

MARTINSBURG BOROUGH COUNCIL MINUTES JANUARY 6, 2025

The regular meeting of the Martinsburg Borough Council was held on Monday, January 6, 2025 in the municipal building. The meeting started at 7:00 p.m. with prayer by Richard Brantner, Jr. and the Pledge of Allegiance.

ELECTED OFFICIALS PRESENT: Mayor Richard A. Brantner, President P. Robert Dickson, Edward L. Bennett, Vice-President, Charles E. Kensinger, Pro-Tem, Councilman James C. Dell, Darin B. Meck and Councilman Neil E. Gartland (*Janet Blattenberger, was absent*)

In addition to council, present were Borough Manager Richard Brantner, Jr., Secretary/Treasurer Jane Staily, Chief Kerry Hoover, Attorney Nathan Karn, Amy Hockenberry, Thomas Lykens, Assistant Chief Justin Davis, and Cati Keith of the Morrisons Cove Herald.

The following council members were appointed to their COMMISSIONS as follows:

SAFETY	-Charles Kensinger
PROPERTY	-Darin Meck
STREETS	-James Dell
FINANCE	-Rob Dickson
WATER/SEWER	-Neil Gartland

The following **STAFF APPOINTMENTS** were made and approved on motions as follows:

Title	Appointee	Motion by:	Seconded by:	Vote:
CHIEF OF POLICE				
POL. DEPT. OPEN RECORDS OFFICER				
FIRE MARSHALL	-Kerry Hoover	<i>motion by Charles Kensinger, seconded by Neil Gartland, passed unanimously</i>		
ASSISTANT CHIEF	-Justin Davis	<i>motion by James Dell, seconded by Darin Meck, passed unanimously</i>		
SOLICITOR	-Evey, Black Attorneys LLC	<i>motion by Charles Kensinger, seconded by Neil Gartland, passed unanimously</i>		
BOROUGH MANAGER				
EMER. MGMT COOR.				
DEPUTY OPEN RECORDS OFFICER				
ZONING OFFICER	-Richard Brantner, Jr.	<i>motion by Jams Dell, seconded by Darin Meck, passed unanimously</i>		
BOROUGH SECRETARY				
BOROUGH TREASURER				
CHIEF ADMINISTRATIVE OFFICER OF THE PENSION PLAN	<i>(updated State language for forms)</i>			
OPEN RECORDS OFFICER	-Jane Staily	<i>motion by Neil Gartland, seconded by Darin Meck, passed unanimously</i>		
DEPUTY EMER. MGMT. COORDINATOR	-Dustin Russell	<i>motion by Charles Kensinger, seconded by Darin Metzler, passed unanimously</i>		
ENGINEER	-Stiffler, McGraw & Associates	<i>motion by Neil Gartland, seconded by Darin Meck, passed unanimously</i>		
ZONING SOLICITOR	-Atty. Shawn Sullivan	<i>motion by Charles Kensinger, seconded by James Dell, passed unanimously</i>		
BUILDING CODE INSPECTORS:	-MDIA	<i>motion by Charles Kensinger, seconded by James Dell, passed unanimously</i>		
	-PMCA	<i>motion by Charles Kensinger, seconded by Jams Dell, passed unanimously</i>		

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INDEPENDENT AUDITOR for fiscal year ending 12/31/2025 -Ritchey, Ritchey & Koontz
motion by Neil Gartland, seconded by Darin Meck, passed unanimously

RECEIVER OF TAXES FOR LST: -Blair County Tax Collection Bureau
motion by Neil Gartland, seconded by Darin Meck, passed unanimously

Appointments to the following **BOARDS** were made and approved on the following motions:

ZONING HEARING BOARD:

Destarta Carberry (3 yr ending 1/2028) *motion by Charles Kensinger, seconded by James Dell, passed unanimously*
Alternate1 (3 yr ending 1/2027)
Alternate2 (3 yr ending 1/2028)

PLANNING COMMISSION:

Linda K. Smith (4 yr ending 1/2029) *motion by Neil Gartland, seconded by Darin Meck, passed unanimously*

MUNICIPAL AUTHORITY:

Jeffrey S. Reil (5 yr ending 1/2030) *motion by Neil Gartland, seconded by James Dell, passed unanimously*

VACANCY BOARD:

Vacancy since Jan 2016

POLICE CIVIL SERVICE COMMISSION:

James Caporuscio (6 yr ending 1/2031) *motion by Neil Gartland, seconded by Darin Meck, passed unanimously*
Christopher E. Brooks (6 yr ending 1/2031) *motion by Neil Gartland, seconded by Darin Meck, passed unanimously*

*The following **COMMITTEES** were appointed:*

PENSION COMMITTEE

-Rich Brantner, Jr., Jane Staily

EMP. MED. REIMB. COM.

-Rich Brantner, Jr., & Rob Dickson

REVITALIZATION COMMITTEE

-Rich Brantner, Jr., and Janet Blattenberger

RECYCLING COMMITTEE

-Ed Bennett and James Dell

COMMUNITY DEVELOPMENT COM.

-Ed Bennett and Rich Brantner, Jr.

PERSONNEL COMMITTEE

-Rob Dickson, Ed Bennett & Charles Kensinger

GOVERNMENT ADVISORY COMMITTEE:

-Richard A. Brantner, Sr.

POLICE CIVIL SERVICE COMMISSION

-Kerry Hoover, Justin Davis, Chris Brooks, Lawrence Johnson, Todd Bookhammer & James Caporuscio

*A motion was made by Charles Kensinger, seconded by Neil Gartland, approving to maintain the following **DEPOSITORIES** at First National Bank. The motion passed unanimously:*

-GENERAL FUND CHECKING
-PAYROLL FUND
-RECYCLING FUND

-GENERAL FUND RESERVE
-EQUIPMENT FUND

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*A motion was made by Neil Gartland, seconded by Darin Meck, approving to maintain the following **DEPOSITORIES** at PLGIT. The motion passed unanimously:*

BUILDING MAINTENANCE	BICENTENNIAL (CHRISTMAS LIGHT) FUND
HIGHWAY FUND	MEDICAL CARE REIMB PLAN
REVITALIZATION PROJECT	POLICE PISTOL RANGE FUND

*The **MINUTES** of the meeting of December 2, 2024 were approved on a motion by Charles Kensinger, seconded by Neil Gartland. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** for December 2024 were prepared and presented by Secretary/Treasurer Jane Staily.

*The **LIST OF BILLS** for December 2024, check nos. 11567-11600 in the amount of \$120,702.68 (including a transfer of \$45,000 to the Reserve Fund) approved on a motion by James Dell, seconded by Charles Kensinger. The motion passed unanimously.*

MAYOR RICHARD BRANTNER presented his report as written.

Police Chief Kerry Hoover presented the **POLICE REPORT** as written. The police department teamed up with the local fire department and ambulance to escort Santa Claus through town and the throughout the retirement villages. Charles Kensinger commended our community organizations and wanted to thank the V.F.W. for their \$500 to the police department. Assistant Police Chief Justin Davis thanked council for the 2025 wage increases and the \$100 Christmas Gift Cards that were given to the employees. There were a lot of open police shifts in November and December because of holidays and vacations being taken. He wanted to commend Patrolman Thom Lykens for covering many of them and mentioned what an asset he has been to the department.

BOROUGH MANAGER Rich Brantner reported:

DEC 9 –the **CHRISTMAS WREATHS** were put on the lamp posts

DEC 10 – the **STREET SWEEPER** was delivered

DEC 11 –got the new **STREET SWEEPER** out and used it while everything was still fresh in our minds after the training

DEC 15 –we **PLOWED** the first snow of the season

DEC 27 –the **NEW HEATER** was put in the truck bay at ambulance building

JAN 3 –shut off and took down the **CHRISTMAS LIGHTS**

JAN 6 –we got about 5-inches of **SNOW**

Borough Secretary/Treasurer Jane Staily reported that the 2023 Attestation Engagement Report for the Borough of Martinsburg **LIQUID FUELS** Tax Fund was received.

*Council on a motion by Charles Kensinger, seconded by James Dell, authorized the **EXONERATION** of thirty-four individuals for the **2024-25 PER CAPITA TAX**. The motion passed unanimously.*

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Council received a notice of retirement from Chief Hoover. *Council on a motion by Neil Gartland, seconded by James Dell, accepted the Letter of Resignation/Retirement from CHIEF KERRY HOOVER with regret effective May 2, 2025. The motion passed unanimously.*

There has been only three **POLICE CHIEFS** over the past sixty-four years: Ivan Hoover, Richard Brantner and Kerry Hoover. Ivan and Kerry are actually related. Three chiefs in sixty-four years says a lot about the quality of our chiefs and the surrounding community. Chief Hoover mentioned it was a difficult decision to retire and wanted to thank all the council members throughout the years for everything they have done.

An **EXECUTIVE SESSION** was held for personnel matters from 7:35-7:50 p.m.

Council on a motion by Neil Gartland, seconded by James Dell, approved to promote Assistant Chief Justin Davis to the position of CHIEF OF POLICE effective May 3, 2025. The motion passed unanimously. Assistant Chief Davis thanked council for their confidence in him.

Council on a motion by Charles Kensinger, seconded by James Dell, approved to ADVERTISE FOR A FULL-TIME PATROLMAN to be advertised in the Altoona Mirror, Morrisons Cove Herald, Bedford Gazette, Daily News and Face Book until February 3, 2025 when the applications are to be in. The motion passed unanimously.

Manager Rich Brantner, Jr. reported that the **COMPOST PILE** is overflowing and in need of being removed. It has been two or three years since we had T. L. Long Excavating haul it out. It took them 1 ½ days to remove it last time. The cost will be about \$5,000-5,500 for a two day use of their excavator and dump trucks. The compost key sales generate about \$6,600 per year so it pretty much takes care of itself. Currently we have about 244 users. *Council on a motion by Neil Gartland, seconded by Charles Kensinger, approved to pay \$5,000-5,500 to T. L. Long Excavating, Inc. to be paid from the Reserve Fund to remove the COMPOST PILE. The motion passed unanimously.*

Minutes of the **MARTINSBURG VOLUNTEER FIRE COMPANY'S** meeting of December 9, 2024 were included in the agenda. Manager Rich Brantner, Jr. reported that the fire company picked up their new utility truck today but it is not in service yet. The next Dutch meal will be early spring. The 2024 Annual Report of the Martinsburg Volunteer Fire Company was received. Council and the police department expressed their appreciation to the fire department in all that they do.

The meeting ADJOURNED at 8:00 p.m. on a motion by Neil Gartland, seconded by Darin Meck. The motion passed unanimously.

Respectfully submitted,

M. Jane Staily
Borough Secretary