

**MARTINSBURG BOROUGH COUNCIL MINUTES**  
**BUDGET MEETING**  
**OCTOBER 16, 2023**

A special meeting of the Martinsburg Borough Council was held on Monday, October 16, 2023, to work on the 2024 budget and for general purposes. The meeting started at 6:30 p.m. with prayer by Rich Brantner, Jr. and the Pledge of Allegiance.

**ELECTED OFFICIALS PRESENT:** Mayor Richard A. Brantner, President P. Robert Dickson, Vice-President Durban Metzler, Pro-tem Charles E. Kensinger, Councilman Edward L. Bennett, Councilwoman Janet E. Blattenberger, Councilman 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

An **EXECUTIVE SESSION** of elected officials only was held from 6:30-7:05 p.m. to discuss personnel matters.

*Council on a motion by James Dell, seconded by Charles Kensinger, approved to increase **WAGES FOR 2024** for the Borough Secretary/Treasurer and Borough Manager as \$2.00 more per hour and \$1.00 more per hour more for the other non-uniformed full-time employees. The motion passed unanimously.*

A letter of resignation was received from Renee Gunnett. *Council on a motion by Janet Blattenberger, seconded by James Dell, accepted the letter of resignation from **RENEE GUNNETT** as part-time clerk effective November 30, 2023. The motion passed unanimously.*

A solution to help with the upcoming staff shortage at the borough office since the part-time office clerk is leaving is to temporarily reduce the hours to the public. *Council on a motion by James Dell, seconded by Durban Metzler, approved to have the borough **OFFICE HOURS** for the public temporarily reduced from Monday-Friday 8am-12pm and 1-4:30pm to Monday-Friday **9AM-12PM** effective December 1, 2023 at the discretion of the Borough Manager and Borough Secretary until a replaced for the office clerk is hired and trained enough to be of assistance. The motion passed unanimously.*

A change in the clerk description is being recommended from part-time to full-time for various reasons. Since most of the clerk's job is currently municipal authority related those board members were individually contacted and it was the consensus of the board to be in agreement to increase the cost of this position to cover a full-time employee. *Council on a motion by Janet Blattenberger, seconded by James Dell, approved to advertise **HELP WANTED** asking for applications for a **NEW CLERK AS A FULL-TIME POSITION** as soon as possible at a starting wage somewhere between \$16-\$20 depending upon experience with applications due in on or before November 3, 2023. The motion passed unanimously.* If need be council may advertise for a special meeting to hire a new clerk if a qualified candidate is decided upon by the personnel committee in between regular meetings.

Chief Kerry Hoover reported that the two-year police agreement with **HUSTON TOWNSHIP** expires at the end of 2023. Taking into account the increase in officer wages, gas prices, cost of health insurance, etc. Chief Hoover is recommending the hourly cost of wage and benefits be increased from \$42.50 per hour to \$47.00 per hour for 2024 and \$48.00 per hour for 2025 for the new Huston Township agreement. The revenue line item was changed from \$13,500 in 2023 to \$18,000 for the 2024 budget.

MARTINSBURG BOROUGH COUNCIL MINUTES  
 BUDGET WORKSHOP  
 OCTOBER 16, 2023 -PAGE 2

**DRAFT BUDGET NO. 2024-02** was presented and reviewed in detail. The General Fund was unbalanced by \$16,763 showing more revenues than expenses partially due to the deletion of the third full-time officer from the previous budget draft. After reviewing it line by line the following **DRAFT BUDGET NO. 2024-03** was prepared. This budget portrays no real estate tax millage increase using the current millage of 1.967:

DRAFT BUDGET 2024-03	GEN FUND	ALL OTHER FUNDS	TOTAL FUNDS
Estd Bal on Hand, Jan 1, 2024:	240,087	547,317	787,404
Revenue:	1,004,960	124,109	1,129,069
Expenditures:	<u>1,004,960</u>	<u>123,940</u>	<u>1,128,900</u>
Estd Bal on Hand, Dec 31, 2023:	240,087	547,486	787,573

**DRAFT BUDGET NO. 2024-03** reflects the following raises as per the recommendation of the Personnel Committee:

Laborer	[\$20.00/hr. to \$21.00/hr.]
Working Foreman	[\$21.75/hr. to \$22.75/hr.]
Manager	[\$26.21/hr. to \$28.21/hr.]
Wastewater Opr.	[\$25.02/hr. to \$26.02/hr.]
Boro Sec/Trea	[\$24.33/hr. to \$26.33/hr.]

No additional raises for the full-time police officers were incorporated in the 2023-4 Budget since they were just recently given early raises council approved on August 7, 2023 as follows:

Chief	\$3.03/hr. increase [from \$28.47 to \$31.50]
Assistant Chief of Police	\$5.39/hr. increase [from \$24.61 to \$30.00]

*The meeting **ADJOURNED** at 8:55 p.m. on a motion by Ed Bennett, seconded by Darin Meck. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily  
 Borough Secretary