

MARTINSBURG BOROUGH COUNCIL MINUTES
AUGUST 5, 2013

The regular meeting of the Martinsburg Borough Council was held on Monday, August 5, 2013 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, Councilman Edward L. Bennett, Councilman Shawn D. Daughenbaugh, and Councilwoman Linda K. Smith (ABSENT: Councilman Durban D. Metzler and Councilman Daniel R. Smouse)

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Attorney Frederick Gieg, Jr., Attorney Matt Gieg, Attorney Chris Jancula, Conner Johnson, Tristan Greenland, and Allan Bassler of the Morrisons Cove Herald

President Connie Lamborn announced the two candidates for **JUNIOR COUNCIL** for the upcoming school year 2013-2014 as Conner Johnson and Tristan Greenland. Conner Johnson introduced himself as a senior from Central High School. He currently works at the Subway Restaurant and does some interning for the Law Office of Andrews and Beard. He eventually plans to attend law school. Tristan Greenland is also a senior at Central High School. He works in landscaping now and had previously done some line painting. He plans to attend school to be a Certified Public Accountant. *Council on a motion by Doreen Easley, seconded by Linda Smith, appointed **CONNER JOHNSON** and **TRISTAN GREENLAND** as the new Junior Councilmen for the upcoming school year 2013-2014. The motion passed unanimously.* Both boys will be officially sworn in next month by Mayor Rex Hartman.

*The **MINUTES** of the regular meeting of July 8, 2013, were approved on a motion by Shawn Daughenbaugh, seconded by Doreen Easley. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** were presented for July 2013 as prepared by Treasurer Jane Staily.

*The **LIST OF BILLS** for July 2013 check nos. 7088-7129 in the amount of \$23,182.05 was approved on a motion by Doreen Easley, seconded by Ed Bennett. The motion passed unanimously.*

Chief Hoover presented his **POLICE REPORT** as written. The Martinsburg Police Department hosted a meeting on July 9 which included chiefs from several other departments and a representative from Metro Technologies to discuss upgrading the **VISUAL ALERT** police reporting program from Version 1 and Version 2. Funding for the upgrade will be given by a donor to be publicly announced at a later date for a news release. The South Central Terrorism Task Force donated computers to the department last time. The conversion will be done within a few months. Metro Technologies will continue to support Version 1 but will not update it. Attended a meeting on July 10 at the Spring Cove Administration Office for the planning of the upcoming emergency drill. Chief Hoover reported that most of the council members have already received their NIMS 700 training certificates. They are now requiring the **NIMS 100** training. Shawn Daughenbaugh is the only council person that already has his certificate. This training can be taken online or done in a group effort. Chief Hoover is going to take the NIMS 400 training. Manager Stoltz also has his NIMS 100.

Manager Randy Stoltz reported that on July 15 they repaired and replaced three of the black **SIGNAL LIGHT BACK PLATES** – they are required to be on the signal lights to give

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contrast between the lights and the sky so they are easier to see – the old ones were installed in 1995; on July 24th Manager Stoltz accompanied Wes Burket of the Blair County Planning Commission as he verified the length and width of all of our **ALLEYS** – there is a possibility that alleys may start to be included in the calculation for the allocation of liquid fuels money – currently we can spend liquid fuels money on alleys but we only receive money for streets; had a **COMPREHENSIVE PLAN** implementation committee meeting on July 25th; the **NEW 2013 FORD F-350 TRUCK** is expected to be received this month – Manager Stoltz will advertise the old 1997 truck for sale by sealed bid – bids to be open next month – bids will start at \$5,000.

A new truck was previously budgeted to be paid for over three years through the Equipment Fund. Manager Stoltz is recommending that it be jointly funded from the Highway Fund and the Equipment Fund and be paid for all in this year. *Council on a motion by Ed Bennett, seconded by Linda Smith, approved to pay \$20,000.00 from the 2013 Highway Liquid Fuels Fund Budget and the balance of the cost (\$32,340.00) from the 2013 Equipment Fund Budget for the new **2013 FORD F-350 TRUCK**. The motion passed unanimously.*

Manager Stoltz reported that four of the eight **OLD CHRISTMAS DECORATIONS** that were put up for sale have been sold.

President Connie Lamborn inquired about who is responsible for painting the yellow lines on **CURBING**. Manager Stoltz replied that the borough paints the lines.

Secretary Jane Staily reported that it was time to be thinking about the **2014 BUDGET**.

Attorney Frederick Gieg, Jr. reported that there was not much going on this month. He had been busy working with the municipal authority on the **CENTRAL HIGH WATERLINE** easements. He did a quick review of the GAI Proposal for Engineering Design Services for the **STREETSCAPE PROJECT** and had a few comments on it for later in the meeting under new business.

Manager Randy Stoltz reported that they fixed a **WATER LEAK** on W. Allegheny Street and another one on Mansard Street. The W. Allegheny Street water leak required a State emergency permit to dig.

Secretary Jane Staily reported that she will prepare the **2014 PENSION MINIMUM MUNICIPAL OBLIGATION** calculation for inclusion in the 2014 budget once we receive the formula from PMRS. This worksheet is required to be done by the last business day of each September prior to the next plan year. The worksheet is then sent to the Pennsylvania Municipal Retirement System.

Shawn Daughenbaugh reported that the Martinsburg Volunteer Fire Company had a successful **OX ROAST** sandwich sale last month.

Chief Hoover reported that there were no major incidents at the **OUTHOUSE RACE**. There were seven participants. The race raised \$400 for the fire company.

Linda Smith reported that the Revitalization Committee is still watering the **PLANTS** at town center.

Manager Stoltz reported that the **RECYCLING CENTER** averages about ½ ton per week of commingle recyclables. Over 310 keys have been sold so far. The program is going well. Burgmeier Hauling would rather provide a third bin for our commingle recycling instead of coming twice a week to dump because of the way he has his route set up.

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The **COMPREHENSIVE PLAN** Committee will be holding another public meeting but it is not yet scheduled. The EADS Group is content with the input they have been getting.

Manager Randy Stoltz reported that the Proposal for Engineering Design Services for the **STREETSCAPE PROJECT** was received from GAI Consultants. There were two items that GAI wanted in the proposal including right-of-way drawings of everything that was kept out of the agreement to keep costs down otherwise the proposal would have cost over \$100,000 as opposed to the presented \$63,500. Attorney Gieg reported that the engineering agreement did not have to be bid out because it is a professional service. He liked the fact that the agreement will not exceed the quoted cost without prior consent – this item covers it well. There were four things however that he highly recommended should be in the agreement that wasn't. *Council on a motion by Ed Bennett, seconded by Doreen Easley, approved the Proposal for Engineering Design Services for the Streetscape Project by GAI Consultants subject to the insertion of the three items highly recommended by Attorney Gieg to include:*

- 1) *Included malpractice insurance in the amount of \$1,000,000*
- 2) *remove limiting liability from Exhibit A – Paragraph No. 11*
- 3) *included inspection of the project*
- 4) *increase the limit of statute of limitations from 3 years to 4 years on Page 3 of 3 under 16 (D)*

With the inclusion of the above four items the motion passed unanimously. Attorney Gieg and Manager Stoltz must approve of the new agreement with the above four items included before it can be executed.

Secretary Jane Staily reported that April Ressler of the Teeter Group has announced that the borough would be receiving a **PSAB DIVIDEND CHECK** in the amount of \$3,314.09 this year. Last year's dividend was \$8,261.64.

A thank you note was received from **AARON KREIDER** for the card and gift certificate he received in appreciation for his term as Junior Councilperson.

Chief Hoover reported that the Martinsburg Police Department was in the process of contacting home owners regarding **TRIMMING THEIR TREES** and shrubs along any paved streets or alleys to be 14 feet above the roadway. It is the owners' responsibility to get them trimmed.

*The meeting **ADJOURNED** at 7:54 p.m. on a motion by Linda Smith, seconded by Ed Bennett. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary