

**MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 2, 2013**

The regular meeting of the Martinsburg Borough Council was held on Monday, December 2, 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, Councilwoman Linda K. Smith and Councilman Daniel R. Smouse (Councilmen Durban D. Metzler and Shawn D. Daughenbaugh were absent)

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Attorney Matt Gieg, Ryan Brown of the Altoona Mirror and Brian Hess of the Morrisons Cove Herald

The MINUTES of the regular meeting of November 4, 2013, were approved on a motion by Doreen Easley, seconded by Linda Smith. The motion passed unanimously.

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

The LIST OF BILLS for November 2013 check nos. 7272-7316 in the amount of \$62,450.70 was approved on a motion by Doreen Easley, seconded by Daniel Smouse. The motion passed unanimously.

Chief Kerry Hoover presented the POLICE REPORT as written. He reported that the park's WINTERFEST went well and the Christmas parade was very nice – the event drew a large crowd at the park; the department will be losing PATROLMAN NATHAN HALE for a few months – he has taken a full-time position with Blair Township and they require that he only work for their police department the first few months – Chief Hoover is hoping to have a new part-time patrol candidate for council to approve next month; the new VISUAL ALERT SYSTEM has been installed; Chief Hoover will be holding a press conference along with three other police departments regarding the LEAH HOOVER MEMORIAL FUND and their donations to local law enforcement; the HUSTON TOWNSHIP POLICE agreement runs out this year – Chief Hoover has been reviewing it and hopes to have a new one ready for the January council meeting

Manager Randy Stoltz reported that as of November 6 all of our small signs under the stop signs have been changed from 3-Way and 4-Way to “ALL-WAY”; on November 7 eighty 32-watt FLUORESCENT LIGHT BULBS were changed in the municipal building to 25-watt; November 13 attended an all-day training session relating to RELOCATED MANUFACTURED HOMES – inspectors are required to attend this training every three years to maintain their certification to inspect the installation of homes – currently all new industrialized housing (modular homes) and manufactured homes (double wides) must be installed by certified installers – there are regulations being proposed that all new and used homes when moved must have a certified installer; Manager Stoltz has been working on obtaining signed “Authorization to Enter” forms since November 15 for properties to allow the borough to remove the existing SIDEWALKS and replace them – hopefully the project will be ready to be put out for bid by March or April of 2014; November 20 the CHRISTMAS STREET POLE DECORATIONS were put up – we now have (11) LED snowflakes, (5) regular snowflakes and (6) regular poinsettias; November 21 the borough hosted the monthly BLAIR COUNTY PLANNING COMMISSION meeting – the planning commission has been moving their

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meeting to a different municipality each month; got to try out the new plow on 2-inches of **SNOW** on November 24; November 27 the **NEWLY INSTALLED LIGHT** at the borough parking lot located at 108 E. Allegheny Street was turned on – the light will operate from dusk to dawn each day – the Pizza Star Restaurant welcomes the new lighting as their restaurant is open until 10 p.m. each day; and as of December 2 the **COMMUNITY FUND** has received \$31,315.91 which is 78% of the \$40,250 goal they have set.

Borough Secretary Jane Staily reported that DCED had a four year Forms E-filing Implementation Plan that would require Blair County and the rest of the North Central and Northwest counties to file various 2015 forms electronically. Part of the requirement is to execute a Municipal Statistics E-Filer Authorization Form. *Council on a motion by Doreen Easley, seconded by Linda Smith, authorized President Connie Lamborn to execute the **MUNICIPAL STATISTICS E-FILER AUTHORIZATION FORM** for DCED. The motion passed unanimously.*

Attorney Matt Gieg reported that he prepared the three **2014 TAX ORDINANCES** that were advertised for consideration for adoption this evening.

Attorney Gieg prepared an easement agreement for the installation of lighting for the town center parking lot. *Council on a motion by Ed Bennett, seconded by Dan Smouse, approved the parking lot easement agreement between the Borough of Martinsburg and Gaspar Balsamo for **LIGHTING FOR THE PARKING LOT** located at 108 E. Allegheny Street to be installed on the adjacent property owner's building to allow the borough to maintain the lighting. The easement addresses the current owner Gaspar Balsamo and any future owner of that property to continue the easement agreement. The motion passed unanimously.*

A draft easement agreement was prepared for a town clock to be placed on the property where the Martinsburg Post Office is located on the corner of E. Allegheny Street and N. Market Street. *Council on a motion by Linda Smith, seconded by Doreen Easley, approved the **TOWN CLOCK** easement agreement between the Borough of Martinsburg and the owner of the property of on the corner of E. Allegheny Street and N. Market Street where the post office is currently located subject to the property owners approval of the agreement subject to the property owner approving it. The current owner and any future owner of that property will continue the easement agreement allowing the borough to maintain the clock and a hold harmless clause will be inserted into the agreement in the event there would ever be a clock incident the borough would be held responsible. The motion passed unanimously.*

Attorney Matt Gieg will be working with Chief Hoover in preparing the new **HUSTON TOWNSHIP POLICE** agreement.

The **SHERIFF SALE** for the 406 W. Allegheny Street property has been post-poned. The borough does have a lien on the property for the mowing costs.

Manager Stoltz reported that the Martinsburg Municipal Authority has agreed to do a feasibility study to be paid for by North Woodbury Township or **CURRYVILLE WATER AUTHORITY** to explore the possibility of running water and sewer lines to Curryville and taking over their system. It will take a few months for the study to be done.

Manager Stoltz viewed a webinar regarding **NEW REVENUE IDEAS** for municipalities but did not get any good information from it.

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Linda Smith reported for the Revitalization Committee that they were interested in using the \$400 in their account towards the purchase of some **BANNERS**. Manager Stoltz recommended that she first contact Penelec to get prior approval from them to place them on the poles before considering the purchase.

Manager Stoltz reported that the latest **RECYCLING GRANT** that was applied for will not be announced until the beginning of 2014.

The **COMPREHENSIVE PLAN COMMITTEE** will be holding another meeting but a date has not yet been decided.

*Council on a motion by Doreen Easley, seconded by Linda Smith, adopted **ORDINANCE NO. 2013-596 Real Estate Tax** to maintain the 2014 rate at 20.5 mills. The motion passed unanimously.*

*Council on a motion by Doreen Easley, seconded by Ed Bennett, adopted **ORDINANCE NO. 2013-597 PER CAPITA TAX** to maintain the 2014 rate at \$5.00. The motion passed unanimously.*

*Council on a motion by Dan Smouse, seconded by Linda Smith, adopted **ORDINANCE NO. 2013-598 EARNED INCOME TAX** to maintain the 2014 rate at 5-mills. The motion passed unanimously.*

***2014 EMPLOYEE PAY RAISES** were approved at 2% as recommended by the Personnel Committee on a motion by Linda Smith, seconded by Doreen Easley. 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, 2014	REV	EXP	EST'D YEAR END BAL DEC 31, 2014
GEN OPR	126,218	723,840	723,840	126,218
HIGHWAY	80,196	40,179	59,615	60,760
VIDEO PROD	2,963	550	995	2,518
EQUIPMENT	87,604	24,900	19,439	93,065
MED REIMB	10,215	1,550	3,500	8,265
CHRISTMAS LIGHTS	304	10	0	314
REVITALIZATION	433	0	0	433
BUILDING MAINT	17,099	7,341	0	24,440
POLICE PISTOL	1,117	0	0	1,117
RECYCLING CTR	10,601	6,430	13,491	3,540
COMP. PLAN	10	0	0	10
TOTALS:	336,760	804,800	820,880	320,680

Linda Smith reported that the Revitalization Committee did not want to pursue changing the clock base to brick. They will be satisfied with a planter built around it at the base at some point. Manager Stoltz replied that there will be room enough to build an 8' x 8' planter at the base. The Keystone Grant should cover the cost of the clock. *Council on a motion by Linda Smith, seconded by Ed Bennett, approved to order the **CLOCK** for town center to be paid for through the Keystone Grant. The motion passed unanimously.*

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Council on a motion by Ed Bennett, seconded by Doreen Easley, approved to advertise the following list of MEETING DATES FOR 2014. The motion passed unanimously.

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

The CHRISTMAS TREE pick up date is scheduled for Tuesday, January 7, 2014. Last year only twenty trees were picked up.

On a motion by Linda Smith, seconded by Doreen Easley, council voted to make a contribution of \$500 to the COVE CHRISTMAS LOVE toy distribution program to be taken from the 2013 budget. The motion passed unanimously. A collection can was placed in the municipal building for donations of gifts and blankets.

A quote was received from Empire Communications for a CONFERENCE PHONE for use in the conference room. The phone has various speakers on it which should amplify loud enough for a room full of individual. *Council on a motion by Doreen Easley, seconded by Ed Bennett, authorized the purchase of the Avaya B159 Conference Phone from Empire Communications for an estimated price of \$641.00 to be purchased from the Video Fund. The motion passed unanimously.* Dan Smouse interpreted the quote as needing to be paid in full before receipt of the phone. Manager Stoltz will check with the company and inform them that we want to see it before paying for it in full.

Council on a motion by Linda Smith, seconded by Ed Bennett, appointed JEFFERY GUNNETT to the Martinsburg Municipal Authority to replace Jeffrey Garner. The motion passed unanimously.

Council on a motion by Doreen Easley, seconded by Ed Bennett, approved the 2014 engineering agreement with STIFFLER, MCGRAW AND ASSOCIATES, INC. on an as-needed basis. The motion passed unanimously.

Council on a motion by Dan Smouse, seconded by Linda Smith, approved to pay Invoice No. 12213 in the amount of \$225 from J SHEETS & ASSOCIATES, LLC for Jessica Sheets' grant writing services. She completed a grant funding submission for a funding request of CDBG grant funds for \$30,000 for our streetscape project. The motion passed unanimously.

A proposal for grant writing services was received from J Sheets & Associates, LLC. Jessica Sheets has been helping us with grant writing through GAI Consultants, Inc. but is no longer with that company. She has already been paid \$1,000 for obtaining a \$100,000 grant for the streetscape project which was well worth the money. While her capability was not disputed Attorney Matt Gieg's only concern was whether she had a non-compete agreement with GAI. *Council on a motion by Doreen Easley, seconded by Dan Smouse, approved to accept the proposal from J. SHEETS & ASSOCIATES, LLC for grant writing service with Jessica Sheets at \$75.00 per hour subject to her providing documentation that she does not have a non-compete agreement with GAI Consulting, Inc. The motion passed unanimously.*

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Linda Smith was asked to bring up the idea of **BANNING BURNING** in the borough altogether including leaves. Currently our ordinance does allow the burning of leaves. The season for burning the leaves is currently over. Council did not address the issue any further.

Newly elected councilwoman **JANET E. BLATTENBERGER** was invited to the council meeting this evening but could not attend due to illness in the family. Her first four-year term will begin on January 6, 2014.

Correspondence was received from Suzanne McNally of the **SALVATION ARMY** informing council that she will personally be calling them and inviting them to help ring the bell this Christmas season.

A plaque was presented to **VICE-PRESIDENT DOREEN EASLY** by Mayor Rex Hartman in recognition of her 12 years of service on the Martinsburg Borough Council. Mayor Hartman read Resolution No. 2013-1202-01 recognizing her. Her term ends January 6, 2014 and she did not run for re-election.

*The meeting **ADJOURNED** at 8:20 p.m. on a motion by Doreen Easley, seconded by Ed Bennett. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary