

**MARTINSBURG BOROUGH COUNCIL MINUTES
JANUARY 5, 2015**

The regular meeting of the Martinsburg Borough Council was held on Monday, January 5, 2015 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 Durban D. Metzler, Councilwoman Janet E. Blattenberger, and Councilman Douglas D. Smith, Councilwoman Linda K. Smith and Councilman Daniel R. Smouse (*Ed Bennett was absent*)

In addition to the council, present were Manager Randy Stoltz, Borough Secretary/Treasurer Jane Staily, Chief Kerry Hoover, Rich Brantner, Jr., Attorney Matthew Gieg, Attorney Michael Gieg, Amber Brumbaugh, Patrick Davis, Lance Morris, and Brian Hess of the Morrisons Cove Herald.

PATRICK DAVIS of Boy Scout Troop No. 31 of Duncansville was present as part of his final requirement to attend a municipal meeting to get his merit badge. He also spent the summer painting the municipal authority's 108 fire hydrants and 30 flag locators as his Eagle Scout project.

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

SAFETY	-Connie Lamborn	<i>motion by Dan Smith, seconded by Durban Metzler, passed unanimously</i>
PROPERTY	-Linda Smith	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>
STREETS	-Ed Bennett	<i>motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously</i>
FINANCE	-Janet Blattenberger	<i>motion by Linda Smith, seconded by Dan Smouse, passed unanimously</i>
WATER/SEWER	-Durban Metzler	<i>motion by Janet Blattenberger, seconded by Linda Smith, passed unanimously</i>

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 Durban Metzler, seconded by Janet Blattenberger, passed unanimously</i>		
POL SERGEANT	-Justin Davis	<i>motion by Janet Blattenberger, seconded by Linda Smith, passed unanimously</i>		
SOLICITOR	-Gieg and Gieg	<i>motion by Janet Blattenberger, seconded by Dan Smouse, 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 Linda Smith, passed unanimously</i>		
BOROUGH SECRETARY				
BOROUGH TREASURER				
OPEN RECORDS OFFICER				
PENSION PLAN ADM.	-Jane Staily	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		
ENGINEER	-Stiffler, McGraw & Associates	<i>motion by Durban Metzler, seconded by Linda Smith, passed unanimously</i>		
ZONING SOLICITOR	-Atty. Lee Oswald, III	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		

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

ZONING HEARING BOARD:

Mark Fluke (3 yr ending 1/2018) *motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously*
Joe Logan-Current Alternate to now replace Roy Stern as member until 1/2017 *motion by Linda Smith, seconded by Janet Blattenberger, passed unanimously*
Two Alternates are still needed

PLANNING COMMISSION:

Earl L. Springer (4 yr ending 1/2019) *motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously*

MUNICIPAL AUTHORITY:

Jeffrey S. Reid (5 yr ending 1/2020) *motion by Janet Blattenberger, seconded by Dan Smouse, passed unanimously*

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

PENSION COMMITTEE

-Randy Stoltz, Janet Blattenberger, Jane Staily and Durban Metzler

EMP. MED. REIMB. COM.

-Randy Stoltz, Doug Smith and Dan Smouse

EMPLOYEE BENEFITS & REGS MANUAL:

-Randy Stoltz, Jane Staily, and Connie Lamborn

REVITALIZATION COMMITTEE

-Randy Stoltz and Linda Smith

RECYCLING COMMITTEE

-Connie Lamborn, Linda Smith, and Janet Blattenberger

*Council on a motion by Janet Blattenberger, seconded by Dan Smouse, created the **COMMUNITY DEVELOPMENT COMMITTEE**. The motion passed unanimously.*

COMMUNITY DEVELOPMENT COMMITTEE-Durban Metzler-Chairman, Randy Stoltz, Linda Smith, Rex Hartman and Connie Lamborn

*Council on a motion by Durban Metzler, seconded by Janet Blattenberger, eliminated the **NEW REVENUE COMMITTEE**. The motion passed unanimously.*

*Council on a motion by Durban Metzler, seconded by Janet Blattenberger eliminated the **AMBULANCE COMMITTEE** and **FIRE COMPANY LIASONS**. The motion passed unanimously. A copy of the monthly Martinsburg Volunteer Fire Company minutes will be included in the monthly meeting packets.*

*A motion was made by Janet Blattenberger, seconded by Dan Smouse, approving to maintain the following **DEPOSITORIES** at First National Bank and PLGIT. The motion passed unanimously:*

GENERAL FUND CHECKING-FNB
PAYROLL FUND-FNB
HIWAY FUND-PLGIT
EQUIPMENT FUND-PLGIT
CHRISTMAS LIGHT FUND-PLGIT
BLDG MAINT FUND-PLGIT

GENERAL FUND RESERVE-FNB
RECYCLING FUND-FNB
VIDEO PROD FUND-PLGIT
MED CARE REIMB-PLGIT
REVITALIZATION PROJ-PLGIT
POLICE PISTOL RANGE-PLGIT

New **SIGNATURE CARDS** for First National Bank and PLGIT will be filled out to include Janet Blattenberger as an additional check co-signer.

RENEE GUNNETT'S resignation as borough clerk was approved on a motion by Dan Smouse, seconded by Linda Smith. The motion passed unanimously. Renee took a full-time job with benefits at Children and Youth in Bedford after their family lost their health insurance.

AMBER BRUMBAUGH was introduced as the personnel committee's replacement as new borough clerk. Amber had previously applied for the position back in 2011 but could not be considered for hire since she resided more than 5 miles from the borough. She has since moved to Curryville and is now an eligible candidate for the job. *Council on a motion by Dan Smouse, seconded by Durban Metzler voted to hire Amber Brumbaugh as the new borough clerk [at \$10.00 per hour]. The motion passed unanimously.*

The MINUTES of the regular meeting of December 1, 2014, 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 2014 as prepared by Treasurer Jane Staily.

The LIST OF BILLS for December 2014 check nos. 7814-7861 in the amount of \$32,874.49 was approved on a motion by Janet Blattenberger, seconded by Linda Smith. The motion passed unanimously.

Chief Kerry Hoover presented the **POLICE REPORT** as written. December was a busy month for the police department as they worked on a credit/debit card fraud case. So far fifteen different people have been affected. It has been interesting working with the State Police and the FBI on the case. Lance Morris was introduced as the department's candidate for hire as part-time patrolman. Patrolman Steve Weyandt has taken a full-time position with Allegheny Township and will no longer be available for duty until he completes one full year with the Allegheny Township Police Department. Lance Morris recently graduated from the police academy in November and passed his state test. He currently lives in Altoona. He still needs to take the psychiatric evaluation and obtain a MOEPAC number. *Council on a motion by Dan Smouse, seconded by Janet Blattenberger, voted to hire LANCE MORRIS as a part-time patrolman for the Martinsburg Police Department subject to completing all of the necessary requirements. The motion passed unanimously.*

Manager Randy Stoltz reported that on December 10 he and Jane Staily participated in a training session to review changes in the **SWIFT REACH PROGRAM** – Swift Reach is a computer system which allows us to record a message and then have the program call all of the designated names in a considerably short length of time – calls can be made to the entire municipal authority customers or just the residents of the borough depending on the necessity – the system is a requirement by DEP for the municipal authority to be able to contact the customers within 24 hours; December 12 was the last day of work for **RENEE GUNNETT** – we are going to miss her; Manager Stoltz wanted to thank the **D. MERL TIPTON VFW** for the \$1,500 donation to our Christmas light fund so we can replace the last three old lights with new LED snowflakes; the annual community fund goal is \$40,250 – to date we have \$36,412.98 which is 90% of our goal; anyone with a **CHRISTMAS TREE** to be picked up should contact the borough office or it can also be taken out to the borough garage behind the recycling fence; also the final copies of the **COMPREHENSIVE PLAN** have arrived – there are two documents – one is background conditions and the other is Visions, Issues and Recommendations as well as a CD with both documents on it.

ATTORNEY MICHAEL GIEG was introduced as the newest member to the firm of Gieg and Gieg. He graduated from Allegheny College of Meadville in 2005 and graduated in May of 2014 from Capital Law School in Ohio. He just recently passed the BAR and was just sworn in last month.

Council met in **EXECUTIVE SESSION** to discuss personnel issues from 8:00-8:17 p.m.

Council discussed leaving the **CHRISTMAS SNOWFLAKE** street pole lights up a little longer in the winter. Manager Stoltz reported that the cost is about \$300 per month the keep them lit.

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President Connie Lamborn contacted Brad Heuston at the Spring Cove School District about getting a new **JUNIOR COUNCILMAN** but he didn't have any seniors available to do it this year.

Martinsburg Borough Tax Collector Jane Staily presented council with a list of 2014-15 Per Capita Tax payers that meet the guidelines for exoneration/exemption from paying the tax. The Spring Cove School District has already approved to exonerate/exempt the list. ***Council on a motion by Dan Smouse, seconded by Linda Smith, authorized to EXONERATE/EXEMPT the list of 76 tax payers from paying the 2014-2015 PER CAPITA TAX of \$5.00 per person. The motion passed unanimously.*** A second list will be prepared in the spring.

The Local Tax Collector Law was recently amended in October 2014 to provide mandatory training for elected tax collectors and qualifications for the office. Act 164 also provides for a deputy tax collector in times of incapacitation of the elected tax collector. Section 22 of the Act was amended to require the elected tax collector with the approval of the tax district and their surety to appoint a deputy. The deputy tax collector changes take effect immediately and the rest of the Act is effective in one year on October 22, 2015. While the Act does ***not*** require the deputy to be a resident of the municipality, Attorney Matt Gieg is recommending that while the deputy tax collector is technically appointed and not "elected" that the individual appointed as deputy meet all of the eligibility requirements of an elected tax collector since they will serve as the functional equivalent of the borough's tax collector in the event of incapacitation, which means he is suggesting it be a borough resident. The Pennsylvania State Tax Collector's Association, Inc. is actually recommending the deputy be an already qualified tax collector from a neighboring municipality. ***Council on a motion by Dan Smouse, seconded by Durban Metzler, approved Martinsburg Borough Tax Collector M. Jane Staily's appointment of JACQUELYN S. MILLER AS DEPUTY TAX COLLECTOR subject to the Spring Cove School District, Blair County and the surety company's approval of the appointment as well. The motion passed unanimously.*** Jackie is a borough resident. Her husband is currently a borough employee and her father was a patrolman for the borough police department years ago.

Council on a motion by Janet Blattenberger, seconded by Linda Smith, accepted the 2014 ANNUAL MARTINSBURG BOROUGH VOLUNTEER FIRE COMPANY REPORT. The motion passed unanimously.

The next **SOUTH CENTRAL COUNTIES BOROUGH ASSOCIATION** meeting will be held on Thursday, January 22, 2015 at the Morrisons Cove Memorial Park. Patrick Miller, Executive Vice-President of the Altoona Blair County Development Corporation will be the guest speaker.

The meeting ADJOURNED at 8:32 p.m. on a motion by Janet Blattenberger, seconded by Dan Smouse. The motion passed unanimously.

Respectfully submitted,

M. Jane Staily
Borough Secretary