

**MARTINSBURG BOROUGH COUNCIL MINUTES**  
**APRIL 1, 2019**

The regular meeting of the Martinsburg Borough Council was held on Monday, April 1, 2019 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 P. Robert Dickson, Councilman David L. Harker, 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 of Gieg Law Offices, Darin Meck, Joseph Zolna Candidate for Blair County Commissioner and Brian Hess of the Morrisons Cove Herald

Attorney Matt Gieg introduced **JOSEPH ZOLNA**, a close personal friend of his, who is running for the office of Blair County Commissioner. He was just attending to observe local government.

*The **MINUTES** of the regular meeting of March 4, 2019 were approved on a motion by Linda Smith, seconded by Rob Dickson. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** for March 2019 were presented by Secretary/Treasurer Jane Staily.

*The **LIST OF BILLS** for March 2019 check nos. 9538-9568 in the amount of \$79,049.49 was approved on a motion by Rob Dickson, seconded by Durban Metzler. The motion passed unanimously.*

Chief Kerry Hoover presented the **POLICE REPORT** as written. He suggested that council might want to look at the **SOLICITATION ORDINANCE** and reconsider possibly prohibiting house to house sales not necessarily pertaining to the non-profit groups such as scouts and fire company. We currently issue about 4-5 solicitation permits per year at a cost of \$20 per permit. This last group that was issued a permit generated quite a few phone calls from the public.

**BOROUGH MANAGER** Rich Brantner reported:

**MAR 7** – had to take one of the **SNOW PLOWS** out to Martins Welding for a repair

**MAR 11** – had a hearing at the District Magistrate Office on the **THEFT OF WATER SERVICE** on Brumbaugh Lane

**MAR 15** – finished up the **CONSUMER CONFIDENCE REPORT** for the water that was tested last year.

**MAR 26** – attended a **CLASS IN STATE COLLEGE** along with Dusty Russell

**MAR 28** - met with DEP about the **RESERVOIR** to discuss breaching it as it is no longer being used

**MAR 30** – had a 6 inch **WATER MAIN BREAK** in front of the Morrisons Cove Home and about 92 customers were affected by this with low or no water pressure and are on a water boil notice

**MAR 31** – repaired the **LEAKING WATER VALVE** at Ritchey Street that was broken during the water shutdown on Mar 30

Copies of the completed **2018 INDEPENDENT AUDIT** and Report done by Ritchey, Ritchey & Koontz were given to the council members to review. *Council on a motion by David Harker, seconded by Linda Smith, approved to advertise the 2018 Financial Statement in the Morrisons Cove Herald as a legal requirement for each audit. The motion passed unanimously.*

*Council on a motion by Ed Bennett, seconded by Doug Smith, approved to update new **CHECK SIGNING CARDS** for all of the accounts at **FIRST NATIONAL BANK** to authorize any two of the following people to sign checks. The motion passed unanimously.*

Connie S. Lamborn-President  
Linda K. Smith-Council Person  
M. Jane Staily-Borough Sec./Trea.

Durban D. Metzler-Vice-Pres.  
P. Robert Dickson-Council Person

*Council on a motion by David Harker, seconded by Linda Smith, approved the **FIRST NATIONAL BANK RESOLUTION** and authorized to execute any necessary bank documents to complete the new check signing cards transactions for all of the borough accounts at First National Bank. The motion passed unanimously.*

Secretary Jane Staily **THANKED** council, mayor and employees for the cards, prayers and flowers received after the death of her mother.

Attorney Matt Gieg reported that everything is prepared for the **114 W. PENN STREET** closing. The borough has 90-days to close from February 5, 2019. The zoning hearing for the Penn Street property is scheduled for Wednesday, April 3 at 7:00 p.m. A decision will be made that evening.

Connie Lamborn reported that the **EMPLOYEE BENEFITS AND REGULATIONS MANUAL COMMITTEE** is meeting every other week now.

Linda Smith reported that the **REVITALIZATION COMMITTEE** will soon be putting flowers in for the season.

Rich Brantner, Jr. reported that he and Renee worked on the **RECYCLING GRANT** application and it was just submitted.

It was reported that Jonathan and Megan Zimmerman, the prospective new owners of the 114 W. Penn Street property, are interested in having something placed on their new location as a **LONDON WEAVER MEMORIAL**. They may get other businesses involved in paying for the expense of the memorial.

Chief Hoover reported that Attorney Gieg did verify that the borough would not need a **CIVIL SERVICE COMMISSION** set up until *after* we hired the third full-time officer. The following four people are interested so far in volunteering to be on the civil service commission but only three are needed: Chris Brooks, Todd Bookhammer, Lawrence Johnson, and James

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Caporuscio. Since it is council's responsibility to appoint them, they may wish to meet them. Attorney Matt Gieg recommended that all four attend a public meeting to introduce themselves to the council members. Council has several months to set up the commission once the third officer is hired. Some of the duties of the commission would be disciplinary issues, work place issues, monitor and address disputes, and future hiring of full-time officers. Council will still be responsible for hiring part-time officers. If there are no issues throughout the year the commission would just meet annually as a formality. The civil service commission members will have six year terms that of which will be staggered every 2, 4 and 6 years. The police department already has a few candidates for the full-time officer position. The budgeted wage amount is \$17.00 per hour. Chief Hoover may have someone to recommend for the next council meeting. There is no need to advertise the position. The interested volunteers for on the civil service commission are invited to the next council meeting. The need for three representatives and two alternates are possible.

*Council on a motion by Rob Dickson, seconded by Doug Smith, approved to pay the expenses of making Renee Gunnett a NOTARY for the borough. The motion passed unanimously.*

Manager Rich Brantner, Jr. presented council with a cost proposal from Cyber Protection to update all of the borough computers to WINDOWS 10. Soon there will no longer be any support for all versions prior to Windows 10. Manager Brantner already had a new computer budgeted for his office this year and it is recommending that Secretary/Treasurer Jane Staily's computer also be replaced this year so they can save the expenses of updates on those two computers that were in need of replacement anyway. The municipal authority has already approved to pay their portion of the computers and updates. The borough's portion of the cost is estimated to be about \$1,200. Chief Kerry Hoover reported that the department's computers were in a little better shape. One new computer for the department has already been budgeted for this year for Sgt. Davis and one other computer already has the upgrade. Chief Hoover requested permission to purchase a computer for his office to replace his personal computer that he currently uses. His computer and upgrades will cost about \$2,330. *Council on a motion by Doug Smith, seconded by Rob Dickson, authorized the purchase of a NEW COMPUTER for the borough secretary's office, a NEW COMPUTER for the police chief's office, and all the other necessary UPGRADES for the other computers that require the Windows 10 upgrade for a total cost of \$3,600 to be paid for from the Equipment Fund this year. The motion passed unanimously.* The police department is also purchasing an external harddrive to store videos on so they don't fill up their computers. They already have money through donations to make this purchase.

Minutes of the March 11, 2019 meeting of the MARTINSBURG VOLUNTEER FIRE COMPANY were included in the council agendas. The fire company is selling CHICKEN BARBECUE tickets for April 13<sup>th</sup>.

*The meeting ADJOURNED at 8:00 p.m. on a motion by Durb Metzler, seconded by Linda Smith. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily  
Borough Secretary