

**MARTINSBURG BOROUGH COUNCIL MINUTES
JANUARY 3, 2023**

The regular meeting of the Martinsburg Borough Council was held on Monday, January 3, 2023 in the municipal building. The meeting started at 7:00 p.m. with prayer by Richard Brantner, Jr. and the Pledge of Allegiance.

ELECTED OFFICIALS PRESENT: Mayor Richard A. Brantner, President P. Robert Dickson, Vice-Pres. Durban D. Metzler, Pro-tem Charles E. Kensinger, Ed Bennett, Janet E. Blattenberger, James C. Dell, and Councilman Darin B. Meck

In addition to council, present were Manager Richard Brantner, Jr., Secretary/Treasurer Jane Staily, Chief Kerry Hoover, Lt. Justin Davis, and Anna Baughman of the Morrisons Cove Herald

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

SAFETY	-Charles Kensinger
PROPERTY	-Darin Meck
STREETS	-James Dell
FINANCE	-Rob Dickson
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 Charles Kensinger, seconded by Janet Blattenberger, passed unanimously</i>		
POL LIEUTENANT	-Justin Davis	<i>motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously</i>		
SOLICITOR	-Evey, Black Attorneys LLC	<i>motion by James Dell, seconded by Charles Kensinger, passed unanimously</i>		
BOROUGH MANAGER				
EMER. MGMT COOR.				
DEPUTY OPEN RECORDS OFFICER				
ZONING OFFICER	-Richard Brantner, Jr.	<i>motion by Ed Bennett, seconded by Durban Metzler, passed unanimously</i>		
BOROUGH SECRETARY				
BOROUGH TREASURER				
CHIEF ADMINISTRATIVE OFFICER OF THE PENSION PLAN				<i>(updated State language for forms)</i>
OPEN RECORDS OFFICER	-Jane Staily	<i>motion by Janet Blattenberger, seconded by James Dell, passed unanimously</i>		
DEPUTY EMER. MGMT. COORDINATOR				
	-Dustin Russell	<i>motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously</i>		
ZONING SOLICITOR	-Atty. Shawn Sullivan	<i>motion by Janet Blattenberger, seconded by James Dell, passed unanimously</i>		
ENGINEER	-Stiffler, McGraw & Associates	<i>motion by Janet Blattenberger, seconded by Charles Kensinger, passed unanimously</i>		
BUILDING CODE INSPECTORS:	-MDIA	<i>motion by Durban Metzler, seconded by Ed Bennett, passed unanimously</i>		
	-PMCA	<i>motion by Charles Kensinger, seconded by Ed Bennett, passed unanimously</i>		
INDEPENDENT AUDITOR for fiscal year ending 12/31/2020				
	-Ritchey, Ritchey & Koontz	<i>motion by Janet Blattenberger, seconded by Charles Kensinger, passed unanimously</i>		

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RECEIVER OF TAXES FOR LST: -Blair County Tax Collection Bureau
motion by Janet Blattenberger, seconded by Durban Metzler, passed unanimously

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

ZONING HEARING BOARD:

Joe Logan (3 yr ending 1/2026) *motion by Charles Kensinger, seconded by Janet Blattenberger, passed unanimously*
VACANCY (3 yr ending 1/2026)

PLANNING COMMISSION:

Earl L. Springer (4 yr ending 1/2027) *motion by Janet Blattenberger, seconded by James Dell, passed unanimously*

MUNICIPAL AUTHORITY:

Douglas W. Hoover (5 yr ending 1/2027) *motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously*
Donald G. Stern (5 yr ending 1/2027) *motion by Durban Metzler, seconded by Janet Blattenberger, passed unanimously*

VACANCY BOARD:

Vacancy since Jan 2016

POLICE CIVIL SERVICE COMMISSION:

Lawrence Johnson (6 yr ending 1/2029) *motion by Janet Blattenberger, seconded by Charles Kensinger, passed unanimously*

*The following **COMMITTEES** were appointed:*

PENSION COMMITTEE

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

EMP. MED. REIMB. COM.

-Rich Brantner, Jr., & Rob Dickson

REVITALIZATION COMMITTEE

-Rich Brantner, Jr., and Janet Blattenberger

RECYCLING COMMITTEE

-Ed Bennett and James Dell

COMMUNITY DEVELOPMENT COM.

-Durban Metzler, and Rich Brantner, Jr.

PERSONNEL COMMITTEE

-Rob Dickson, Durban Metzler & Charles Kensinger

COMMITTEE FOR TROOPER LANDON WEAVER MEMORIAL

-Kerry Hoover, Rich Brantner(Sr.), Rich Brantner, Jr.,

GOVERNMENT ADVISORY COMMITTEE:

-Richard A. Brantner, Sr.

POLICE CIVIL SERVICE COMMISSION

-Kerry Hoover, Justin Davis, Chris Brooks, Lawrence Johnson, Todd Bookhammer & James Caporuscio

AMERICAN RESCUE PLAN COMMITTEE

-Rich Brantner, Jr., Kerry Hoover, Rob Dickson, Darin Meck, & James Dell

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

-GENERAL FUND CHECKING
-PAYROLL FUND
-RECYCLING FUND

-GENERAL FUND RESERVE
-EQUIPMENT FUND
-TPR LANDON WEAVER MEMORIAL

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A motion was made by Janet Blattenberger, seconded by Durban Metzler, approving to maintain the following DEPOSITORIES at PLGIT. The motion passed unanimously:

- | | | |
|-----------------------|--------------------------|---------------------------|
| -BUILDING MAINTENANCE | -HIGHWAY FUND | -REVITALIZATION PROJECCT |
| -CHRISTMAS LIGHT FUND | -MEDICAL CARE REIMB PLAN | -POLICE PISTOL RANGE FUND |

The MINUTES of the regular meeting of December 5, 2022, were approved on a motion by Charles Kensinger, seconded by Janet Blattenberger. The motion passed unanimously.

The MINUTES of the Special meeting of December 15, 2022, were approved on a motion by Janet Blattenberger, seconded by James Dell. The motion passed unanimously.

The FINANCIAL AND TREASURER’S REPORTS were presented for December 2022 as prepared by Treasurer Jane Staily.

The LIST OF BILLS for December 2022 check nos. 10907-10931 in the amount of \$90,690.11 (including a transfer of \$65,000 to the Reserve Fund) was approved on a motion by James Dell, seconded by Darin Meck. The motion passed unanimously.

MAYOR RICHARD BRANTNER (SR.) presented his report at written.

Chief Kerry Hoover presented the POLICE REPORT. The Chiefs meeting has narrowed down the police program to four companies to do demos to see which they like and what their prices are.

Manager Rich Brantner, Jr. reported:

- DEC 13 - the GENERATOR was installed at the municipal building
- DEC 15 - PLOWED about 4 inches of snow
- DEC 16 – cleaned up SNOW around the signal light
- DEC 19 – sent letters to all the borough residents that were going to be affected by the POWER OUTAGE asking them to try to find a place to stay that day or contact the borough office and we would help them find a warming shelter
- DEC 22 – PLOWED about 6 inches of snow and ice and cleaned up snow around the signal light before the temperatures dropped and everything froze
- DEC 24, 25 & 26 – we had many WATER METERS FREEZE and break during the cold temperatures
- DEC 26 – had a WATER LEAK – its great to have guys that are willing to come in on their day off and get the job done without complaining
- DEC 28 – Penelec had their planned POWER OUTAGE – the power went out about 10:25 a.m. and came back on about 7:45 p.m. – I really didn’t hear any issues or problems other than it came back on much later than they said – we did have a warming shelter set up if needed at the Church of God fellowship hall – to my knowledge no one used it

-a representative is needed to serve on the H.A.L.A.S. board on the third Thursday of each month at 6:00 p.m.

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-asking **CARS** to move off of the borough streets when we start plowing snow since it make it a lot easier to plow – also you won't have to wind row around parked cars for when it gets really cold - the snow gets like concrete

Borough Secretary Jane Staily reported that **DECEMBER AND JANUARY** are extremely busy months in the office. She thanked council for the American Rescue Plan **EMPLOYEE PREMIUM AWARDS** that they approved for the borough employees.

Manager Richard Brantner, Jr. reported that he was waiting to receive the **NEW TRUCK** before putting the old truck out for bid.

*Council on a motion by Ed Bennett, seconded by Janet Blattenberger, approved to **ADVERTISE TO HIRE** a full-time police officer and some part-time patrolmen. The motion passed unanimously*

Chief Hoover inquired what the starting **WAGE** would be for the newly hired officers.

Council met in **EXECUTIVE SESSION** to discuss personnel matters from 7:35-7:47 p.m.

*The meeting **ADJOURNED** at 7:48 p.m. on a motion by Ed Bennett, seconded by Durban Metzler. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary