

**MARTINSBURG BOROUGH COUNCIL MINUTES
JANUARY 2, 2018**

The regular meeting of the Martinsburg Borough Council was held on Tuesday, January 2, 2018 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, Pro-tem Douglas D. Smith, Councilman Edward L. Bennett, Councilwoman Linda K. Smith, (*Councilman Rob Dickson was absent*)

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Richard Brantner, Jr., Sgt. Justin Davis, Brian Miller, Attorney Chris Jancula, Christine Wagner, Craig Wagner, Magisterial District Judge Andrew Blattenberger and Brian Hess of the Morrisons Cove Herald

Prior to the meeting, Magisterial District Judge Andrew Blattenberger administered the **OATH OF OFFICE** to the following elected officials:

Rex L. Hartman	(4 year term)	Mayor
Durban D. Metzler	(4 year term)	Borough Council
Linda K. Smith	(4 year term)	Borough Council
Edward L. Bennett	(4 year term)	Borough Council
M. Jane Staily	(4 year term)	Tax Collector
Christine A. Wagner	(4 year term)	Auditor

(*Lucinda R. Meck (6 year term) Auditor was not present...to take the Oath from Notary Randy Stoltz*)

JANET BLATTENBERGER won the election for councilwoman and also for Judge of Elections. Since both position are incompatible she chose Judge of Elections. There is now a council vacancy.

The meeting was then **CALLED TO ORDER** by Mayor Rex L. Hartman. Mayor Hartman assumed the chair for the purpose of designating officers.

[*Magisterial District Judge Andrew Blattenberger left; Christine and Craig Wagner left*]

Nominations were taken for the office of **PRESIDENT**. *Connie Lamborn was nominated by Durban Metzler, seconded by Linda Smith. The motion passed unanimously. **CONNIE LAMBORN** being the sole nominee was voted president.*

Nominations were taken for the office of **VICE-PRESIDENT**. *Durban Metzler was nominated on a motion by Doug Smith, seconded by Linda Smith. The motion passed unanimously. **DURBAN METZLER** being the sole nominee was voted Vice-President.*

Nominations were taken for the office of **PRO-TEMPORE**. *Doug Smith was nominated on a motion by Ed Bennett, seconded by Linda Smith. The motion passed unanimously. **DOUG SMITH** being the sole nominee was voted Pro-Tempore.*

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The following council members were appointed to retain their COMMISSIONS:

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

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 Ed Bennett, passed unanimously</i>		
POL SERGEANT	-Justin Davis	<i>motion by Ed Bennett, seconded by Doug Smith, passed unanimously</i>		
SOLICITOR	-Gieg Law Offices LLC	<i>motion by Ed Bennett, seconded by Linda Smith, passed unanimously</i>		
BOROUGH MANAGER	[Jan 1-23]			
DEPUTY OPEN RECORDS OFFICER	[Jan 1-23]			
ZONING OFFICER [Jan 1-23]	-Randy Stoltz	<i>motion by Linda Smith, seconded by Durban Metzler, passed unanimously</i>		
BUILDING CODE INSPECTOR				
	-Middle Dept. Inspection Agency	<i>motion by Doug Smith, seconded by Linda Smith, passed unanimously</i>		
BOROUGH MANAGER	[effective Jan 24]			
EMERGENCY MANAGEMENT COORDINATOR	[effective Jan 24]			
DEPUTY OPEN RECORDS OFFICER	[effective Jan 24]			
ZONING OFFICER [effective Jan 24]	-Rich Brantner, Jr.	<i>motion by Durban Metzler, seconded by Linda Smith, passed unanimously</i>		
BOROUGH SECRETARY				
BOROUGH TREASURER				
OPEN RECORDS OFFICER				
CHIEF ADMINISTRATIVE OFFICER OF THE PENSION PLAN ADM.	(updated State language)			
	-Jane Staily	<i>motion by Linda Smith, seconded by Ed Bennett, passed unanimously</i>		
ENGINEER	-Stiffler, McGraw & Associates	<i>motion by Ed Bennett, seconded by Durban Metzler, passed unanimously</i>		
ZONING SOLICITOR	-Atty. Lee Oswald, III	<i>motion by Doug Smith, seconded by Durban Metzler, passed unanimously</i>		
ELECTRONIC AUDIT FILING				
	- Ritchey, Ritchey & Koontz	<i>motion by Doug Smith, seconded by Durban Metzler, passed unanimously</i>		
INFORMATION TECHNOLOGY				
	-Mike Miller – Cyber Protection Group	<i>motion by Doug Smith, seconded by Durban Metzler, passed unanimously</i>		

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

ZONING HEARING BOARD:				
Mark Fluke	(3 yr ending 2021)	<i>motion by Durban Metzler, seconded by Linda Smith, passed unanimously</i>		

PLANNING COMMISSION:

William C. Lewis (4 yr ending 2022)

motion by Linda Smith, seconded by Durban Metzler, passed unanimously

MUNICIPAL AUTHORITY:

Kenneth R. Steele Floor (5 yr ending 2023)

motion by Durban Metzler, seconded by Linda Smith, passed unanimously

Donald G. Stern (5 yr ending 2023)

motion by Doug Smith, seconded by Linda Smith, passed unanimously

VACANCY BOARD:

Vacancy

The following COMMITTEES were appointed as follows:

PENSION COMMITTEE

-Rich Brantner, Jr., Jane Staily, and Durban Metzler

EMP. MED. REIMB. COM.

-Rich Brantner, Jr., Doug Smith & Rob Dickson

EMPLOYEE BENEFITS & REGS MANUAL

-Rich Brantner, Jr., Jane Staily, and Connie Lamborn

REVITALIZATION COMMITTEE

-Rich Brantner, Jr. and Linda Smith

RECYCLING COMMITTEE

-Connie Lamborn and Linda Smith

COMMUNITY DEVELOPMENT COM.

-Durban Metzler, Rich Brantner, Jr., Linda Smith,
Connie Lamborn, Rex Hartman

CABLE FRANCHISE COMMITTEE

-Rich Brantner, Jr., Durban Metzler & Doug Smith

GOVERNMENT ADVISORY COMMITTEE MEMBER

-Rex Hartman

A motion was made by Ed Bennett, seconded by Linda Smith, approving to maintain the following DEPOSITORIES at First National Bank. The motion passed unanimously:

GENERAL FUND CHECKING
PAYROLL
RECYCLING

GENERAL FUND RESERVE
EQUIPMENT
PENN STREET PROJECT

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

BUILDING MAINTENANCE
CHRISTMAS LIGHT FUND
REVITALIZATION PROJECT
VIDEO PRODUCTION FUND

HIGHWAY FUND
MEDICAL CARE REIMB PLAN
POLICE PISTOL RANGE FUND

The MINUTES of the regular meeting of December 4, 2017, were approved on a motion by Linda Smith, seconded by Durban Metzler. The motion passed unanimously.

The FINANCIAL AND TREASURER'S REPORTS were presented for December 2017 as prepared by Treasurer Jane Staily.

The LIST OF BILLS for December 2017 check nos. 9022-9061 in the amount of \$40,608.05 was approved on a motion by Doug Smith, seconded by Durban Metzler. The motion passed unanimously.

Chief Kerry Hoover presented the POLICE REPORT. December is usually busy because of the holidays but was exceptionally busy with all of the CHURCH BURGLARIES. The IN-CAR COMPUTERS should be installed in the next two weeks. HUSTON TOWNSHIP did agree to our police agreement - it was sent to Attorney Matt Gieg to prepare as a resolution for consideration for adoption next month to be effective January 1, 2018.

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Manager Randy Stoltz reported that the second round of ground water sampling was completed at the **114 W. PENN STREET** site on December 11 – there will be six more quarterly samples taken and if all are clear we will obtain an Act 2 DEP clearance for the entire site so it will not be listed as a contaminated site in the state records; December 12 our truck was used to deliver the Cove Shoe food drive items to the **MARTINSBURG FOOD PANTRY**; December 18 **COMMUNITY FUND** current giving is \$33,461.57 which is 79.67% of the \$42,000 goal; December 21 the closing for the **114 W. PENN STREET** property purchased was finalized – it was originally scheduled for December 8 but the Commonwealth Financing Agency was not ready until the 21st; December 29 façade removal of the **114 W. PENN STREET** building was started – the asbestos removal is tentatively scheduled to start the week of January 15 – T. L. Long Excavating will demolish the building – the porch roof is already down; and **DUSTIN RUSSELL’S** first day of employment with the Borough of Martinsburg was January 2.

Attorney Chris Jancula wanted to thank council on behalf of Gieg Law Offices LLC for reappointing them once again as the **BOROUGH SOLICITOR**. The closing went through on the **114 W. PENN STREET PROPERTY**.

Attorney Jancula had a draft resolution for **POLICE OVERTIME**. *Council on a motion by Ed Bennett, seconded by Linda Smith, adopted Resolution No. 2018-0102-01 on Police Overtime conditional upon the changes council asked to be made. The motion passed unanimously.*

A letter of resignation as received from **JANET BLATTENBERGER**. She ran for re-election for council and also for the elected position of Judge of Elections and won both. Since the two position are incompatible she accepted the position of Judge of Elections. *Council on a motion by Durban Metzler, seconded by Linda Smith. The motion passed unanimously.*

The **COUNCIL VACANCY** will be mentioned in the Morrisons Cove Herald. According to the Borough Code council has 30 days to appoint someone to the position before it would go to the vacancy board to appoint someone within 15 days but currently there is no vacancy board chairperson. After the total 45 days then the court of common pleas must appoint someone. An ad will be placed in the Morrisons Cove Herald asking for letters of interest to be received by January 26th from anyone eligible to fill the council vacancy. A special meeting will then be held in the last week of January to appoint someone. *As Janet Blattenberger’s letter of resignation was done as a courtesy to council as opposed to a requirement since she never accepted the council position to begin with, council on a motion by Linda Smith, seconded by Durban Metzler rescinded their motion to accept **JANET BLATTENBERGER’S LETTER OF RESIGNATION**. The motion passed unanimously.*

[Randy Stoltz left]

There was some discussion about the upcoming retirement open house as planned for our retiring Borough Manager Randy Stoltz. The event will be held on Saturday, January 27, 2018 at the Martinsburg Volunteer Fire Company to be catered by Mitch Frederick of Frederick’s Meat Market. *Council on a motion by Durban Metzler, seconded by Doug Smith, approved to expend an estimated \$1,600 for the cost of the **RETIREMENT OPEN HOUSE FOR RANDY STOLTZ** to be shared by the Martinsburg Municipal Authority. The authority would pay \$800 and the borough would pay \$800. The motion passed unanimously.*

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*The meeting **ADJOURNED** at 8:31 p.m. on a motion by Ed Bennett, seconded by Durban Metzler. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary