

TOWN OF BATH FINANCE COMMITTEE
Regular Meeting Minutes
October 8, 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 MacLeod, Clerk Corrick
3. Review of Minutes: Finance Committee Regular Meeting Minutes of September 17, 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 remains in cue to receive assistance from the WV Tax Division.
 - B. Clerk Corrick made available the Town’s budget comparison, account review, bookkeeping information and payroll data.
 - a. There were no facilities use forms for consideration at this time. There was one Notice of Building or Real Property Improvement presented (attached). This will be filed with the Morgan County Tax Assessor’s office.
 - b. Clerk Corrick presented the Committee with a Request for Revision to Approved Budget for an increase of \$10,400.00 (attached). Discussion was held. It was concurred that the recommendation to Council for this revision would be for \$10,000.00 which excludes the \$400.00 increase to the Police Judge’s Office.
5. Cemetery Committee updates and possible action
 - A. Chairwoman Skinner was not in attendance. There has been no progress as yet on the Greenway Cemetery Perpetual Trust Fund account.
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. This grant requires a Town match of the same amount. The cyber security grant for the computers for our monthly court session will be reapplied for at the appropriate time.

The COPS Grant has been awarded to the BSPD in the amount of \$111,000.00. This grant is to pay for 75% of a newly hired police officer for Bath for 3 years. The Town has a 5 year window to satisfy the grant stipulations so there is time to complete the requirements.

The WV SHPO Remembrance Grant is being implemented by the Foxglove Garden Club and the Bath DAR with the assistance of Chairwoman Hickey.

Councilwoman MacLeod reported that USDA NRCS grant committee is negotiating with the first firm that was chosen for the planning work.

Chairwoman Hickey has 4 projects in the hopper with Region 9 Planning & Development Council. She told the FC that these projects include sidewalk design and construction, the BSWW equipment repair and replacement, Streetscape streetlights at the Depot. She has also apprised Region 9 of the Bath Civic Trust's (private non profit) ice rink project.

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

B. Depot Chairwoman Webster has not heard back from TBS on the Depot lease proposal, but hopes that there will be positive results soon. She has talked with Jim Bailey of the Depot Committee and future plans are to develop interpretive signage, streetlights and separate bathroom facilities for the property. Webster is organizing parking at the Depot lot for donations to the Depot and related projects during the AB Festival and welcomes volunteer help.

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

8. The next FC Regular Meeting date is October 22, 2024 at 4pm in the Municipal Center.

9. Adjourn

Chairman Susan Webster Date 10-21-2024

**Streetscape, State Park and NBRT Projects Status Report for Town Council
October 7, 2024**

STREETSCAPE

Next Committee Meeting: 9 am Thursday 10/17, Town Conference Room

Phase V Construction contract:

- Pre-Construction (virtual) meeting held by DOH (D5) on Thursday (9/19).
- Town's concerns (especially coordination with Apple Butter Festival) provided to DOH Charleston and District 5 in advance of meeting.
- Contractor (First Fruits Inc.) agreed to set-up and start work after the Festival after October 14th.
- DOH provided the Notice to Proceed on Sep 10th and adjusted the Contract end date to Dec 8, 2024
- Contractor (Vernon Wampler) visited the Town on Oct 2nd to review the work areas, Rebecca and Rodney met with Mr. Wampler. A preliminary list of questions was generated and sent to Thrasher (Gola) and District 5 (JP Burns)
- Most questions were answered on Monday 10-7
- Currently working an issue regarding the removal of the cherry tree on Independence at North Washington Streets. Rebecca advised the Town wished to retain that tree and also the additional parking space that was provided by the plans just east of the tree. Initial measurements indicate that the tree can be saved and the additional parking space can be retained by reshaping the new curb line. Thrasher was asked to prepare a sketch with information for the Contractor on how to reshape the curb line. District 5 was informed

Phase V lighting grant application: Still awaiting news on Grant Award Schedule. Town's #1 Priority

WVDOH TA Grant Phase VI design grant:

- Thrasher preparing cost estimate for Town Task Order
- Drafting Thrasher Task Order. Next will be DOH and Town Funding Agreement, DOH & FHWA authorization and DOH Notice to Proceed. (these are weeks or months away)
- A \$14,000 match will be required at the signing of the Funding Agreement, which has not yet been received for this design contract.

WVDOH TA Grant Phase VI construction grant application: Awaiting news on Grant Award Schedule. Town's #2 Priority

BERKELEY SPRINGS STATE PARK PROJECT

Current Status of DEP Consent Order:

- Awaiting WV-DEP Approval of the Town's Corrective Action Plan (Submitted with the payment of the Fine)

NBRT

Next Task Force Meeting would be Oct 23rd at 4 pm in County Commissioners Room

- Received this update from DOH Charleston (email to Joel Tuttle):
From Tim Sedosky: *"Please be assured we have not given up on this and i have been actively looking at alternatives. We are going to move forward one way or another. I have been discussing with the District as well as folks in our building. and yes, Gary has moved to another Division. Which in turn has impacted us. We'll be in touch."*
From Mark Scoular: *"Gary is no longer in the Planning Division. We are going to meet and try and figure out who will be taking the design of the bridges on to the next step. When that is decided I will let you guys know. Sorry for the delay"*

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: 304-340-5090
 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: 1
 Revision Number: 2
 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

Municipality
 Government Type

Berkeley Springs WV 25411
 CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
342	Parking Meter Revenues	25,000	800		25,800
355	Street Fees	34,000	3,500		37,500
368	Contributions/Transfer from Other Entities		3,500		3,500
350	Refuse Collection (Garbage and Trash Fees)	125,000	2,600		127,600
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			10,400		

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
440	City Hall	132,876	400		133,276
416	Police Judge's Office	3,800	400		4,200
750	Streets and Highways	130,265	7,000		137,265
800	Garbage Department	196,581	2,600		199,181
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			10,400		

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

AUTHORIZED SIGNATURE OF ENTITY

10/8/2024
 APPROVAL DATE

RESOLUTION 2024-10-01

At a regular session of the municipal council, held October 8, 2024, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Town of Bath. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 2 for fund 1 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

Scott Merki	Yes or No
Susan Webster	Yes or No
Elizabeth Skinner	Yes or No
Mary Lynn Hickey	Yes or No
Rebecca MacLeod	Yes or No
Greg Schene	Yes or No
David O'Connell	Yes or No

WHEREUPON, The Town of Bath, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Town Clerk Sharron Corrick is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.