

**MARTINSBURG BOROUGH COUNCIL MINUTES
JANUARY 6, 2014**

The regular meeting of the Martinsburg Borough Council was held on Monday, January 6, 2014 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, Councilwoman Connie S. Lamborn, Councilwoman Janet E. Blattenberger, Councilman Durban D. Metzler, Councilman Shawn D. Daughenbaugh, Councilman Edward L. Bennett, and Councilwoman Linda K. Smith (Councilmen Daniel R. Smouse was absent)

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Richard Brantner, Jr., Junior Councilman Conner Johnson, Attorney Chris Jancula, and Brian Hess of the Morrisons Cove Herald

Prior to the meeting, District Justice Craig Ormsby administered the **OATH OF OFFICE** to four council members-elect: Durban D. Metzler, Janet E. Blattenberger, Linda K. Smith, and Edward L. Bennett; Mayor Rex Hartman, Elected Auditors Fredrick H. Rainear and Amy J. Kennedy, and Tax Collector M. Jane Staily. The meeting was then called to order by Mayor Rex L. Hartman. Mayor Hartman assumed the chair for the purpose of designating officers.

[District Justice Craig Ormsby left]

Nominations were taken for the office of **PRESIDENT**. Connie Lamborn was nominated by Durban Metzler, seconded by Ed Bennett. *Connie Lamborn being the sole nominee was voted president on a motion by Linda Smith, seconded by Janet Blattenberger. The motion passed unanimously.*

Nominations were taken for the office of **VICE-PRESIDENT**. Durban Metzler was nominated by Shawn Daughenbaugh, seconded by Linda Smith. *Durban Metzler being the sole nominee was voted Vice-President on a motion by Janet Blattenberger, seconded by Ed Bennett, The motion passed unanimously.*

Nominations were taken for the office of **PRO-TEMPORE**. Ed Bennett was nominated by Linda Smith, seconded by Shawn Daughenbaugh. *Ed Bennett being the sole nominee was voted Pro-Tempore on a motion by Durban Metzler, seconded by Janet Blattenberger. The motion passed unanimously.*

*The following council members were appointed to retain their **COMMISSIONS** with newly elected Janet Blattenberger being appointed to finance as follows:*

SAFETY	-Connie Lamborn
STREETS	-Ed Bennett
FINANCE	-Janet Blattenberger
PROPERTY	-Linda Smith
WATER/SEWER	-Durban Metzler

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

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Title	Appointee	Motion by:	Seconded by:	Vote:
CHIEF OF POLICE				
POL. DEPT. OPEN RECORDS OFFICER				
FIRE MARSHALL	-Kerry Hoover	<i>motion by Durban Metzler, seconded by Shawn Daughenbaugh, passed unanimously</i>		
POL SERGEANT	-Justin Davis	<i>motion by Ed Bennett, seconded by Janet Blattenberger, passed unanimously</i>		
SOLICITOR	-Gieg and Gieg	<i>motion by Janet Blattenberger, seconded by Linda Smith, passed unanimously</i>		
BOROUGH MANAGER				
EMERGENCY MANAGEMENT COORDINATOR				
BUILDING CODE ENFORCEMENT OFFICER				
DEPUTY OPEN RECORDS OFFICER				
ZONING OFFICER	-Randy Stoltz	<i>motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously</i>		
BOROUGH SECRETARY				
BOROUGH TREASURER				
OPEN RECORDS OFFICER				
PENSION PLAN ADM.	-Jane Staily	<i>motion by Linda Smith, seconded by Shawn Daughenbaugh, passed unanimously</i>		
ENGINEER	-Stiffler, McGraw & Associates	<i>(2014 agreement adopted 12/2/13)</i>		
ZONING SOLICITOR	-Atty. Lee Oswalt, III	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		

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

ZONING HEARING BOARD:				
Jon Keim	(3 yr ending 2017)	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		
Joe Logan-Alternate	(3 yr ending 2017)	<i>motion by Shawn Daughenbaugh, seconded by Linda Smith, passed unanimously</i>		

PLANNING COMMISSION:				
William C. Lewis	(4 yr ending 2018)	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		
Darin Meck	(4 yr ending 2016)	<i>motion by Linda Smith, seconded by Dan Smouse, passed unanimously</i>		

MUNICIPAL AUTHORITY:				
Rodney Weyant	(5 yr ending 2019)	<i>motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously</i>		

No nomination were made to the vacancy board. An appointment will be sought.

*The following **COMMITTEES** were appointed as follows:*

PENSION COMMITTEE	-Randy Stoltz, Janet Blattenberger, Jane Staily and Durban Metzler
EMP. MED. REIMB. COM.	-Randy Stoltz, Shawn Daughenbaugh and Dan Smouse
NEW REV COMMITTEE	-Randy Stoltz, Shawn Daughenbaugh, Connie Lamborn, and Linda Smith
24-MEMBER ADVISORY COM.	-Rex Hartman
FIRE CO. LIASON	-Dan Smouse and Shawn Daughenbaugh
EMPLOYEE BENEFITS & REGS MANUAL:	-Randy Stoltz, Jane Staily, and Connie Lamborn
REVITALIZATION COMMITTEE	-Randy Stoltz and Linda Smith

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AMBULANCE COMMITTEE

-Dan Smouse

RECYCLING COMMITTEE

-Connie Lamborn, Linda Smith, and Janet Blattenberger

COMPREHENSIVE PLAN COMMITTEE

-Randy Stoltz, Linda Smith, Dan Smouse...

A motion was made by Janet Blattenberger, seconded by Shawn Daughenbaugh, approving to maintain the following DEPOSITORIES at First National Bank. The motion passed unanimously:

GENERAL FUND CHECKING
PAYROLL FUND
RECYCLING FUND

GENERAL FUND RESERVE
COMPREHENSIVE PLAN

A motion was made by Durban Metzler, seconded by Linda Smith, approving to maintain the following DEPOSITORIES at PLGIT. The motion passed unanimously:

BUILDING MAINTENANCE
HIGHWAY FUND
CHRISTMAS LIGHT FUND
REVITALIZATION PROJECT

EQUIPMENT FUND
VIDEO PRODUCTION FUND
MEDICAL CARE REIMB PLAN
POLICE PISTOL RANGE FUND

The MINUTES of the regular meeting of December 2, 2013, were approved on a motion by Linda Smith, seconded by Janet Blattenberger. The motion passed unanimously.

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

The LIST OF BILLS for December 2013 check nos. 7317-7358 in the amount of \$33,091.77 was approved on a motion by Janet Blattenberger, seconded by Shawn Daughenbaugh. The motion passed unanimously.

Secretary Jane Staily reported that the STATE PENSION PLAN auditor is scheduled to be in this week to start the two year audit.

Shawn Daughenbaugh reported that the 2013 ANNUAL FIRE COMPANY REPORT was included in the council agenda packet for this evening.

Manager Randy Stoltz reported that five (5) tons of commingle items were collected at the RECYCLING CENTER last month. This has been the highest amount collected so far. We should be notified early next month about the recycling grant that was applied for. Post cards were just recently mailed out to the two hundred (200) customers that applied for recycling key cards last January and February to remind them that their renewals will soon expire. The renewal fee will remain at \$20.00 this year. The cost of a replacement card is \$5.00 each if the actual key card is lost. Fifty more key cards have been ordered.

Chief Kerry Hoover presented the POLICE REPORT was written. The department is still working on the big bang that was reported. It does not appear to be a chargeable offense.

Manager Randy Stoltz reported that by December 6 he had obtained forty-two (42) of the fifty (50) documents for the properties so far that signed the "Authorization to Enter" to allow the borough to remove the existing SIDEWALK and replace it - a few more documents are still needed; on December 23 a donation in the amount of \$2,800 was received towards the purchase of more CHRISTMAS STREET POLE DECORATIONS – depending on the current pricing seven or eight more lighted snowflakes may be purchased; on December 31 we received \$228

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from **CARRINGTON MORTGAGE SERVICE** as payment for the mowing of the grass at 406 W. Allegheny Street – the property is still in the possession of Carrington; as of January 6 the **COMMUNITY FUND** had received \$34,335.91 which is 85% of the \$40,250 goal; and on January 7 the borough will have their annual curbside **CHRISTMAS TREE PICKUP**.

Attorney Chris Jancula thanked the borough on behalf of **GIEG AND GIEG** for retaining them once again as the borough solicitor for 2014. They have been working on the **HUSTON TOWNSHIP POLICE** renewal agreement for 2014 and 2015. The agreement shall remain the same with the exception that the hourly cost will increase from \$36 to \$37 and the vehicle fuel reimbursement will increase from \$.55 to \$.56 per mile. *Council on a motion by Janet Blattenberger, seconded by Ed Bennett authorized to execute the Huston Township Police Agreement for 2014 and 2015. The motion passed unanimously.* Chief Hoover will be preparing a list of officers for a resolution to be prepared for them to do their duty in Huston Township.

Linda Smith reported that she was approached about asking council to help with getting a **NEW GROCERY STORE** back in Martinsburg since Ed's Riverside closed. There is a need for a town grocery store especially since some of the residents walk for their supplies. The New Revenue Committee could review the need. It was reported that Kopp Drug, Dollar General and Rhodes Meat Market have added more food items to their inventory since the closing of Ed's Riverside to help the community.

Secretary Jane Staily reported that a quote was received from Young, Oakes, Brown and Company, the municipal authority auditors, in the amount not to exceed \$1,000 to file the annual **DCED AUDIT REPORT ELECTRONICALLY** once the elected auditors complete the paper copy. Council requested that Ritchey, Ritchey & Koontz be contacted for a second quote for review next month.

New checking account **SIGNATURE CARDS** will need to be obtained since council has reorganized. *Council on a motion by Shawn Daughenbaugh, seconded by Ed Bennett, authorized two of any of the following four be permitted to execute checks: Jane Staily, Linda Smith, Durban Metzler and Connie Lamborn. The motion passed unanimously.* New forms from First National Bank and PLGIT will be obtained for the new four check signers to execute.

*Council on a motion by Janet Blattenberger, seconded by Linda Smith, adopted Resolution No. 2014-0106-01 for the **STREETSCAPE FACADE IMPROVEMENTS** as a recommendation in applying for the State grant. The motion passed unanimously.* A public hearing will also be advertised as a grant requirement.

*Council on a motion by Ed Bennett, seconded by Durban Metzler, approved to advertise the public hearing for the **STATE GRANT FACADE PROJECT** for Thursday, January 23, 2014, at 6:30 p.m. The motion passed unanimously.*

JANET BLATTENBERGER was welcomed as the newly elected councilwoman. She was offered the chance to attend the Newly Elected Officials Training. She may wait until the next time it is offered to attend.

The next **SOUTH CENTRAL COUNTIES BOROUGH'S ASSOCIATION** meeting is scheduled for Thursday, January 23, 2014 in Duncansville. Mayor Rex Hartman plans to attend.

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MAYOR REX HARTMAN announced that he will be going on a church missionary trip to Haiti the third week in March. Anyone wishing to support his trip can take advantage of the Hoss's fund raiser coupons.

*The meeting **ADJOURNED** at 8:19 p.m. on a motion by Janet Blattenberger, seconded by Ed Bennett. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary