

Latrobe City Council

Agenda Meeting

March 24, 2025

6:30 PM

Call to Order

Citizens Public Comment (Agenda Items)

- 1. Renovation and Equipment grant from Senator Kim Ward for \$90,000 (Chief)**
- 2. Fiber line project for 901 Jefferson St. (L V Tech)**
- 3. SRO 3 year agreement with Ketterer Charter School.**
- 4. Asst. Director of Public Works.**
- 5. M O U on public works accommodation and PT hire.**
- 6. Cannon parcel at 219 East 2nd Ave for Eminent Domain**
- 7. SafeCide Wetlands agreement.**
- 8. ARC-Gis offer for Code Department**
- 9. Verman control boxes and procedures for use.**
- 10. MOU for Police 12 hour shifts and time off.**
- 11. Adv. For Spring paving projects.**

Citizens Public Comment. (General Comments)

Adjournment



CITY OF LATROBE POLICE DEPARTMENT

"...we seek justice, to preserve the peace and improve the quality of life for all."

City of Latrobe
Municipal Building
901 Jefferson Street
Latrobe, PA 15650
724-537-5526

From the desk of Chief Richard M. Bosco

rbosco@cityoflatrobe.org

Latrobe Mayor and City Council

March 19, 2025

Subject: Proposal for Officer Wellness and Department Upgrades – \$90,000 Grant from Senator Kim Ward

Dear Mayor and Members of the Council,

I am pleased to submit this proposal for the acceptance and allocation of a \$90,000 grant awarded by Senator Kim Ward to the Latrobe Police Department. This funding is designated for critical officer wellness and department infrastructure upgrades, ensuring our officers have the necessary resources to perform their duties safely and effectively.

Background and Justification

As Chief, I remain committed to enhancing officer wellness and the department's functionality through strategic improvements. Officer well-being is not only about physical and mental health but also about providing a professional and efficient work environment that fosters morale, safety, and operational readiness.

The funding from this grant will be used for necessary renovations and security enhancements, ensuring that our facilities and equipment meet the highest standards for law enforcement operations. The proposed upgrades will modernize our department, improve the officer's working conditions, and enhance officer safety while serving the community.

Proposed Use of Funds

The \$90,000 grant will be allocated as follows:

1. Locker Room Upgrades (\$45,000)

Replacement of old and outdated lockers, which are over forty years old and of which many are broken with modern, secure storage solutions.

Ensuring adequate space for officers' personal and duty gear, enhancing organization and the officer's readiness.

Remodeling, building of walls, Ceiling tiles, painting walls and refurbishing floors (\$10,000)

Improving the interior appearance and functionality of workspaces.

Creating a professional and well-maintained environment for officers and staff.

Jail Cell and Interview Room Audio Equipment (\$2,500)

Installing audio recording capabilities in holding cells and interview rooms to enhance security and documentation.

Ensuring compliance with best practices for transparency and accountability.

Ballistic Helmets and Vests for Officers (\$32,500 - Remaining Balance)

Procuring modern ballistic helmets(\$12,800 @ \$800.00 each) and protective vests(\$1200) to enhance officer safety in high-risk situations.

Providing essential protective gear to mitigate risks faced in the line of duty.

Implementation and Oversight

The Latrobe Police Department will oversee the execution of these upgrades, ensuring that all funds are used effectively and transparently. The department will work with approved vendors and contractors to complete the renovations and equipment acquisitions promptly. Regular progress reports will be provided to the City Council to ensure accountability.

Conclusion

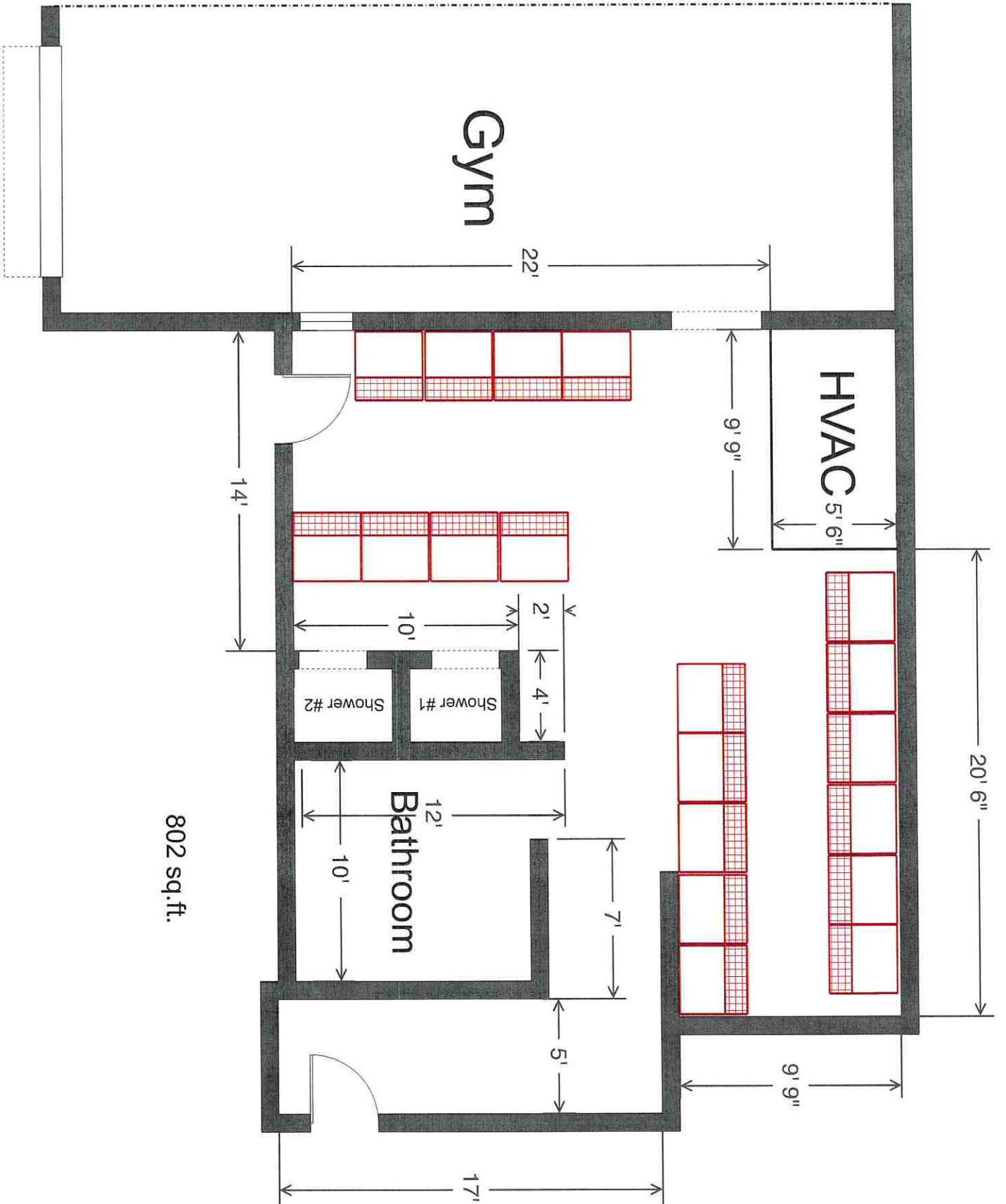
These proposed improvements will have a significant impact on officers' wellness, operational efficiency, and department security. The generous grant from Senator Kim Ward provides an opportunity to modernize our facilities and equip our officers with essential safety gear.

I respectfully request the City Council's approval to accept and allocate these funds for the intended purpose. Thank you for your continued support of the Latrobe Police Department and our dedicated officers.

Sincerely,

A handwritten signature in blue ink, appearing to read "RM Bosco", with a stylized flourish at the end.

Richard M. Bosco
Chief





Datum Storage Solutions
89 Church Road
Emigsville, PA, 17318
Phone: (717) 764-6350

Web: www.datumstorage.com

QUOTE

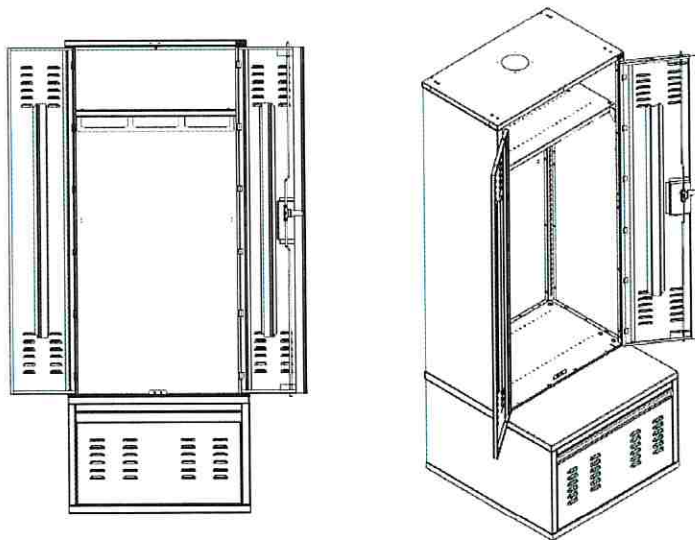
Quote Nbr.: 002758-1
Quote Date: 3/14/2025
Valid Until: 4/18/2025
Sales Person: Adam Chapis
Customer ID: 500667
Reference:
Total Weight: 9,650
For: Richard Bosco

FOR:
Latrobe Police Department
901 Jefferson Street
Latrobe PA 15650
United States of America

SHIP TO:
Latrobe Police Department
901 Jefferson Street
Latrobe PA 15650
United States of America

Description:
New Lockers - Option 1

NO.	ITEM	QTY.	UOM	PRICE	Weight	DISC.	AMOUNT
1	WL-362460-LH: WELDED LOCKER 36X24X60 WITH	25.0000	EA	1,543.0000	5,650	33%	25,845.25
2	WLS-3624-N: FLAT ADJUSTABLE SHELF 36X24	25.0000	EA	138.0000	400	33%	2,311.50
3	WLC-32: UNDER SHELF COAT FRAME 32" WID	25.0000	EA	34.0000	50	33%	569.50
4	WLDBS-363618-LK: Pull Out Drawer Base 36x36x18 with Louvered Front, Seat and Key Lock	25.0000	EA	770.0000	3,500	33%	12,897.50
5	WL-INTERLOCKKIT-2: Interlock Kit to Lock Locker and Drawer with One Lock - Double Door Cabinets	25.0000	EA	130.0000	50	33%	2,177.50



****Thank you for allowing us to quote****
Paint and Laminate/Melamine colors must be specified on order prior to order entry.

Pennsylvania Commercial Furniture Contract #4400025603
33% Discount, Dock to Dock Delivery Included
Order MUST be made out to Datum Filing Systems, 89 Church Road, PO Box 355, Emigsville, PA 17318

Signature:

Notes:

Quote Total: 65,375.00
Less Discount: 21,573.75
Total (USD): 43,801.25

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU"), is entered into voluntarily and with full knowledge and understanding of its contents, by and among the City of Latrobe (the "City"), Nancy McCune and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 83, Local 629, ("Union" or "Unit") hereinafter collectively referred to as the "Parties."

WHEREAS, Union employee, Nancy McCune, is temporarily unable to perform the physical requirements of her job duties as a maintenance worker due to an injury that occurred outside the work place and has requested an accommodation during her recovery period; and

WHEREAS, the City does not have a light duty position for a maintenance worker and asserts that it is not required to create a light duty position to accommodate Ms. McCune's request for a light duty position, and specifically the limitation that she cannot lift more than ten (10) pounds nor perform duties that are physically taxing or require intense physical exertion; and

WHEREAS, Ms. McCune, representatives of the Union and the City engaged in a dialogue and discussions regarding a non-precedential compromise to avoid grievance litigation and find a suitable solution acceptable to all Parties; and

WHEREAS, the parties wish to amicably resolve their dispute on the terms set forth in this MOU on a binding but non-precedential basis.

NOW THEREFORE, the parties agree as follows:

1. The foregoing recitals are incorporated herein as essential and material terms and conditions of this MOU.

2. Ms. McCune will be temporarily assigned to perform the following job duties: Ms. McCune will be expected to work 40 hours a week. The hourly start-time schedule will be flexible in order to perform all duties. She will not accrue overtime wages unless she has worked over 40 hours during the work week with prior approval by her supervisor. She will receive the full-time benefits and PTO as identified in the AFSME CBA for the clerical unit. Prioritized Duties shall be: (a) custodial duties (b) weigh master (c) clerical and parking back-up. A description of duties within these jobs is:

3. Custodial duties: Ms. McCune will be responsible for the light cleaning, primarily waste removal from receptacles in all of the Municipal Building employee and public areas but will not be responsible for the Fire Department. This includes the Transfer Station customer area and employee areas, and the parking garage and patio alongside the parking garage; but she will not be responsible for the garage service area. Under no circumstances is Ms. McCune expected to lift any items of more than 10 lbs., nor is she expected to undertake any duties described herein that would be considered physically exerting.

4. Weigh Master duties: Ms. McCune will work on a flexible weekly schedule. Start times may vary due to the job being performed. Ms. McCune will also be responsible for covering the Transfer Station for co-workers PTO and/or excused absences. Her scheduled shifts will be posted with one weeks' notice unless she is asked to cover an emergency call-off to ensure she can schedule appropriately to complete all duties.

5. Clerical and Parking Attendant fill-in duties: Ms. McCune will fill in clerically when there are two or less co-workers in the office and only if she is not scheduled for

weighmaster duties. Her duties in the Municipal Building office will consist of helping at the service window processing resident transactions in the square system, retrieving and sorting mail, and answering the phone. Ms. McCune will spend at least 3 hours per week ticketing. She will be responsible for covering the parking attendant's duty when the primary attendant has PTO or an excused absence. Ms. McCune will be notified at least one week in advance for both clerical and parking attendant coverage so any necessary adjustments in scheduling can be accommodated.

6. Ms. McCune shall return to her regular duties as a maintenance worker when her treating physician releases her to perform those duties which is anticipated to be November 1, 2025.

7. This MOU shall have no binding precedential effect on any future disputes between the parties regarding the subject matter hereof, or any other matter or issue in dispute between the parties. The parties reserve their respective rights to take positions in the future regarding management rights and/or bargaining that may be inconsistent with this MOU and/or the terms upon which the parties reached this MOU. The terms of this MOU shall not be used in any grievance, arbitration or other proceeding to determine the rights of the parties regarding any future dispute that may arise.

Date: _____
Nancy McCune

AFSCME, AFL-CIO,
DISTRICT COUNCIL 83
Date: _____

CITY OF LATROBE

Date: _____

SafeCide Wetlands & Pest Management
3408 Beech Street
Pittsburgh, PA 15212
412-322-8595
March 5, 2025

Mr. Daniel T. Weimer, City of Latrobe
Office of Zoning & Code Enforcement
901 Jefferson Street
Latrobe, PA 15650

RE: Bid on Mosquito Control for the City of Latrobe, 2025

Dear Mr. Weimer,

SafeCide has successfully managed the Latrobe area wetlands for 30 years. We would like to continue our service to the community in 2025. Please take a few moments to review our bid to manage the mosquito problem that will unfold over the next few months.

In 2025, SafeCide Wetlands will provide the following mosquito control services:

- 1) A monthly survey of roughly 10 acres of woodland and flood plain on the south side of Ligonier Street, between Avenues A and D. This will include property under the power lines between Avenue A and a Latrobe City Park, flood zones along the river front park and some of the remaining industrial property owned by Mr. Robert Schmucker. A small floodwater site in the residential area along Unity Street, on the border of Latrobe & Unity Township, will also be serviced.
- 2) Mosquito breeding sites will be treated to prevent the emergence of adult mosquitoes. A mix of new and old pesticide formulations will match conditions found on site.
- 3) All treatment will be done by a commercial pest control operator, certified in Public Health and insured in accordance with laws enforced by the Pennsylvania Department of Agriculture. A new certificate of SafeCide liability insurance, with the City of Latrobe listed as a stakeholder, will be issued in late May or early June.
- 4) A report on site conditions, mosquito populations and pesticide treatments will accompany an invoice at the end of each month.

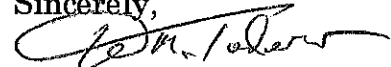
5) A medical entomologist with 45+ years of experience in public health will be on call to answer questions about pests of public health importance during the entire season.

The fee for providing this service is \$2,500.00 for the five (5) month season of April through August, payable in installments of Five Hundred dollars (\$500.00) per month.

If weather conditions favor an extension of the mosquito breeding season into September/October, SafeCide will treat the sites for the same monthly fee. However, given the flood prone nature of the Latrobe area wetlands, should a severe storm cause widespread flooding at a time when a large hatch of mosquitoes will occur, this agreement shall allow SafeCide to be paid a one-time \$750.00/month for the extra materials it will take to manage the wide and deeply flooded areas. Rest assured that this paragraph will only apply after an on-site consultation with the City of Latrobe Office of Zoning and Code Enforcement.

If these terms are agreeable to you, please sign below and return a copy to me. The favor of a reply by early-mid April is requested. Should any questions arise, please feel free to call me at 412-322-8595.

Sincerely,



William Todaro, MS, BS
Medical Entomologist
SafeCide Wetlands

Terms of bid agreed and accepted on this _____ day of _____, 2025.

By: _____

Title; _____

City of Latrobe



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 2/4/2025 To: 5/5/2025*

Quotation # Q-540978

Date: March 14, 2025

Customer # Contract # 4400022588

City of Latrobe
Zoning and Code Enforcement
901 Jefferson Street
Latrobe, PA 15650

ATTENTION: Joshua Mayro
PHONE: 724-539-8548 x1009
EMAIL: jmayro@cityoflatrobe.org

Material	Qty	Unit Price	Total
153148	2	\$684.00	\$1,368.00
ArcGIS Online Creator User Type Annual Subscription			

Subtotal:	\$1,368.00
Sales Tax:	\$82.08
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$1,450.08

*Pricing reflects PA State Contract: 4400022588

The Creator Named User includes 500 credits. These credits refresh annually with license renewal; unused entitlement credits do not roll over. Additional credits can be purchased in blocks of 1000 credits for \$120. For additional information regarding credits please reference this link <https://www.esri.com/en-us/arcgis/products/arcgis-online/pricing/credits>.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Sadia Afrin

Email:
safrin@esri.com

Phone:
9093692450 x2450

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

AFRINS

This offer is limited to the terms and conditions incorporated and attached herein.



CITY COUNCIL REPORT

DATE: MARCH 14, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: JOSHUA MAYRO, CODE ENFORCEMENT OFFICER
SUBJECT: APPROVE THE PURCHASE OF TWO ARCGIS ONLINE CREATOR USER
TYPE LICENSES

RECOMMENDATION

It is recommended that the City Council approve the purchase of two ArcGIS single-user license to allow the Code Enforcement Department to perform Geospatial Information Systems, or GIS, mapping activities. The primary focus of the software would be to provide in-house GIS products for use in the vacant/blighted housing program. Additionally, mapping and analysis efforts can be requested by other departments as needed.

BACKGROUND

The Code Enforcement Department is currently looking to improve its GIS capabilities by acquiring an ArcGIS license. ArcGIS is the world's largest GIS software provider with a customer base consisting of 50% of Fortune 500 companies, most national governments, 20,000 cities, all 50 state governments, and 7,000+ universities. ArcGIS is a system of software including ArcGIS Pro, numerous mobile apps, ArcGIS online, and many more web-based programs. ArcGIS Pro, the desktop application, is used for spatial analysis, mapping and visualizing, and data management. ArcGIS Online can be used by any viewer, regardless of whether they hold a subscription, to examine interactive maps developed through ArcGIS Pro.

Currently, the department is using QGIS which is an open-source alternative to ArcGIS. Unfortunately, some of the shortcomings of QGIS include that its extremely complicated to teach to staff with limited GIS experience, lack of field-based applications, and map-making features are cumbersome.

BENEFITS OF ARCGIS OVER QGIS

- Staff will find ArcGIS to be easier to learn as it has a more structured and standardized interface, predefined toolsets, ribbons, tabs, and dialogs that guide users through the GIS processes and workflows. There is also access to official tutorials from the developer.

- An ArcGIS subscription includes access to StoryMaps, which allows users to make professional and interactive presentations. StoryMaps can be viewed from any computer with internet access, regardless of whether the viewer has a subscription.
- Westmoreland County and the State Government all use ArcGIS technology, so the transfer of products is much more convenient.
- ESRI has multiple mobile applications which are tied directly into desktop software. This will be useful for projects such as performing and updating a complete housing assessment.

FISCAL IMPACT

A single ArcGIS Online Creator User Type Annual Subscription would cost \$684.00 pre-tax. Two ArcGIS Online Creator User Type Annual Subscriptions would cost \$1368.00. The licenses would be a single-user license as the developer no longer offers concurrent licensing options. The total cost is at a reduced rate due to PA State Contract: 4400022588.

ATTACHMENTS

Attachment A – ArcGIS Online Creator User Type Annual Subscription Quote