

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

The regular meeting of the Martinsburg Borough Council was held on Monday, April 2, 2018 in the municipal building. The meeting started at 7:00 p.m. with prayer by Rich Brantner, Jr. 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, Councilman David L. Harker, Councilman P. Robert Dickson and Councilwoman Linda K. Smith

In addition to the council, present were Manager Richard Brantner, Jr., Secretary Jane Staily, Chief Kerry Hoover, Sgt. Justin Davis, Attorney Matt Gieg and Attorney Chris Jancula of Gieg Law Offices and David Patterson

*The **MINUTES** of the regular meeting of March 5, 2018 were approved on a motion by Rob Dickson, seconded by Doug Smith. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** for March 2018 were presented by Secretary/Treasurer Jane Staily.

*The **LIST OF BILLS** for March 2018 check nos. 9128-9161 in the amount of \$95,866.01 (including a \$60,000 transfer to the Reserve Fund) was approved on a motion by Durban Metzler, seconded by Linda Smith. The motion passed unanimously.*

Chief Kerry Hoover presented the **POLICE REPORT** as written. JD's Detailing donated **CERAMIC COATING** of both police cars. **SKYLAR ROSS** pleaded guilty at the sentencing hearing on the homicide by vehicle in 2015 that killed his wife and injured their infant child and left him paralyzed from the chest down – he will spend 4-8 years in a state prison. Chief Hoover received the new **BLAIR COUNTY HUMANE SOCIETY** agreement. They are only open from 8 a.m.-4:30 p.m. Monday through Friday and costs \$45 per animal. They use to be available 24 hours per day seven day a week and cost \$10 per animal. They are now less available and more expensive. *Council on a motion by Durban Metzler, seconded by Linda Smith, to retain the services on the as needed basis from the **BLAIR COUNTY HUMANE SOCIETY** by adopting their agreement for a one-year term. The motion passed unanimously.* Attorney Matt Gieg reported that Frankstown Township just adopted the same agreement. The police department uses social networking to assist with investigations. The in-car computers are working very well.

Borough Manager Rich Brantner reported that on March 7 along with Dusty Russell he participated in a webinar for **LOCAL EMERGENCY MANAGEMENT COORDINATOR** through PSAT; on March 12 met with Jane Staily and Kerry Hoover and The Teeter Group and went over the borough's **INSURANCE POLICIES** reviewing property, vehicles, equipment and the workman's compensation insurance; attended the March 15 **AUTHORITY MEETING**; attended an evening **LOCAL EMERGENCY MANAGEMENT COORDINATOR MEETING** along with Dusty Russell on March 19 at the Blair County 911 Center; on March 20 met with Jane Staily and sent out a **SWIFT REACH** message for all borough residents to remove all vehicles from the streets during the snow event; the borough crews **PLOWED** 12" of snow on March 21; on March 22 Jane Staily issued checks to the **FIRE VICTIMS** that we were holding in escrow for the properties at 117 and 121 E. Allegheny Street – the demolition is complete and has had the final inspection; Dusty Russell attended **FLAGGER TRAINING** and

traffic pattern class on the proper way to direct traffic – this is a requirement for all the borough crew every three years; **PLOWED** 4” of very wet snow on April 2; **DUSTY RUSSELL’S** 90 day probationary period ended on April 2 – he is doing a good job – Manager Brantner prepared a probationary evaluation form and on it is his recommendation for Dusty.

Manager Rich Brantner reported that the Local Emergency Management Coordinator webinar that he attended highly recommended the use of **SOCIAL MEDIA** as a quick way to notify people of situations and emergencies. The county was also recommending it at the LEMC meeting they attended.

Attorney Matt Gieg recommended an **EXECUTIVE SESSION** to discuss a few matters towards the end of the meeting this evening.

Other joining municipalities have been informed that we are in favor of the simpler version of the **MUTUAL AID AGREEMENT**.

Attorney Matthew Gieg responded to an inquiry by recommending an increase in our zoning hearing fees. The current fee is set at \$250 per zoning hearing. All but one of the past four zoning hearings cost over \$1,000 each. *Council on a motion by Ed Bennett, seconded by Rob Dickson, adopted **RESOLUTION NO. 2018-0402-01** amending our Zoning Ordinance No. 356 of 1972 to increase the cost of our **ZONING HEARING FEE** from \$250 to \$1,500 effective immediately with the exception of the person who was just quoted the cost to be \$250. If a hearing costs less than the fee of \$1,500 a refund can be made. The motion passed unanimously.*

Ed Bennett reported that he and Manager Brantner reviewed the borough streets for the **2018 PAVING PROJECT**. The **STREET SWEEPER** has been out several times to clean up the streets.

Durban Metzler reported that the meeting of the Martinsburg Municipal Authority on March 15, 2018 was mostly about the **CURRYVILLE WATER** situation. A Memorandum of Understanding is being prepared. The authority would like to help them out but not at the expense of our current customers.

Connie Lamborn reported that meetings are being scheduled for review of the **EMPLOYEE REGULATIONS AND BENEFITS MANUAL**.

Linda Smith reported that the **REVITALIZATION COMMITTEE** will be planting pansies soon. They were pleased at the new plaque installed on the planter.

Durban Metzler would like to have a meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** soon.

Attorney Chris Jancula reviewed the **ATLANTIC BROADBAND CABLE FRANCHISE AGREEMENT**. The old agreement was for 10 years. They want to increase the new one to 15 years. Attorney Jancula does not like the auto renewal wording in the new agreement. The new agreement no longer includes paying the borough \$500 annually for the public access fee. A new agreement will need to be adopted in September 2018. They currently provide free cable service to the borough building and various other public buildings.

A 2018 Borough/County Real Estate tax bill has been generated for the property of 114 W. Penn Street that the borough owns. The Blair County Assessment Office has been informed that the building has been demolished as of January 26, 2018. Attorney Matt Gieg applied for a tax exemption for the property. The application is pending. *Council on a motion by Rob Dickson, seconded by Durban Metzler, approved to pay the 2018 BOROUGH/COUNTY REAL ESTATE TAX BILL FOR 114 W. PENN STREET to be paid by the discount date of April 30, 2018 to take advantage of the discount subject to receiving a “land only” revised bill by that date. The motion passed unanimously.*

Volunteers are needed for the SPRING CLEAN UP scheduled for Saturday, April 14, 2018 from 9 a.m. – 2 p.m. at the borough garage. St. Matthew’s Lutheran Church is having a shredding event that same weekend on Friday, April 13 from 1-4 p.m.

Manager Rich Brantner and Police Chief Kerry Hoover recommended council consider approving to set up a Face Book page for the borough and police department as a means of getting information out quickly to the public. Setting it up through a government administration setting can control who posts to the page and certain comments can be automatically blocked. The county is also pushing for Face Book pages for local emergencies. The South Central Law Enforcement gave the county emergency management coordinator access to post to their page during an emergency. *Council on a motion by Rob Dickson, seconded by Linda Smith, authorized the creation of a FACE BOOK PAGE for the Borough of Martinsburg and the Martinsburg Police Department. The motion passed unanimously.*

Currently the recycling program which keeps track of the scan cards and activates and deactivates key cards is housed in the borough garage which makes updating transactions difficult through the borough office. For a one time fee the Cyber Protection Group can have wifi from the wastewater treatment plant send the program from the garage to the borough office through Team Viewer to make updating the recycling cards easier. *Council on a motion by Linda Smith, seconded by David Harker, authorized to pay the \$700 to Cyber Protection Group LLC to create a WIRELESS CONNECTION from the borough garage to the borough office for the RECYCLING PROGRAM to be paid for from the Recycling Fund. The motion passed unanimously.*

Dustin Russell’s 90-day probationary period ends on April 2, 2018. He received a good evaluation review from Manager Rich Brantner and was approved for a pay increase once he got through his 90-day probationary period. *Council on a motion by Rob Dickson, seconded by Linda Smith, reaffirmed the motion of December 4, 2017 to increase DUSTIN RUSSELL’S hourly wage from \$15.25 to \$15.75 effective April 2, 2018. The motion passed unanimously.*

Council on a motion by Ed Bennett, seconded by Linda Smith, appointed DESTARTA CARBERRY to the 3-year term as an alternate on the Zoning Hearing Board. The motion passed unanimously.

Minutes of the March 12, 2018 meeting of the MARTINSBURG VOLUNTEER FIRE COMPANY were included in the council agenda.

An EXECUTIVE SESSION was held from 8:04-9:18 p.m. to discuss legal matters.

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The meeting was reconvened to take some action on a lease. *Council on a motion by Durban Metzler, seconded by Rob Dickson, authorized the borough solicitors to prepare a lease for the strip of land along the parking lot of the C & S Market store between Borough Way and the 114 W. PENN STREET PROPERTY approximately 90 feet long and 30 feet wide and to attempt to make contact with the owners Gerald Slick and Tim Cleveland to arrive at terms for the lease. The motion passed unanimously.*

The meeting ADJOURNED at 9:21 p.m. on a motion by Ed Bennett, seconded by Connie Lamborn. The motion passed unanimously.

Respectfully submitted,

M. Jane Staily
Borough Secretary