

**MARTINSBURG BOROUGH COUNCIL MINUTES
FEBRUARY 3, 2014**

The regular meeting of the Martinsburg Borough Council was held on Monday, February 3, 2014 in the municipal building. The meeting started at 7:00 p.m. with prayer by Randy Stoltz and the Pledge of Allegiance.

ELECTED OFFICIALS PRESENT: Mayor Rex L. Hartman, President Connie S. Lamborn, Vice-President Durban D. Metzler, Pro-Tem Edward L. Bennett, Councilwoman Janet E. Blattenberger, Councilwoman Linda K. Smith (Councilmen Daniel R. Smouse and Shawn D. Daughenbaugh were absent)

In addition to the council, present were Manager Randy Stoltz, Secretary Jane Staily, Chief Kerry Hoover, Attorney Frederick B. Gieg, Jr., and Brian Hess of the Morrisons Cove Herald

The MINUTES of the regular meeting of January 6, 2014, were approved with a minor typing error in the last paragraph of page three on a motion by Durban Metzler, seconded by Janet Blattenberger. The motion passed unanimously.

The FINANCIAL AND TREASURER'S REPORTS were presented for December 21-31, 2013 as prepared by Treasurer Jane Staily.

The LIST OF BILLS for December 21-31, 2013 check nos. 7359-7376 in the amount of \$3,812.19 was approved on a motion by Janet Blattenberger, seconded by Ed Bennett. The motion passed unanimously.

The FINANCIAL AND TREASURER'S REPORTS were presented for January 1-20, 2014 as prepared by Treasurer Jane Staily.

No bills were paid from January 1-20, 2014 only deposits made. Bills paid on January 23rd will be on next month's report. *Council approved the list of DEPOSITS on a motion by Janet Blattenberger, seconded by Linda Smith. The motion passed unanimously.*

Mayor Rex Hartman had a legal issue to be discussed in EXECUTIVE SESSION to be held following the adjournment of the meeting.

Chief Kerry Hoover presented the POLICE REPORT as written. He reported that the 2008 CRUISER is in need of about \$2,000 of repairs; most of the officers have completed their MPOETC mandatory updates online – it is considerably cheaper to update online than to attend classes; attended a meeting at UPMC – UPMC plans to fund the purchase of AED (AUTOMATED EXTERNAL DEFIBRILLATOR) devices for each police department in hopes of saving more people from heart attacks – there will be one in every cruiser and training on the devices will be provided – estimated cost of an AED device if we were to purchase one is around \$1,500-\$2,000 each.

Chief Hoover introduced ADAM HAUSER as his recommendation for hire as a part-time patrolman to the Martinsburg Police Department. Adam lives in Huntingdon and has graduated from the police academy at IUP in November 2013. He still needs to complete his paperwork for his MPOETC number and take a psychological evaluation. *Council on a motion by Durban Metzler, seconded by Janet Blattenberger, approved to hire ADAM HAUSER as a part-time patrolman for the Martinsburg Police Department pending successful completion of his necessary paperwork and psychological evaluation. The motion passed unanimously.*

Linda Smith requested the police department to look into the SPEEDING TRAFFIC on Spring Street each day when the elementary school is dismissed. The police will check into it.

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Manager Randy Stoltz reported that 21 trees were collected during the curb side **CHRISTMAS TREE PICK UP** on January 7 – they picked up 11 and 10 were dropped off at the garage; to date about 340 **RECYCLING CARDS** have been sold – the tonnage for commingled recyclables for 2013 was 31.12 tons; met with Paula Kenepf of Municipal Publications on January 14 concerning creating a new **COMMUNITY MAP** – our last map was completed in 2006 which makes much of the information outdated and inaccurate – Paula will be contacting businesses for advertising which pays for the map; had the required public hearing on January 23 to make us eligible to apply for a \$50,000 **KEYSTONE GRANT FOR FACADE IMPROVEMENTS** for ten businesses – we had 15 people in attendance; we hosted a **FLAGGER TRAINING** course on January 30 – we had 17 in attendance from neighboring municipalities and 7 from Martinsburg for a total of 24 – this certification makes us legal to flag traffic on the State highway for three more years; as of February 3 Manager Stoltz obtained signed “Authorization to Enter” forms for all of the properties to allow us to remove the existing **SIDEWALK** and replace it; as of February 3 the community fund has received \$34,355.91 which is 85% of the \$40,250 goal; our final public meeting for the **COMPREHENSIVE PLAN** will be held on February 20 at 7:00 p.m.; and the borough’s **COMMUNITY CLEAN-UP DAY** will be held on Saturday, April 26 from 9:00 a.m. to 2:00 p.m.

Durban Metzler inquired what it would cost to let the **SNOWFLAKE STREET LIGHT POLE DECORATIONS** lit for one more month so they are still on for January. He saw them up in another community for the month of January and they looked nice with the snow. It cost our borough \$531.19 to light them the normal Thanksgiving to Christmas time period in 2012.

The **VFW** is suggesting that an 8-foot tall toy soldier light decoration be purchased with some of the money they donated to the borough for Christmas lights.

Carlos Lamborn did a news story on the old style **POST LANTERNS** that use to light the streets of Martinsburg. Albert Kauffman has donated an antique post lantern to the borough and Manager Stoltz has restored it. Mark Smith made an oak lamp post for it. It was displayed in the conference room beside the restored antique bell.

President Connie Lamborn inquired about the **KEYSTONE FACADE GRANT** and how it will work. Manager Stoltz thinks the grant money will not be sent out until there are paid receipts showing that the money was already spent.

Attorney Frederick Gieg, Jr. reported that he prepared the new **HUSTON TOWNSHIP POLICING AGREEMENT** with the up-to-date patrolmen list and has sent it to the township’s solicitor for review and execution.

Attorney Gieg strongly recommended that Martinsburg Borough consider appointing a **VACANCY BOARD** member.

Manager Randy Stoltz reported that the municipal authority is getting closer to getting the new **WINELAND WELL 2** on line soon.

Manager Stoltz reported that there was a big sale/auction held at the **OLD RIVERSIDE GROCERY STORE** building on Saturday. It was suggested that a letter be sent to the owner of the building just to see if anything can be done about getting a new grocery store in.

Mayor Rex Hartman reported that the **24-MEMBER COMMITTEE** is no longer active and that they are thinking of abolishing the committee altogether. No one from the committee has ever contacted Rex.

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Two quotes were received to file the elected auditor's 2013 audit report electronically with DCED once they have completed the audit: Young, Oakes & Brown Company for \$350; Ritchey, Ritchey & Koontz for \$150-\$200. Both firms are very reputable and highly recommended so they made their decision based on price. ***Council on a motion by Janet Blattenberger, seconded by Linda Smith, accepted the quote from Ritchey, Ritchey & Koontz for \$150-\$200 to file the elected auditor's 2013 completed AUDIT REPORT ELECTRONICALLY with DCED. The motion passed unanimously.*** A four tier implementation plan has been set by DCED requiring certain municipalities at different intervals to file multiple annual reports electronically with Phase I required in 2012; Phase II in 2013; Phase III in 2014 and Phase IV in 2015. Martinsburg Borough is in Phase IV but Secretary/Treasurer Jane Staily as well as DCED is suggesting not necessarily to wait until the mandated deadline to start filing electronically.

Correspondence was received from the Department of the Auditor General regarding notification that an exit conference will be held on February 11, 2014, at 11:00 a.m. in our municipal building to finalize the **AUDIT OF OUR PENSION PLANS** for the period of January 1, 2011 to December 31, 2012. All members of borough council are welcome to attend. A copy of the exit conference memorandum listing any findings, observations or comments pertaining to the audit will be provided to council.

Janet Blattenberger commended the borough crew for taking such good care of the streets during all of the recent **HEAVY SNOW STORMS**. She inquired where the borough shelters were located in the event that there would be a power outage. Manager Stoltz reported that shelter could be found either here at the municipal building, at the fire hall, the elementary school, Grace Brethren Church or St. Matthew's Lutheran Church.

President Connie Lamborn announced that there will be an **EXECUTIVE SESSION** on legal matters following the adjournment of the meeting.

The meeting ADJOURNED at 8:09 p.m. on a motion by Janet Blattenberger, seconded by Durban Metzler. The motion passed unanimously.

Respectfully submitted,

M. Jane Staily
Borough Secretary