the cost may be \$400.00 and hopes were expressed that the BDA would assist. Depot Chairwoman Webster offered assistance from the Depot account due to her anticipation of this program helping to develop the Depot and adjoining lot. Common consent was given by the FC for up to \$400.00 to be spent.

6. Town Financial Concerns:

A. The Ordinance Committee will meet July 11 at 4pm. Chairman Schene explained that the BSWW Tariff has been sent to the WV PSC and that justification of the Capacity Capital Cost Fee must be provided to the PSC. Schene is working on this and it will require further public actions by Council at a later date.

B. Tree Board member Kate Lehman told the FC that this Board is preparing a five year plan and will present it as soon as it is done.

7. Bills for the BSWW and the Town were approved for recommendation to the Council. Included in the bills is the Warm Springs Water Shed Directors and Officers

insurance invoice of \$824.00 which they requested be paid from their Hotel Motel tax grant fund allotment. There was concurrence to do so.

8. The next FC Regular Meeting date is August 6, 2024 at 4pm in the Municipal Center.

9. Adjourn

Chairman Stubbs Date Aug 6, 2024

