

**MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 3, 2018**

The regular meeting of the Martinsburg Borough Council was held on Monday, December 3, 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, Attorney Matt Gieg and Attorney Chris Jancula of Gieg Law Offices, Angie Whetstine of the Blair County Tax Collection Bureau and Brian Hess of the Morrisons Cove Herald

Angie Whetstine, Executive Director of the Blair County Tax Collection Bureau, attended to answer any questions the council may have regarding how the **LOCAL SERVICES TAX** works. The \$52 Local Services Tax (\$47 Borough; \$5 School District) is payroll deducted from those working in the Borough of Martinsburg who earn \$12,000 or more. Those earning or expecting to earn less than \$12,000 can fill out an exemption for through their employer. Self-employed individuals that haven't paid it voluntarily throughout the year will be caught at year end when they file their taxes. A summary sheet was given out to the council with the LST highlights. The Blair County Tax Collection Bureau has already sent out a mailer to all borough employers informing them of the new LST tax for 2019. Nine people including Angie work at the collection bureau collecting about \$40,000,000 through their office annually.

[Angie Whetstine left at 7:15 p.m.]

*The **MINUTES** of the regular meeting of November 5, 2018 were approved on a motion by Linda Smith, seconded by David Harker. The motion passed unanimously.*

*The **MINUTES** of the special meeting of November 19, 2018 were approved on a motion by Durb Metzler, seconded by Rob Dickson. The motion passed unanimously.*

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

*The **LIST OF BILLS** for November 2018 check nos. 9391-9436 in the amount of \$38,041.95 was approved on a motion by Rob Dickson, seconded by David Harker. The motion passed unanimously.*

Chief Kerry Hoover presented the **POLICE REPORT** as written. The Martinsburg Police Department partnered with James Pharmacy for the **DRUG TAKE BACK DAY** on October 27 and it was a success – the department plans to do it again next year; the Multi-disciplinary Investigative Team (**MDIT**) has been seeing a lot of child line calls; the **POLICE MUTUAL AID** agreement will soon be a county priority; Connie Lamborn reported that the Lutheran Church was contacted about victim statements on the juvenile punishment for the **CHURCH BREAK INS** that were done throughout multi-counties – the case is being tried in Huntingdon.

BOROUGH MANAGER Rich Brantner reported:

NOV 8 – had a **WATER LEAK** on the main at the 200 block of E. Christiana Street

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NOV 14 – had another WATER LEAK on the main on Bassler Street

NOV 15 & 16 – we PLOWED about 10” of snow and also cleaned up the snow around the square

NOV 19 – hung CHRISTMAS LIGHTS

NOV 23 – turned on the CHRISTMAS LIGHTS

NOV 29 – the guys helped hang WREATHS on the lamp posts

Reportedly PENNDOT was short-handed on drivers during the last big snow. They are in dire need of part-time drivers.

Attorney Matt Gieg recommended a brief EXECUTIVE SESSION to discuss real estate matters. The executive session lasted from 7:30-8:30 p.m.

Linda Smith reported that the REVITALIZATION COMMITTEE put the wreaths up and pine around the clock and planters.

Council on a motion by Durban Metzler, seconded by Linda Smith, adopted ORDINANCE NO. 2018-613 2019 Real Estate Tax to maintain the rate of 1.871 mills. The motion passed unanimously.

Council on a motion by Rob Dickson, seconded by David Harker, adopted ORDINANCE NO. 2018-614 2019 PER CAPITA TAX to maintain the rate of \$5.00. The motion passed unanimously.

Council on a motion by Doug Smith, seconded by Ed Bennett, adopted ORDINANCE NO. 2018-615 2019 EARNED INCOME TAX to maintain the rate of 5-mills. The motion passed unanimously.

Council on a motion by Doug Smith, seconded by Durb Metzler, adopted ORDINANCE NO. 2018-616 TO APPOINT AN INDEPENDENT AUDITOR and abolish the elected auditor position. The motion passed unanimously.

Council on a motion by Ed Bennett, seconded by Linda Smith, appointed RITCHEY, RITCHEY AND KOONTZ as the independent auditor to do the audit for fiscal year ending December 31, 2018. The motion passed unanimously.

President Connie Lamborn announced that the Personnel Committee felt they made an error in the 2019 employee raises. *Council on a motion by Durban Metzler, seconded by Linda Smith, RESCINDED LAST MONTH’S MOTION FOR 2019 PAY RAISES. The motion passed unanimously:*

RESCINDED MOTION FROM NOVEMBER 5, 2018: Council on a motion by Durban Metzler, seconded by David Harker, approved of the Personnel Committee’s recommended WAGE INCREASES FOR 2019 of \$1.00 for Manager Richard Brantner, Jr., Working Foreman Brian Miller, and Laborer Dustin Russell and 2% wage increase for all other employees. The motion passed unanimously.

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Council on a motion by Doug Smith, seconded by Durb Metzler, made a new motion to approve the Personnel Committee’s recommended WAGE INCREASES FOR 2019 of \$1.00 for Manager Richard Brantner, Jr., Working Foreman Brian Miller, Laborer Dustin Russell, Borough Secretary/Treasurer Jane Staily, and Wastewater Treatment Plant Operator Gary Hooder and a 2% wage increase for all other employees. The motion passed unanimously.

Council on a motion by Durb Metzler, seconded by Doug Smith, adopted the 2019 BUDGET as advertised for the required 10-day public inspection period. There will be no real estate tax millage increase but the \$52 LST Tax was enacted. The motion passed unanimously.

FUND	ESTD BEGINNING BAL JAN 1 2019	REV	EXP	ESTD YR END BAL DEC 31, 2019
GEN OPR	107512	825940	825940	107512
HIWAY	180680	62870	18300	225250
VIDEO PROD	3426	10	0	3436
EQUIP - FNB	81701	27050	7500	101251
MED CARE REIMB	7544	1550	3500	5594
CHRISTMAS LIGHT	0	0	0	0
REVITALIZATION	1018	0	448	570
BLDG MAINT	37950	5155	3000	40105
POLICE PISTOL RANGE	1977	5	0	1982
PENN STREET	121	0	0	121
RECYCLING	8434	8380	8740	8074
TOTALS:	430363	930960	867428	493895

Council on a motion by Ed Bennett, seconded by Linda Smith, approved to advertise the 2019 BOROUGH COUNCIL MEETING DATES as follows. The motion passed unanimously.

JAN 7	APR 1	JUL 8 - 2nd MON	OCT 7
FEB 4	MAY 6	AUG 5	NOV 4
MAR 4	JUN 3	SEP 3 - TUE	DEC 2

Martinsburg Borough Tax Collector Jane Staily presented council with a list of 2018-19 Per Capita Tax payers that completed forms for EXONERATION/EXEMPTION from paying the tax. *Council on a motion by Ed Bennett, seconded by Rob Dickson, authorized to EXONERATE/EXEMPT 24 tax payers from paying the 2018-2019 PER CAPITA TAX of \$5.00 per person. The motion passed unanimously.* A second list will be prepared in the spring.

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Correspondence was received from the **BLAIR COUNTY PLANNING COMMISSION**.

Minutes of the November 12, 2018 meeting of the **MARTINSBURG VOLUNTEER FIRE COMPANY** were included in the council agendas.

*The meeting **ADJOURNED** at 8:47 p.m. on a motion by Rob Dickson, seconded by Doug Smith. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary