

# **LATROBE CITY COUNCIL MEETING**

## **Special Meeting**

**October 24, 2023      6:30 PM**

### **Call To Order**

### **Citizens Public Comment.**

1. Motion to approve Settlement with Centaur 31 Assessment appeal.

Citizens public comment.

Adjournment

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Eric Bartels, Mayor

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Terry Carcella, City Manager



www.mdbbe.com

Lee R. Demosky  
Attorney at Law

**MEYER ♦ DARRAGH**  
**BUCKLER BEBENEK & ECK, P.L.L.C.**  
Attorneys-at-Law

40 North Pennsylvania Avenue ♦ Suite 410 ♦ Greensburg, PA 15601  
Phone: (724) 836-4840 ♦ Fax: (724) 836-0532

Direct Dial: (724) 853-2295  
E-mail Address: [ldemosky@mdbbe.com](mailto:ldemosky@mdbbe.com)

**REFER TO: LATRO.125200**

September 28, 2023

City of Latrobe  
c/o Terry Carcella, City Manager  
P.O. Box 829  
Latrobe, PA 15650

Re: Greater Latrobe School District v. Westmoreland Co. Board of Assessment  
Appeals v. City of Latrobe, Westmoreland County and Centaur 31, LLC  
Westmoreland County Court of Common Pleas Docket No.: 3805 of 2022  
(Consolidated)

Dear Mr. Carcella:

May this correspondence confirm that I appeared before Judge Anthony G. Marsili as mandated by an Order of Court for a final status conference regarding the pending tax assessment appeal litigation regarding six (6) parcels owned by the above-referenced entity. You will recall that the Greater Latrobe School District filed a tax assessment appeal seeking an increase to the assessed value based on a 1.5 million dollar purchase price listed in a deed recorded in December 2021. The attorney for Centaur 31, LLC and the attorney representing the Greater Latrobe School District agreed to assign a substantial increase in the assessed value based on the purchase price and a Stipulation of Settlement setting forth the terms will be circulated in the near future.

The Solicitor for the Westmoreland County Tax Assessment Board also appeared at this proceeding and the County has taken a position that this is an appropriate settlement and is going to recommend the same to the Westmoreland County Commissioners at its October, 2023 public meeting. Therefore, I request that you include this docket number and a motion to approve Stipulation of Settlement for the October 10, 2023 voting meeting. If you have any questions, please do not hesitate to contact me.

Very truly yours,

Lee R. Demosky

LRD/bll

cc: Latrobe City Council (via email)

**Agenda Meeting**

**October 24, 2023**

**Public Comment:**

**Mr. Adam Flood on 335 Main Street Development.**

**Agenda Discussion:**

- 1. Resolution on Sanitation Equipment purchase and Investment of Funds in Certificate of Deposits from General Fund.**
- 2. 2024 Draft Budget Tentative approval at 11/13/23 meeting with Sanitation Collection Plan attachment.**
- 3. Resolution for Records Destruction of Admin, Police and Tax records according to law.**
- 4. Duty Drive Pending Retirement and replacement.**
- 5. 2024 Resolution for Service Fee's including Sanitation, Zoning, Parking & Police Fines and Administrative fees.**
- 6. Zoning Hearing Board / Deemed Approval of 10/17/23**
- 7. Parking & Traffic Evaluation Study Report.**

**Public Comment**

**Adjourn.**

# LATROBE VOLUNTEER FIRE DEPARTMENT



P. O. Box 172

Latrobe, Pennsylvania 15650-0172

Request  
4

October 17, 2023

To: Chief John Brasile  
Terry Carcella, City Manager  
Karen Meholic, City Secretary

From: Michael Miller

Date: October 17, 2023

RE: Accumulated leave

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I have calculated the following accumulated leave time consisting of current sick, personal, and vacation days:

- 95 sick days
- 7 personal days
- 27 vacation days
- 129 days total

My last physical day of work will be November 2, 2023.

November 5, 2023 through December 20, 2023 will be 34 vacation and personal days used.

December 21, 2023 through May 1, 2024 will be 95 sick days used.

May 2, 2024 will be my first date of official retirement.

If you have any question or concerns, please contact me at 724.840.2925.

Respectfully,

Michael Miller



## **CITY OF LATROBE**

### **Duty Driver**

**Job Title:** Duty Driver

**Department:** Fire Department

**Reports To:** Fire Chief

**Summary** Controls and extinguishes fires, protects life and property, and maintains equipment as volunteer or employee of city, township, fire district, industrial plant, or other agency by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Responds to fire alarms, hazardous materials incidents, medical emergencies, and other emergency calls.

Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.

Assists paramedics and other qualified personnel in advanced life support emergency medical care.

Tests and maintains power tools and equipment.

Communicates with superior during fire by portable two-way radio.

Rescues individuals and animals from situations in which they are physically trapped.

Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

Drives and operates firefighting vehicles and equipment.

#### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

#### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Teamwork - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Ethics - Inspires the trust of others; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals..

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

SCBA Level II training

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock and explosives. The employee is occasionally exposed to risk of radiation and vibration. The noise level in the work environment is usually loud.

Copy

PENNSYLVANIA MANUFACTURERS ASSOCIATION INSURANCE COMPANY  
610 FREEDOM BUSINESS CENTER DRIVE  
SUITE 300  
KING OF PRUSSIA PA 19406

APPROVED  
CITY MANAGER

**NOTICE OF NONRENEWAL OF INSURANCE**

OCT 17 2023

ADMINISTRATION

Named Insured & Mailing Address:

Producer: 2002-02-A

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

MCKEE RISK MANAGEMENT  
610 FREEDOM BUSINESS CENTER DR  
SUITE 300  
KING OF PRUSSIA PA 19406

Policy No.: 152301 1051846  
Type of Policy: AUTO LIABILITY AND PHYSICAL DAMAGE  
Date of Expiration: 01/01/2024; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

The reason for nonrenewal is Poor loss history

You may request we provide you information about losses under this policy and previous policies, which we have issued to you, not to exceed three years. You must make your written request within 10 days from the receipt of this notice. We will provide the information to you within 30 days from the date we receive your request.

This policy provides Auto Liability coverage. You should contact your agent or any agent concerning your possible eligibility for replacement coverage through another insurer or the Pennsylvania Assigned Risk Plan.

Named Insured

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

Date Mailed:  
10th day of October, 2023

*Cynthia Hillman*

AUTHORIZED REPRESENTATIVE



PENNSYLVANIA MANUFACTURERS ASSOCIATION INSURANCE COMPANY  
610 FREEDOM BUSINESS CENTER DRIVE  
SUITE 300  
KING OF PRUSSIA PA 19406

**NOTICE OF NONRENEWAL OF INSURANCE**

Named Insured & Mailing Address:

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

Producer: 2002-02-A

MCKEE RISK MANAGEMENT  
610 FREEDOM BUSINESS CENTER DR  
SUITE 300  
KING OF PRUSSIA PA 19406

Policy No.: 822301 1051846  
Type of Policy: PACKAGE  
Date of Expiration: 01/01/2024; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

The reason for nonrenewal is Poor Loss History

You may request we provide you information about losses under this policy and previous policies, which we have issued to you, not to exceed three years. You must make your written request within 10 days from the receipt of this notice. We will provide the information to you within 30 days from the date we receive your request.

This policy provides fire and extended coverage insurance on your property. You should contact your agent concerning coverage through another insurer, or your possible eligibility for coverage through the Insurance Placement Facility (Fair Plan), 190 N. Independence Mall West, Suite 301, Philadelphia, PA 19106-1554.

Named Insured

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

Date Mailed:  
10th day of October, 2023

*Cynthia M. Helleman*

AUTHORIZED REPRESENTATIVE

BERKLEY INSURANCE COMPANY  
610 FREEDOM BUSINESS CENTER DRIVE  
SUITE 300  
KING OF PRUSSIA PA 19406

## NOTICE OF NONRENEWAL OF INSURANCE

Named Insured & Mailing Address:

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

Producer: 2002-02-A

MCKEE RISK MANAGEMENT  
610 FREEDOM BUSINESS CENTER DR  
SUITE 300  
KING OF PRUSSIA PA 19406

Policy No.: MKP22200069  
Type of Policy: UMBRELLA LIABILITY OCCURRENCE  
Date of Expiration: 01/01/2024; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

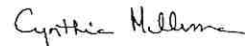
The reason for nonrenewal is Loss History

You may request we provide you information about losses under this policy and previous policies, which we have issued to you, not to exceed three years. You must make your written request within 10 days from the receipt of this notice. We will provide the information to you within 30 days from the date we receive your request.

Named Insured

LATROBE, CITY OF  
P.O. BOX 829  
LATROBE PA 15650

Date Mailed:  
1st day of November, 2023



AUTHORIZED REPRESENTATIVE