

**MARTINSBURG BOROUGH COUNCIL MINUTES
MARCH 6, 2017**

The regular meeting of the Martinsburg Borough Council was held on Monday, March 6, 2017 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 Douglas D. Smith, Pro-Tem Durban D. Metzler, Councilman Edward L. Bennett, Councilwoman Janet E. Blattenberger, and Councilman P. Robert Dickson, and Councilwoman Linda K. Smith

In addition to the council, present were Manager Randy Stoltz, Borough Secretary/Treasurer Jane Staily, Chief Kerry Hoover, Rich Brantner, Jr., Attorney Matt Gieg and Attorney Chris Jancula of Gieg Law Offices and Brian Hess of the Morrisons Cove Herald;

Attending for Boy Scout Troop #358: Lee Rightenour, Danielle Wagner, Jarrett Wagner, Alex Smith, Christin Holdman, Christian Smith, Brandon Rightenour, Draven Ahern, Ethan Dilling, Eric Dilling, Josiah Logan, Jake Wagner, and Aaron Reynolds

Eric Dilling, Assistant Scout Master of Troop #358 that meets at St. Matthew's Lutheran Church, was present with his troop to observe the council meeting for their **CITIZEN AND COMMUNITY MERIT BADGE**.

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

*The **MINUTES** of the regular meeting of February 6, 2017, were approved on a motion by Janet Blattenberger, seconded by Linda Smith. The motion passed unanimously.*

The **FINANCIAL AND TREASURER'S REPORTS** were presented for February 2017, as prepared by Treasurer Jane Staily.

*The **LIST OF BILLS** for February 2017, check nos. 8701-8734 in the amount of \$86,052.18 (including a transfer to the Reserve Fund of \$65,000) was approved on a motion by Janet Blattenberger, seconded by Durban Metzler. The motion passed unanimously.*

Chief Kerry Hoover presented the **POLICE REPORT**. Troopers Helping Troopers held a fund raiser on February 24th raising \$2,800 to help the family of **TROOPER LANDON WEAVER** who was killed in the line of duty this year; there have been various meetings and phone calls regarding the **IN-CAR POLICE COMPUTERS** – they are hoping to order them in the next month – Chief Hoover is hoping for a grant to help with the cost; two representatives from Metro Tech presented a demonstration of the **E-TICKET PROGRAM** and software to the Blair County police departments – the e-ticket program should be a good time saver for our officers; and conferred with Attorney Chris Jancula on **OTHER MATTERS**.

Manager Randy Stoltz reported that February 11th was the **6TH YEAR ANNIVERSARY** in this building at 110 S. Walnut Street; attended meetings on February 15 and March 2 concerning the upcoming **OUR TOWN** "Morrisons Cove" presentation – the production day will be March 18 and the telethon showing on WPSU will be on May 18 at 8:00 p.m.; on February 23 Manager Stoltz was the guest speaker at the monthly **BUSINESS AND PROFESSIONAL WOMEN'S MEETING** – they asked him to speak about the Martinsburg water system; on February 24 Mark Taylor, Michael Wall and Cris Stacey were here and gave a presentation concerning the municipality's responsibility as it relates to emergencies - the **NIMS** (National Incident Management System) training is one point that

they stressed that municipal elected officials and municipal employees must complete the 700 and 100 – if the training is not completed it is possible that emergency funding may be withheld; received the **INDUSTRIAL SITES REUSE PROGRAM** contract on February 28 for \$14,048.

Borough Secretary/Treasurer Jane Staily reported that the **2016 FINANCIAL AUDIT** has been completed by the elected auditors and a copy of the advertised 2016 Financial Statement was included in their agenda. Ritchey, Ritchey and Koontz CPA will file the report electronically with DCED once the 2016 pension report is received from PMRS.

Attorney Matt Gieg reported that the **INDUSTRIAL SITE REUSE GRANT CONTRACT** was reviewed which included basic standard material. He recommended that council approve it. He also had some items for discussion in the executive session following the meeting.

Attorney Chris Jancula did some research on **FULL-TIME AND PART-TIME EMPLOYMENT** for Chief Hoover. After reviewing the policies and procedures manual and researching the state and federal laws he came to the conclusion that the borough should not have to offer benefits to officers working less than 34 hours per week. Under the Borough Code council can set what they want to consider is part-time and full-time.

Two **MUTUAL AID AGREEMENTS** are currently being worked on: the Mutual Aid between **municipalities** and the Mutual Aid between **police departments**.

Linda Smith inquired if anything could be done about the two poorly trimmed **SYCAMORE TREES** on S. Market Street. As it is on private property the property owner would have to determine if he wants them cut down.

Connie Lamborn suggested that clearer **SIGNAGE** be considered to label the Police Department and the Borough Office sides of the building. Manager Randy Stoltz felt that the building had adequate signage.

Durban Metzler expressed concern that the county shutting down their **RECYCLING PROGRAM** might affect our recycling program. IRC is trying to regulate some of the larger municipalities.

Manager Randy Stoltz reported that the application for the **INDUSTRIAL SITES REUSE PROGRAM** to apply for funding was submitted in January and a response of information was received back on February 28. A price must be agreed upon before the grant could be approved. Originally the price of the building was \$280,000 and is now down to \$225,000.

*Council on a motion by Rob Dickson, seconded by Durban Metzler, authorized President Connie Lamborn and Vice-President Doug Smith to execute the **INDUSTRIAL SITE REUSE PROGRAM CONTRACT**. Seventy-five percent (75%) of the \$14,048 cost of the program will be funded by the grant with the balance due to be paid for from the Martinsburg Borough Reserve Fund. The contract doesn't become effective until DCED executes and returns the documentation back to us. The motion passed unanimously.*

*Council on a motion by Doug Smith, seconded by Janet Blattenberger, authorized our solicitor to draft an **OPTION TO PURCHASE AGREEMENT** in the amount of \$225,000 (with SA Acquisition Property) to purchase the property at 114 W. Penn Street, Martinsburg PA 16662. The option to purchase is not open ended and a the purchase will only take place if the Phase I and Phase II and Hazardous Material Study is favorable and Martinsburg is able to secure a Business in Our Sites Program contract. The motion passed unanimously.*

Council on a motion by Doug Smith, seconded by Janet Blattenberger authorized President Connie Lamborn to execute all DOCUMENTS FOR EXHIBIT 11 formally requesting the loan amount and briefly describing the project scope. The motion passed unanimously.

Council on a motion by Janet Blattenberger, seconded by Linda Smith approved to submit a \$350.00 non-refundable APPLICATION FEE with the Business in Our Sites Program application to be paid for from current expenses. The motion passed unanimously.

Council on a motion by Durban Metzler, seconded by Janet Blattenberger approved to HIRE CLYDE YOHN REALTY to conduct an appraisal for the property of 114 W. Penn Street. The appraisal is to include an “as is” and an “as completed” appraisal plus information required in Exhibit 2 of the application. Cost of the appraisals are estimated at costing between \$1,000 and \$1,500 to be paid for from current expenses. The motion passed unanimously.

Manager Randy Stoltz reported that the engineering for the project is not required to be bid out since it is considered professional services. Stiffler and McGraw Engineering will be doing the entire project.

Council on a motion by Janet Blattenberger, seconded by Durban Metzler, authorized to purchase a FULL PAGE ADVERTISEMENT in the Martinsburg Volunteer Fire Company’s 125th Anniversary Booklet at the cost of \$400. The motion passed unanimously. President Connie Lamborn suggested that a Resolution be prepared for the Martinsburg Volunteer Fire Company’s 125th Anniversary.

Council on a motion by Doug Smith, seconded by Janet Blattenberger, adopted a Proclamation recognizing April 2017 as PENNSYLVANIA 811 SAFE DIGGING MONTH. The motion passed unanimously.

Thank you notes were received from the family of BRIAN MILLER in appreciation to the Martinsburg Borough Council, Mayor and Employees for the flowers and sandwich platter sent to their home after the loss of his mother.

Minutes of the February 13, 2017 meeting of the MARTINSBURG VOLUNTEER FIRE COMPANY were included in the council agendas.

The Borough of Martinsburg received a SUPPORT AWARD from the Martinsburg Volunteer Fire Company in recognition for outstanding support for the year ending 2016.

The meeting ADJOURNED at 8:20 p.m. on a motion by Janet Blattenberger, seconded by Linda Smith. The motion passed unanimously.

Respectfully submitted,

M. Jane Staily
Borough Secretary