

**TOWN OF BATH FINANCE COMMITTEE**  
**Regular Meeting Minutes**  
November 19, 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, MacLeod, Skinner, Tree board member Kate Lehman and Clerk Corrick

3. Review of Minutes: Finance Committee Regular Meeting Minutes of November 5, 2024 were approved by Common Consent.

4. Clerk’s Report –

A. The census of Bath addresses and GIS mapping project for accurate sales and property tax collection is an ongoing endeavor. Councilman O’Connell is continuing to work with Amber Miller of the WV Tax Division on this project and will report back with progress. GIS mapping is working out better than zip + 4.

B. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information and payroll data.

a. Town Clerk Corrick’s computer’s condition was discussed. Due to the importance that she have adequate and dependable equipment to perform her duties, Clerk Corrick was asked to research new computers with the assistance of local suppliers.

b. The Town is waiting for the Myers Street property purchase documents to be returned from the seller with their signatures.

c. N. G. Gilbert submitted a Facilities Use Application for the Depot lot to park bucket trucks, chippers and pick up trucks (attached). This request was denied.

d. There were no Notices of Property Improvement submitted.

e. Bath Civic Trust member Greg Schene requested that the Town donate \$5,000.00 to the organization to assist in the purchase of an ice rink. This donation could come from the funds granted to the BSPD several years ago for children’s activities and recreation. Discussion was held concerning the fact that the total amount in this particular account is \$9,436.35 and that clearing out the account for the purpose presented was appropriate and worthy.

MOTION: To donate \$9,436.35 to the Bath Civic Trust from funds granted to the BSPD for children’s activities and recreation- Hickey/Webster- Carried

5. Cemetery Committee updates and possible action

A. There has been no progress as yet on the Greenway Cemetery Perpetual Trust Fund account.

B. Cemetery Chairman Skinner and Tree Board member Kate Lehman described hazardous and destructive situations in Greenway Cemetery (Tree Board report attached). The Cemetery Committee and the Bath Tree Board requested that they be allowed to share the cost with each paying \$700.00. Skinner added that the Greenway Cemetery allotment could be paid with Hotel/Motel funds. This will allow the Cemetery to keep all funds possible for mowing in the next season. This was understood and concurred.

MOTION: To approve expenditures for the Greenway Cemetery landscape project for removal of hazardous trees and destructive situations as presented- Hickey/Schene – Carried

#### 6. Grant and Project information updates and possible action

A. Grant Chairwoman Hickey reported that the Town of Bath is the recipient of an Appalachian Forestry grant in the amount of \$4,450.00 to rebuild the Town's website. At this time there has been one applicant to be considered for the project task with November 25 as the last date to submit. The goal is a much more attractive and user friendly Bath website.

The Chairwoman will request formal approval of the Cops Grant from Council at this evening's meeting.

Chairwoman Hickey reported that the BSWW plant upgrades will take priority in efforts to obtain funding. The Morgan County Commission has agreed to pay \$35,000.00 toward the professional engineering report.

Councilwoman MacLeod reported that the Warm Springs Watershed Association has a draft contract with the top bidder (Gannett Fleming) for the NRCS planning project. It is hoped that there will be positive results soon.

Additional ongoing project reports on the NBRT, Streetscape and BSSP have been submitted by Pete Brown (attached).

Chairwoman Webster attended the Berkeley Springs State Park Foundation meeting on this day. Discussion was held on the unfortunate and costly DEP violation received by Bath as the project sponsor during the Park's recent improvement project. It was decided by the Foundation would reimburse Bath the entire violation cost of \$3,360.00.

B. Depot Chairwoman Webster has met with officials of TBS to assist the new Depot tenants with any questions, plans or concerns.

7. Bills for the BSWW and the Town were approved for recommendation to the Council.

8. The next FC Regular Meeting date is November 19, 2024 at 4pm in the Municipal Center.

9. Adjourn

Chairman S. Webster Date 12-3-24

**Streetscape, State Park and NBRT Projects Status Report for Town Council  
November 18, 2024**

**STREETSCAPE**

Next Committee Meeting: Tentative: 9 am Thursday 11/21, Town Conference Room

**Phase V Construction:**

- All outstanding clarifications and changes were approved by DOH and are in the process of incorporation into the work by First Fruits.
- Best estimate as of now is that First Fruits expects to complete all the work by the end of December. They do not plan to shut down work and then re-start at a later date. Will try to summarize all the special event work in Town for the Christmas season and share that with First Fruits to best coordinate their work. Final Contract End Date will be worked out with DOH.
- Week of Nov 18<sup>th</sup>: (4-day work week – work hours are 7 am to 5:30 pm)
  - Grade & stake out sidewalk & curb on Wilkes; complete sidewalk foundation work
  - Form and pour the curb and “step” (uses a separate concrete crew)
  - Form & pour the sidewalk (“step” to buildings - possible but not firm yet) – Install junction box before pouring sidewalk
- Week of Nov 25<sup>th</sup>: (2 or 3 days due to Thanksgiving)
  - Complete sidewalk on Wilkes
  - Begin removal of existing sidewalk on Independence; likely the South side
  - Grading for sidewalk and likely trenching for lighting conduit (south side and alley)
- Contractor was asked to install a proper asphalt cap on the gravel-topped trenches across Wilkes (2) and Independence (1). First Fruits agreed (with Josh White) and a cold patch will be placed on these trenches by the end of this week.

**Phase VI Design Task Order:**

- Thrasher forwarded Task Order #2 for the design. DOH approved the Scope and did a Cost Estimate. DOH estimate is: \$69,784. Thrasher estimate is: \$65,000. Draft Task Order sets a fixed price of \$65K. Grant plus Match is \$70K. As with Phase V design, the \$5K balance will shift to the Construction phase once awarded. Next TA Grant application opportunity is early 2025.
- DOH was asked (11-18 am) to prepare the required Funding Agreement for Town and DOH signature.

**Follow-up for Separate Contract to Install Phase V Lighting:**

- Since a Grant was not Awarded, we are considering alternative methods and costs to implement Phase V Lighting completion. Thrasher is completing the drawings, some of which were in our Grant Application
- Streetscape Committee will prepare a cost estimate and identify potential funding sources for the construction and lighting system components – outside of any DOH requirements or influence. Contract could be issued by the Town.
- Final Phase V Design Task invoice (\$15K) received from Thrasher. Sent to DOH for reimbursement.

**BERKELEY SPRINGS STATE PARK PROJECT**

**Current Status of DEP Consent Order:**

- Still awaiting WV-DEP Approval of the Town’s Corrective Action Plan (Submitted with the Fine)
- I will assist the Foundation with their attempt to extend the new stamped and colored concrete sidewalk south from the pavilion area.

**NBRT**

- Final inspection for CBT G3 grant will take place at the Depot stormwater gardens on Wednesday, November 27 at 10:30
- November Meeting would normally be November 27<sup>th</sup>, the afternoon before Thanksgiving. **This will not be scheduled.** Instead, if I get any update, I'll send it out a status email.

Pete Brown  
Streetscape Committee

## Tree Board Report to Council

Tuesday, November 19, 2024

The six trees that are part of the Demonstration City 2025 grant have been delivered.

Michael Merchant has provided an estimate for removing two trees in Greenway Cemetery, a Tree of Heaven that's heaving up a gravestone, and a dead bull pine on Greenway Trail that could damage property or persons should it fall. A report was made to the Tree Board indicating that the cost of removing these trees will be shared by the Cemetery Committee and the Tree Board.

The next meeting is Wednesday, November 20, 2025.



# EVENT / USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH  
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

Please Print or Type

OFFICIAL USE ONLY	
Fiscal Year	_____
Festival License	_____
Business License	_____
License Fee \$	_____
Date Issued	_____

NAME OF EVENT: Temporary parking for Ng Gilbert

DATE(S) OF EVENT: 12-1-2024 - 12-31-2024

REQUESTING GROUP OR ORGANIZATION: Nggilbert

BEGINNING AND ENDING TIMES: 12-1-2024 - 12-31-2024

PROPERTY REQUESTED: Behind old train depot

PURPOSE OF USE: parking

STREET/METER CLOSURES REQUESTED WITH DETAILS: 0

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: no

NUMBER OF VENDORS AT EVENT/FESTIVAL: 0

NAME OF RESPONSIBLE PERSON: JR Schultz

MAILING ADDRESS: 640 echo lane Berkeley Springs WV 25411

TELEPHONE NUMBER: 240-385-7699

EMAIL: jrschultz@nggilbert.com

DATE APPLICATION SUBMITTED: 11/19/2024

SIGNATURE: JR Schultz

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

Application is:  Approved

Denied

Approved Subject to Following:

Town Flat Fee: \$ \_\_\_\_\_

Festival License Fee Due:

\$ \_\_\_\_\_ \$15.00 w/ Business License

\$ \_\_\_\_\_ \$35.00 w/o Business License

\$ \_\_\_\_\_ Total Due

Proof of Insurance on File

Pay Now  
using our QR  
Code!



Signature of Approval: \_\_\_\_\_

*Suzanne Webster*

Date: \_\_\_\_\_

11-19-24