

**Latrobe City Council**

**Public Hearing**

**October 15, 2024          6:30 PM**

**Call to Order - Of Public Hearing**

**Citizens Public Comment**

**Action Agenda Items. (voting)**

- A. Chapter 132 of the Code of Latrobe amending “City Abandoned and Vacant Property”.**
- B. Chapter 51-64 of the Code of Latrobe amending “LERTA” for Blighted Property Tax Abatement Program”.**

**Citizens Public Comment. (General Comments)**

**Adjournment of Public Hearing**

**Continue with regular meeting.**

# LATROBE CITY COUNCIL AGENDA

October 15, 2024 | 6:30 PM

Municipal Building, Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call / Open- **Public Hearing Agenda for Chapter 132 Amendments to City Code Abandoned and Vacant Property. Blighted Property Tax Abatement for section 51-64 of the Code of Latrobe.**
5. Approval of Minutes from September 9, 2024 Regular meeting and September 23<sup>rd</sup> Meeting.
6. Approval of Fiscal Department Reports.
7. Citizen's Request related to Agenda Items.
8. Committee Reports:
  - a. Public Safety & Fire Committee – Kelley, Vavick
  - b. Finance Committee – Bartels, Jenko, Kelley
  - c. Public Works Committee – DiVittis, Vavick
  - d. Personnel Committee – Bartels, Jenko
  - e. Renovation Committee- Amatucci, Yuhaniak, Jenko
  - f. Events Committee – Amatucci, Yuhaniak, Vavick
  - g. GLSD Student Showcase Committee – Bartels, DiVittis
9. Board/Authority Reports:
10. Department Reports
  - a. Police-
  - b. Public Works –
  - c. Fire –
  - d. Code Enforcement:
    - A. **Public Works / Personnel:**
      1. **Motion to approve Latrobe Seat Belt Policy. PennPrime comments.**
      2. **Motion for Snyder Lot Lease renewal.**
      3. **Motion to advertise PT Code Enforcement Officer position.**
      4. **Resolution to hire patrol officer for Latrobe P D.**
      5. **M O U for Police Pension Amendment.**
    - B. **ADMINISTRATION AND FINANCE DEPARTMENT:**
      1. **Motion to approve Xmas parking request for street meters.**
      2. **Approval of Ord. # \_\_ amending City Code Chapter 132 for Abandoned / Vacant structures.**
      3. **Approval of Ord. # \_\_ amending City Code Chapter 51-64 LERTA.**
      4. **Motion to approve Halloween Trick or Treat on October 26<sup>th</sup> from 4-6 PM**
      5. **Resolution for Local Share Grant Police Body Cameras.**
      6. **Resolution for Local Share Grant Police Drone**
      7. **Resolution for Local Share Grant Police Radio equipment.**
      8. **Motion for Camera Replacement quote for City Parking Garage. ARPA funds.**
      9. **Resolution for Zoning Ordinance Update Grant Local Share.**
- D. **New / Unfinished Business:**
- E. Solicitors Report:
- F. Citizens Requests (open forum)
- G. City Manager's Verbal:
- H. Mayor's Report:
- I. Adjournment.

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Eric Bartels, Mayor

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Terry Carcella, City Manager

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## CITY OF LATROBE SEAT BELT USE POLICY

The City of Latrobe recognizes that seat belts are an important and effective item of personal protective equipment that reduce injury to motor vehicle operators and occupants and that reducing injuries can strengthen our effectiveness. Therefore, we are implementing the following seat belt use policy:

**Seat belts will be used for all occupants of entity vehicles or other vehicles used on City business**

### Purpose

The purpose of this policy statement is to establish mandatory seat belt use as a workplace policy of the highest priority and to designate responsibility for implementation and enforcement.

### Scope

These guidelines apply to all employees and to occupants of vehicles driven by employees on official city business. It is especially important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.

### Guidelines for Seat Belt Use

Occupants shall use seat belts in employer owned, leased, or rented vehicles whenever such vehicles are in use and in personal vehicles when used for official city business.

Seat belt systems in all vehicles are to be maintained so that they are clean, easily accessible and in good working order. The lack of a properly functioning seat belt or restraint system in a municipal vehicle shall result in the vehicle being placed out of service.

### Enforcement

Seat belt use shall be enforced in the same manner and with the same enforcement tools as any other work rule. The driver of the vehicle is responsible for enforcing belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility. Peer pressure is a powerful enforcement aid and should be fostered.

### Exempt Activities

If an employee, who is an Act 120 certified police officer, encounters an emergency scenario requiring the police officer not to engage a seatbelt to protect the safety of the police officer.

If a Department of Public Works employee is operating a City owned vehicle for a municipal task (i.e. including, but not limited to decoration installation/removal, garbage collection) at a speed of less than (10) miles per hour.

City Administration/Official Signature \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Letter To

LEASE AGREEMENT

THIS LEASE AGREEMENT (this "Lease") is made as of this 9th day of MARCH, 2019, by and between Jamie S. Brown and Elizabeth Snyder Bloom, of Westmoreland County, Pennsylvania (hereinafter referred to as "Lessors"), and The City of Latrobe, a Pennsylvania Municipal Corporation (hereinafter referred to as "Lessee").

WITNESSETH THAT:

WHEREAS, Lessors owns certain real estate known as the "Snyder Lot," located on Main Street, Latrobe, Pennsylvania, having tax map number 15-03-06-0-383 (hereinafter referred to as the "Demised Premises");

WHEREAS, Lessors desire to lease the lot to Lessee to be occupied and used as a parking lot; and

WHEREAS, Lessors and Lessee desire to enter into a lease agreement regarding the Demised Premises; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and undertakings contained herein and intending to be legally bound hereby, the parties hereto agree as follows:

ARTICLE 1 - BASIC LEASE PROVISIONS

Lessee and Lessors hereby agree that the basic provisions of the Lease are as follows:

A. Demised Premises: real property located on Main Street, Latrobe, Pennsylvania, tax map number 15-03-06-0-383

B. Lease Term: December 1, 2019 - November 30, 2024

C. Commencement Date: December 1, 2019

D. Termination Date: November 30, 2024

E. Rent: Rent shall be \$550.00 per month for the first twelve months, and shall increase by 2% every twelve months thereafter. Rent shall be \$561 per month in year two, \$572.22 per month in year three, \$583.66 per month in

Westmoreland Federal

we pay

Bloom 297.67  
& Brown 297.87  
\$595.34

year four, and \$595.33 per month in year five.

F. Lease Year: Twelve months, from December 1, 2019 to November 30, 2020, and recurring thereafter.

G. Continuation: Lessee, upon written notice to Lessors ninety (90) days prior to the termination of the Lease Term, may continue to lease the Demised Premises for an additional lease term of five years, from December 1, 2024 to November 30, 2029, under the terms herein with an additional 2% annual rate escalation or as modified upon mutual written agreement of the parties.

ARTICLE 2 - DEMISED PREMISES

Lessors hereby leases to Lessee, and Lessee hereby leases from Lessors, the Demised Premises pursuant to the terms herein. The parties agree that the Demises Premises is real property located on Main Street, Latrobe, Pennsylvania with tax map number 15-03-06-0-383.

ARTICLE 3 - TERM OF LEASE

The term of this Lease and Lessee's obligation to occupy the Demised Premises shall commence on the Commencement Date and shall terminate on the Termination Date, unless the Lease is continued for an additional lease term under Article 1(G), resulting in the Termination date being November 30, 2029.

ARTICLE 4 - SIGNS AND ADVERTISING

Subject to the Lessors' approval, which shall not be unreasonably denied, and any government approval, Lessee shall be permitted to place signs on or around the lot. Lessee shall be responsible for the cost and expense of obtaining the approval of all governing authorities and bodies, and the construction of the signs. Lessee further agrees to maintain any sign, lettering, advertising matter, or other things as may be so approved in good condition and repair at all times and to hold Lessors harmless from any loss, cost, and damage as a result from erection, maintenance, existence or removal thereof.

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### Snyder Lot Breakdown - 2024

**Taxes**

Spring	Fall	Yrly Total
317.39	558.84	876.23

*City pay's taxes in this lease!*

**Rental**

	Mo. Payment	Yrly Total
Payment - Bloom	297.67	3,572.04
Payment - Brown	297.67	3,572.04

*annual increase of 2% in December = \$3,644.88*

Total Rental 7,144.08

**Total Tax & Rental 8,020.31**

**Payment from West Federal**

	Mo. Payment	Yrly Total
Income	792.00	9,504.00
Balance		1,483.69

**City Expenses**

Striping Lot Lines ?	130.00	<i>average 2 hrs. @ \$65 — est year</i>
Snow Removal →	750.00	<i>average 6 times/yr @ \$125</i>
Staff Collection & Payments		<i>monthly rent collection from West. Fed + 2 checks per month to lessors</i>
	<b>880.00</b>	

**Ending balance**

**603.69**

*(2024)*

	2025	2026	2027
Rental	7,144.08	7,286.96	7,432.70
	142.88 <i>2% increase</i>	145.74 <i>2% increase</i>	148.65 <i>2% increase</i>
	7,286.96	7,432.70	7,581.35

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RESOLUTION NO. 2024-\_\_\_\_\_

**APPROVING HIRE AND APPOINTMENT OF ANDREW ONG AS  
A FULL-TIME POLICE OFFICER WITH THE CITY OF LATROBE  
POLICE DEPARTMENT**

WHEREAS, a number of police candidates proceeded through the requirements of the City of Latrobe Civil Service Commission; and,

WHEREAS, the City of Latrobe Civil Service Commission issued a list of candidates who successfully completed the program; and

WHEREAS, Andrew Ong is a recommended candidate who has passed all of the background checks performed by the Latrobe Police Department, including, but not limited to, a criminal background check, drug screen and physical examination.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Latrobe, in regular meeting assembled and by authority of the same:

SECTION 1. That the City of Latrobe hereby hires Andrew Ong.

SECTION 2. That the Mayor, City Manager and/or Secretary of the City of Latrobe and any other proper City officer be and are each hereby authorized and directed to execute and do every other act required to carry into effect this resolution.

RESOLVED IN COUNCIL this \_\_\_\_\_ day of October, 2024.

ATTEST:

COUNCIL OF THE CITY OF  
LATROBE

By:

\_\_\_\_\_  
Karen Meholic  
Secretary

\_\_\_\_\_  
Eric Bartels  
Mayor

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## Christmas Parking

- Option A Street meters removed from service from December 2<sup>nd</sup> to December 26<sup>th</sup> to recalibrate. Red and green ribbons on the posts. *\$2,000 lost income estimate*
- Option B Remove the on-street meters and 4 meters in all lots and place a red or green ribbon on the poles for the same dates noted above for recalibration of the meters. *\$3,000 lost income estimate*
- Option C Offer the entire month of parking free for all customers in December and credit the lease and parking pass customers a credit in January. *\$18,368 lost income estimate*
- Option D Leave everything in place and offer no discounts for the season *\$0 lost income*

### December income average

- Parking passes only – \$12,416.50
- Meter income lots/streets/parking garage - \$5,952

Income on parking (passes & meters) as of 9/30/24 - \$130,000



**Resolution No. 2024-**

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**APPROVING LOCAL SHARE GRANT SUBMITTAL  
FOR BODY CAMERAS**

Be it RESOLVED that the City of Latrobe of Westmoreland County hereby requests a Statewide Local Share Assessment grant of \$39,870.44 to be used for the purchase of 16 body cameras for the Latrobe Police Department.

Be it FURTHER RESOLVED, the applicant does hereby designate Terry Carcella, City Manager, as the official to execute all documents and agreements between the City of Latrobe and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Karen Meholic, duly qualified Secretary of the City of Latrobe, Westmoreland County PA, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council at a regular meeting held October 15, 2024 and said Resolution has been recorded in the Minutes of the City of Latrobe and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Latrobe, this 15<sup>th</sup> day of October 2024.

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City of Latrobe

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Westmoreland County

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Karen Meholic, Secretary

**Resolution No. 2024-**

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**APPROVING LOCAL SHARE GRANT SUBMITTAL FOR  
DRONE FOR CITY OF LATROBE POLICE**

Be it RESOLVED that the City of Latrobe of Westmoreland County hereby requests a Statewide Local Share Assessment grant of \$55,819.10 to be used for the Latrobe Police Department.

Be it FURTHER RESOLVED, the applicant does hereby designate Terry Carcella, City Manager, as the official to execute all documents and agreements between the City of Latrobe and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Karen Meholic, duly qualified Secretary of the City of Latrobe, Westmoreland County PA, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council at a regular meeting held October 15, 2024 and said Resolution has been recorded in the Minutes of the City of Latrobe and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Latrobe, this 15<sup>th</sup> day of October 2024.

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City of Latrobe

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Westmoreland County

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Karen Meholic, Secretary

**Resolution No. 2024-**

**APPROVING LOCAL SHARE GRANT SUBMITTAL FOR  
POLICE RADIOS**

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Be it RESOLVED that the City of Latrobe of Westmoreland County hereby requests a Statewide Local Share Assessment grant of \$36,930.48 to be used for the purchase of 16 radios for the Latrobe Police Department.

Be it FURTHER RESOLVED, the applicant does hereby designate Terry Carcella, City Manager, as the official to execute all documents and agreements between the City of Latrobe and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Karen Meholic, duly qualified Secretary of the City of Latrobe, Westmoreland County PA, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council at a regular meeting held October 15, 2024 and said Resolution has been recorded in the Minutes of the City of Latrobe and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Latrobe, this 15<sup>th</sup> day of October 2024.

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City of Latrobe

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Westmoreland County

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Karen Meholic, Secretary



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Prepared for:  
City of Latrobe  
901 Jefferson St.  
Latrobe, PA 15650  
(724) 539 - 8548

# Estimate

Date	Estimate #
09/20/2024	2662

Project
Parking Garage Cameras

Description	Qty	U/M	Rate	Total
Proposed work to be performed at the City of Latrobe Parking Garage.				
Scope of Work: Install (14) Avycon cameras in the existing camera locations.				
Avycon 8MP Bullet Camera 2.7 - 13mm Motorized 147' Smart IR, PoE	1	ea	384.00	384.00T
Avycon Junction Box for Vandal Verifocal Bullet	1	ea	28.00	28.00T
Avycon (AVC-NSV81M) 8MP IP Infinite Star Dome Camera, 2.7 to 13.5mm Motorized Lens, 147 ft. Smart IR, PoE, White	1	ea	367.45	367.45T
Avycon Junction Box for Vandal Verifocal Dome	1	ea	22.00	22.00T
Avycon (AVC-NSV81F28) 8MP IP Infinite Star Dome Camera, 2.8mm Fixed Lens, 98ft. Smart IR, PoE, White	12	ea	245.00	2,940.00T
Avycon Junction Box for Fixed Lens Domes	12	ea	20.00	240.00T
Technical Services and Installation	70	hr	85.00	5,950.00
Note: This estimate does not include any wiring. The existing wiring will be used for camera connectivity.				

Certificate of Insurance available upon request.	<b>Subtotal</b>	\$9,931.45
Terms: 50% deposit due upon acceptance and the balance upon completion.	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$9,931.45

To accept this estimate, sign and return: \_\_\_\_\_ Date: \_\_\_\_\_

ARPA - Acct Bal  
\$ 25,755.61  
 ARPA Bal. \$15,824.16

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**Resolution No. 2024-**

**APPROVING MAIN STREET MATTERS PROGRAM FOR UPDATE OF ZONING  
ORDINANCE FROM JOHNSON CONSULTING**

Be it RESOLVED that the City of Latrobe of Westmoreland County hereby requests a Main Street Matters Program grant of \$23,000.00 to be used to updated the City of Latrobe Zoning Ordinance.

Be it FURTHER RESOLVED, the applicant does hereby designate Terry Carcella, City Manager, as the official to execute all documents and agreements between the City of Latrobe and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Karen Meholic, duly qualified Secretary of the City of Latrobe, Westmoreland County PA, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council at a regular meeting held October 15, 2024 and said Resolution has been recorded in the Minutes of the City of Latrobe and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Latrobe, this 15<sup>th</sup> day of October 2024.

Attest:

COUNCIL OF THE CITY OF LATROBE

\_\_\_\_\_  
Karen Meholic, Secretary

\_\_\_\_\_  
Eric Bartels, Mayor