

**MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 3, 2012**

The regular meeting of the Martinsburg Borough Council was held on Monday, December 3, 2012, in the municipal building. The meeting started at 7:00 p.m. with prayer by Randy Stoltz and the Pledge of Allegiance.

ELECTED OFFICIALS PRESENT: Mayor Rex L. Hartman, President Connie S. Lamborn, Vice President Doreen K. Easley, Pro-Tempore Durban D. Metzler, Councilman Edward L. Bennett, Councilman Shawn D. Daughenbaugh, and Councilwoman Linda K. Smith

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Junior Councilman Aaron Kreider, Ryan Brown of the Altoona Mirror, Brian Hess of the Morrisons Cove Herald, and Suzanne McNally for the Salvation Army.

Suzanne McNally was present to invite the municipal officials and employees to sign up to ring the bell for the **SALVATION ARMY** for this holiday season. This year seems to be an exceptionally needy year with people in need of help with utility bills and heating fuel.

*The **MINUTES** of the regular meeting of November 5, 2012, were approved on a motion by Durban Metzler, seconded by Linda Smith. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** were presented for November 2012 as prepared by Treasurer Jane Staily.

*The **LIST OF BILLS** for November 2012, check nos. 6734-6772 in the amount of \$9,437.21 was approved on a motion by Doreen Easley, seconded by Durban Metzler. The motion passed unanimously.*

Mayor Hartman reported that the VFW was very appreciative for the **V.F.W. STREET SIGN** that was put up at Nicodemus Street.

Police Chief Kerry Hoover presented the **POLICE REPORT** was written. Patrolman Vince **FINOCHIO** resigned effective November 30 because he obtained a full-time position with Cresson Borough and also has another part-time job. Another part-time officer will probably resign in January to go to the State Police Academy. **PATROLMAN STEVEN WEYANT** has successfully completed all of his assessments and once MOPAC approves him and gives him a number he will be put on the roster. The department is now down to four part-time officers, one of which is not working. Chief Hoover is actively looking for new applicants. Chief Hoover wanted to thank all the volunteers who helped search for the **LOST HUNTER** – it was a very long night but the hunter was found alive and well.

Borough Manager Randy Stoltz reported on the second meeting of the **COMPREHENSIVE PLAN** held at the Morrisons Cove Memorial Park – the meeting was held as part of the Boosters' meeting – there were twenty-seven people in attendance with a lot of good interaction – Rick Truscello and Mark Lazzari facilitated the meeting – both are from the EADS Group – the Comprehensive Plan Community Survey has been posted on the borough website for citizens to fill out; the **CHRISTMAS STREET LIGHT** decorations were hung on November 9 – the three new snowflakes were placed near the square; on November 16 the **NEW BOROUGH WEBSITE** was launched with Charity Advantage as the host provider; met with Doreen Easley and Connie Lamborn on November 20 to discuss Manager Stoltz's **PROPOSED**

MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 3, 2012 – PAGE 2

RECYCLING SITE; as of November 28 the **COMMUNITY FUND** reached \$28,105 which is 75% of the \$39,700 goal – fourteen agencies will receive funds from the Community Fund this year; and the **CHRISTMAS TREE PICK-UP** is scheduled for January 8.

Attorney Frederick Gieg, Jr. reported that he prepared the three **2013 TAX ORDINANCES** and they were properly advertised. He also prepared a draft **POLICE AGREEMENT** for Huston Township and Martinsburg Borough and will review it with the township attorney – it could then be advertised for consideration for adoption. The two **PENSION PLAN ORDINANCES** have not been received from PMRS yet - to avoid a special meeting council could approve them this evening for advertisement so that once they are received they could be properly advertised in time for consideration for adoption at the January meeting. Attorney Gieg is still researching the **BLAIR COUNTY TIPPING FEE CASE**.

Manager Stoltz reported that the Martinsburg Municipal Authority tried selling **NUTRIENT CREDITS** but the market was saturated by the time they tried to sell. They will try again next year.

Linda Smith reported that the **REVITALIZATION COMMITTEE** put up the sleigh, packages and pine in front of the post office last Friday. The three new snowflake street light decorations look really nice.

Linda Smith reported that sixty turkeys will be distributed by the **MARTINSBURG FOOD BANK** on December 20.

Manager Stoltz prepared a presentation for council on his **PROPOSED RECYCLING SITE**. It will be a 20' x 32' fenced in area behind the municipal garage. Concrete slabs would be poured for the dumpsters and the fenced in area could be controlled by a card reader system that uses swipe cards instead of keys. The gate will automatically re-lock after a certain amount of time. There will be four dumpsters: two for co-mingle items such as glass, plastic, aluminum and tin; and two for paper and cardboard. Terry Decker is willing to dump the paper and cardboard for free. The co-mingle dumpsters could be dumped weekly at a cost of \$141.00 per month. There will be two large gates for the haulers to enter the site to empty the dumpsters. The area will be well lighted. Manager Stoltz has been working with Craig Fencing on the fence and Lightner Electronics for the card reader system. North Woodbury Township has already approved to split the cost with Martinsburg. They would pay \$4,500 and Martinsburg would pay \$4,500 ($\$4,500 \times 2 = \$9,000$) to build the recycling center. If Huston Township decides at their meeting this week to participate then the cost will only be \$3,000 for each of the three municipalities ($\$3,000 \times 3 = \$9,000$). The intent is to only sell cards to residents of the participating municipalities. An agreement will need to be drawn up to cover all the specifics as well as how the income will be handled. A separate account will need to be set up to handle the income and expenses. The card reader system could also be used for a second location such as the compost site. *Council on a motion by Ed Bennett, seconded by Durban Metzler, authorized the start of construction on the recycling site to be paid for from the Equipment Fund for an estimated cost of \$4,500-\$5,000 as Martinsburg Borough's share pending legal approval from Gieg and Gieg once they finish reviewing the Blair County Recycling case. The motion passed unanimously.*

*Council on a motion by Doreen Easley, seconded by Ed Bennett, adopted **ORDINANCE NO. 2012-589 Real Estate Tax** to maintain the 2013 rate at 20.5 mills. The motion passed unanimously.*

MARTINSBURG BOROUGH COUNCIL MINUTES
 DECEMBER 3, 2012 – PAGE 3

*Council on a motion by Durban Metzler, seconded by Linda Smith, adopted **ORDINANCE NO. 2012-590 PER CAPITA TAX** to maintain the 2013 rate at \$5.00. The motion passed unanimously.*

*Council on a motion by Doreen Easley, seconded by Durban Metzler, adopted **ORDINANCE NO. 2012-591 EARNED INCOME TAX** to maintain the 2013 rate at 5-mills. The motion passed unanimously.*

***2013 EMPLOYEE PAY RAISES** were approved as recommended by the Personnel Committee on a motion by Ed Bennett, seconded by Linda Smith: Overall police department as 4%, which brings the part-time patrolmen up to \$14.00 per hour and an additional increase to Justin Davis; 2% wage increases for all others. The motion passed unanimously.*

*Council on a motion by Ed Bennett, seconded by Doreen Easley, adopted the **2013 BUDGET** as advertised for the required 10-day public inspection period. The motion passed unanimously.*

FUND	ESTD BEGINNING BAL JAN 1, 2013	REV	EXP	EST'D YEAR END BAL DEC 31, 2013
GEN OPR	148,361	706,700	706,700	148,361
HIGHWAY	58,441	40,179	59,615	39,004
VIDEO PROD	2,860	550	995	2,415
EQUIPMENT	87,403	24,900	36,458	75,846
MED REIMB	10,199	1,550	3,500	8,249
CHRISTMAS LIGHTS	32	10	0	42
REVITALIZATION	33	0	0	33
BUILDING MAINT	12,096	7,341	0	19,437
POLICE PISTOL	1,117	0	0	1,117
TOTALS:	320,542	781,230	807,268	294,504

*Council on a motion by Linda Smith, seconded by Durban Metzler, authorized to advertise the **TWO NEW PENSION PLAN ORDINANCES** once they are received from PMRS, subject to our solicitor's review and approval, for consideration for adoption at the January 2013 meeting. The motion passed unanimously.*

Attorney Gieg reported that two things needed to be done with the Huston Township Police Agreement. Since there is only one year remaining on the two year contract a new agreement must be written up just for the year 2013 as a simple one page ordinance, one for the Borough of Martinsburg and one for Huston Township. Then as a separate resolution a list must be compiled of all officers that will be serving Huston Township. *Council on a motion by Ed Bennett, seconded by Doreen Easley, authorized to advertise the **ORDINANCE FOR THE POLICE AGREEMENT WITH HUSTON TOWNSHIP** subject to our solicitor's approval for consideration for adoption at the January 2013 meeting. The motion passed unanimously.*

*Council on a motion by Linda Smith, seconded by Shawn Daughenbaugh, approved to advertise the following list of **MEETING DATES FOR 2013**. The motion passed unanimously.*

MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 3, 2012 – PAGE 4

JAN 7	APR 1	JUL 8	OCT 7
FEB 4	MAY 6	AUG 5	NOV 4
MAR 4	JUN 3	SEP 3(TUE)	DEC 2

*Council on a motion by Doreen Easley, seconded by Shawn Daughenbaugh, appointed **AMY KENNEDY** as elected auditor to fulfill the unexpired remainder of the six year term of Joe Hinish until the next general election. The motion passed unanimously.*

*On a motion by Linda Smith, seconded by Durban Metzler, council voted to make a contribution of \$500 to the **COVE CHRISTMAS LOVE** toy distribution program to be taken from the 2012 budget. The motion passed unanimously.*

The first official letter was received from the Pennsylvania Department of Transportation indicating that the current available funding for the **MARTINSBURG BOROUGH STREETScape** includes an Earmark of \$98,000 that originated from the Omnibus Appropriations Act. Transportation Enhancement funds were also obtained in the amount of \$150,481 making a total of \$248,481 available for the streetscape project. The overall physical improvements as part of this project include upgrading sidewalks to ADA compliance and placing new sidewalk at the intersection of Allegheny and Market Streets. Manager Stoltz reported that we also have \$30,000 CDBG money for ramps and the grant that Jessica Sheets is working on is currently being reviewed.

Secretary/Treasurer Jane Staily reported that DCED has set up a four year forms **E-FILING IMPLEMENTATION PLAN** and Blair County is not required to file electronically until 2015. They do however encourage everyone to start as soon as they can. The 2015 Forms included: 2015 Tax Information Form; 2015 Elected/Appointed Officials Report; 2014 Survey of Financial Condition; and the 2014 Audit and Financial Report.

A thank you note was received from the **GARY HOODER FAMILY** for the flowers that were sent to his father's funeral.

*The meeting **ADJOURNED** at 8:10 p.m. on a motion by Ed Bennett, seconded by Doreen Easley. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary