

**MARTINSBURG BOROUGH COUNCIL MINUTES
DECEMBER 1, 2025**

The regular meeting of the Martinsburg Borough Council was held on Monday, December 1, 2025 in the municipal building. The meeting started at 7:00 p.m. prayer by Richard Brantner, Jr. and the Pledge of Allegiance.

ELECTED OFFICIALS PRESENT: Mayor Richard Brantner, President P. Robert Dickson, Vice-President Edward L. Bennett, Pro-tem Charles E. Kensinger, Councilman James C. Dell, Councilman Mark K. Gartland, Councilman Neil E. Gartland, and Councilman Darin B. Meck

In addition to council, present were Borough Manager Richard Brantner, Jr., Secretary/Treasurer Jane Staily, Patrolman Troy Jarrett, Attorney Nathan Karn and Kaitylyn Edmiston of Evy Black Attorneys, Dustin Russell, Amy Hockenberry, Lou Kensinger, Beth Hoover, Kevin Smith, Lisa Smith, Sandra Weyandt, Reba Stuller, Kevin Martin and Cati Keith of the Morrisons Cove Herald

President Rob Dickson had each member of the audience introduce themselves and asked if anyone wished to speak. No one indicated they had anything to say.

The MINUTES of the meeting of November 3, 2025 were approved on a motion by Charles Kensinger, seconded by James Dell. The motion passed unanimously.

The FINANCIAL AND TREASURER'S REPORTS for November 2025 were prepared and presented by Secretary/Treasurer Jane Staily.

The LIST OF BILLS for November 2025, check nos. 11963-11989 in the amount of \$76,803.74 (including transfers to the Reserve Fund totaling \$53,000) approved on a motion by James Dell, seconded by Charles Kensinger. The motion passed unanimously.

MAYOR RICHARD BRANTNER presented his report as written.

Patrolman Troy Jarrett presented the POLICE REPORT as written. He read a letter written by Chief Davis apologizing for not being able to attend the meeting this evening. Patrolman Tom Lykens' letter of resignation was included in council's police report. Council was grateful for all the time Patrolman Lykens was willing to put into our police department to help us out when we were down to just one full-time officer.

BOROUGH MANAGER Rich Brantner reported:

NOV 5 – we LOST POWER in some areas in the borough due to the high winds including at the Hoover Drive lift station and the water plant

NOV 13 – attended the 100TH ANNIVERSARY recognition ceremony for the Boosters held at Homewood

NOV 14 – CHRISTMAS DECORATIONS were put up on the phone poles along Allegheny and Market Streets

NOV 19 – there was a PLANNED POWER OUTAGE from about 9:45 a.m. to 5:30 p.m. for upgrading high tension wires running through the borough – had about 700 customers affected – we had a warming center set up if anyone needed it

NOV 24 – CHRISTMAS WREATHS were put up on the lamp posts around town

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NOV 24 – letters were sent out to inform borough residents of the **NEW EMS SERVICE** starting the beginning of the year

NOV 26 – had a meeting with a few **BOOSTER** members – they are planning on some activities in 2026 for the country’s 250 year milestone:

- The Agricultural Parade being a big part of these activities – they are wondering what role the borough council would like to take in the parade
- The Boosters are in the planning stages of sprucing up the mural downtown in the Mamies building
- We received the new patriotic banners that will be displayed in different locations around town next for the country’s 250th Anniversary and the Bicentennial year for the Borough in 2032

Council on a motion by Neil Gartland, seconded by Darin Meck, adopted the 2026 BUDGET which requires NO real estate tax increase as advertised for the required 10-day public inspection period. The motion passed unanimously.

FUND	EST'D BEG BALANCE JAN 1, 2026	REV	EXP	EST'D END BALANCE DEC 31, 2026
GENERAL OPERATING FUND	325,443	1,160,400	1,160,400	325,443
HIWAY LIQUID FUELS	263,247	65,784	56,950	272,081
EQUIPMENT - FNB	242,659	52,000	87,562	207,097
MEDICAL CARE REIMBURSEMENT	6,158	3,900	3,500	6,558
CHRISTMAS LIGHT FUND	2,899	1,055	-	3,954
REVITALIZATION PROJECT	3,272	40	-	3,312
BUILDING MAINTENANCE FUND	75,164	7,200	-	82,364
POLICE PISTOL RANGE FUND	11,012	500	-	11,512
RECYCLING CENTER	7,346	22,000	22,000	7,346
	937,200	1,312,879	1,330,412	919,667

Attorney Nathan Karn advised that roll call votes are required for **TAX ORDINANCES**.

Council on a motion by Charles Kensinger, seconded by Darin Meck, adopted ORDINANCE NO. 2025-652 2026 PER CAPITA TAX to maintain the rate of \$5.00. Roll Call vote was as follows: 7 Yays from Rob Dickson, Ed Bennett, Mark Gartland, Charles Kensinger, James Dell, Darin Meck, and Neil Gartland; 0 Nays. The motion passed unanimously.

Council on a motion by Neil Gartland, seconded by James Dell, adopted ORDINANCE NO. 2025-653 2026 EARNED INCOME TAX to maintain the rate of ½ of 1 percent. Roll Call vote was as follows: 7 Yays from Rob Dickson, Ed Bennett, Mark Gartland, Charles Kensinger, James Dell, Darin Meck, and Neil Gartland; 0 Nays. The motion passed unanimously.

Council on a motion by Neil Gartland, seconded by Darin Meck, adopted ORDINANCE NO. 2025-654 2026 LOCAL SERVICES TAX to maintain the rate of \$52. Roll Call vote was as follows: 7 Yays from Rob Dickson, Ed Bennett, Mark Gartland, Charles Kensinger, James Dell, Darin Meck, and Neil Gartland; 0 Nays. The motion passed unanimously.

Council on a motion by Mark Gartland, seconded by James Dell, adopted RESOLUTION NO. 2025-1201-01 FOR THE 2026 REAL ESTATE TAX to maintain the rate of 1.967 mills. The motion passed unanimously.

Manager Rich Brantner, Jr. suggested that council might want to order the new truck now that is budgeted in 2026 since it takes four or five months to get it. *Council on a motion by Charles Kensinger, seconded by James Dell, authorized Manager Rich Brantner, Jr. to order the NEW F350 TRUCK now to be paid for from the 2026 Budget. The motion passed unanimously.* The old 2013 dump truck that the new truck will be replacing may be kept for the new employee to use this spring.

Council on a motion by Darin Meck, seconded by James Dell, authorized the EXONERATION of twenty-seven individuals for the 2025-26 PER CAPITA TAX. The motion passed unanimously.

SPRING CLEANUP was scheduled for Saturday, April 25, 2026 on a motion by Neil Gartland, seconded by Darin Meck, The motion passed unanimously.

There was a recent minor incident that happened while an employee was delivering the usual authority meeting agendas during work hours. Upon contacting The Teeter Group we were informed that there is no coverage on employee personal vehicles even when used to do borough business. It was recommended that the borough and authority meeting information could be emailed and the printed copy would be available for the meeting. Council and authority members could pick up their meeting packets ahead of the meeting if they wish to do so. *Council on a motion by Charles Kensinger, seconded by James Dell, approved to start EMAILING OUT THE MONTHLY AGENDA information instead of hand delivering it. The motion passed unanimously.*

A motion was made by Charles Kensinger, seconded by James Dell, to accept PATROLMAN TOM LYKENS' LETTER OF RESIGNATION effective January 1, 2026. Attorney Nathan Karn reported that under the new Sunshine Law all items discussed and acted on had to be on the agenda and there was a process for adding last minute items that needed action taken. He advised that no motion was necessary to accept a letter of resignation from employees. Charles Kensinger withdrew his motion and James Dell withdrew his second to the motion.

Other correspondence included in the agenda this evening was:

- Kevin Smith – suing the Martinsburg Borough
- Martinsburg Community Library Ribbon Cutting invitation for Saturday, December 6, 2025 3:00-6:00 p.m.
- Kerry Hoover - 2025 Maintenance Report
- Martinsburg Volunteer Fire Company Minutes for the November 10th meeting

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An **EXECUTIVE SESSION** to discuss legal matters will be held following the adjournment of the meeting this evening.

*The meeting **ADJOURNED** at 7:34 p.m. on a motion by Neil Gartland, seconded by James Dell. The motion passed unanimously.*

Respectfully submitted,

M. Jane Staily
Borough Secretary