

LATROBE CITY COUNCIL AGENDA

September 9, 2024 | 6:30 PM
Municipal Building, Council Chambers

1. Call to Order
 2. Pledge of Allegiance
 3. Moment of Silence
 4. Roll Call
 5. Approval of Minutes from August 12, 2024 Regular 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.
 2. Motion to revise 2024 Capital Budget to purchase 3 dumpster boxes from funds allocated for weight scale extension in amount of \$18,000.
 3. Resolution to grant authority for City Manager to purchase a used winter maintenance truck above the \$10,000 limit authorized in the Code of Latrobe.
 4. Motion to advertise Finance Officer position.
 5. Motion to accept School Resource Officer contract with the GLSD.
- B. ADMINISTRATION AND FINANCE DEPARTMENT:**
1. Motion to approve TKL Inspection service contract 1 year agreement.
 2. Resolution to apply for demolition application of 1207 Ligonier St. with County Redevelopment for the blighted structure on parcel # 15-03-10-0-166.
 3. Motion to advertise and schedule a public hearing on October 15th at 6:30 for Ordinance revision of chapter 132 for Vacant and Abandoned Structures.
 4. Motion to approve MMO for the PA. Municipal Retirement System pension plan.
- D. New / Unfinished Business:**
- E. Solicitors Report:
- F. Citizens Requests (open forum)
- G. City Manager's Verbal:
- H. Mayor's Report:
- I. Adjournment.

Eric Bartels, Mayor

Terry Carcella, City Manager

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_____

**FINANCE DIRECTOR
CITY OF LATROBE**

The City of Latrobe is seeking qualified applicants for the position of Finance Director. The highly responsible position reports to the City Manager and is responsible for overall management of a \$7.1 million budget. Duties include accounts payable, payroll, financial reporting, state reporting, debt management, revenue collection, budget development, and capital project planning. Bachelor's degree in accounting, business or public management and 5 years' experience or combination of experience and education required. Candidates with governmental finance, fund accounting software, personnel administration, and supervisory experience are preferred. Salary DOQ/DOE \$65,000 - \$75,000 + excellent benefits. Resumes will be accepted until the position is filled. Applicants should submit a letter of interest, resume, and 3 professional references to: The City of Latrobe, 901 Jefferson Street, Latrobe, PA 15650, Attention Terry Carcella, City Manager.

**CITY OF LATROBE
WESTMORELAND COUNTY
JOB DESCRIPTION**

JOB TITLE: Finance Director
DEPARTMENT: Administration

FLSA STATUS: Exempt
PAGE: 1

OVERALL PURPOSE:

The Finance Director performs highly technical administrative duties related to accounting, account reconciliations, financial reporting, word processing, spreadsheets, and daily deposits. Some of the routine tasks are confidential in nature and must be effectively and appropriately dealt.

RESPONSIBILITIES:

1. General Financial Management

- Follow established accounting procedures and generally accepted accounting standards for governmental accounting to record and calculate various data as required
- Ensure that the account structure is consistent with the DCED Chart of Accounts
- Adhere to established standards to perform reconciliation of funds
- Follow established procedures and standards to complete various accounting functions using the City's accounting software, including posting deposit information
- Process invoices for the accounting software, make all accounting entries, and prepare checks
- Prepare, post, verify, record resident payments and transactions related to accounts receivable.
- Maintain and update vendor files, including name or address changes, mergers, or mailing
- Balance and maintain appropriate revenue and expenditure records
- Balance source data with computer generated reporting
- Oversee the preparation of payroll processing tasks
- Create and maintain spreadsheets for various payable items including payroll withholding
- Establish quality control procedures to ensure accurate reporting
- Prepare and quality control monthly and end of year closing routines
- Prepare and create monthly reports for the Manager and Council that include budget to actual report, balance sheet report, and cash flow report
- Prepare material for annual audit and assist independent auditors with preparing required reports to meet state deadlines
- Install and maintain anti-fraud and internal control measures
- Complete tax exemption certificates, W9's, and credit applications for various vendors/suppliers.
- Provide regular reports to the Manager relative to any problems or concerns
- Perform tasks as required by the City Manager.
- Complete DCED Filings; including, Municipal Tax Information Form, Survey of Financial Conditions, Municipal Report of Elected and Appointed Officials, Annual Floodplain Activity
- Complete and file annual Liquid Fuels MS965, Act 13 Impact Fee Report, Annual Recycle Report, Act 904 Grant.

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PAGE: 2

- Complete and file annual Pension Data Requests, Pension AG 385, Act 205 (even years), MMO Worksheets, and the MRM Payroll Audit Report.
- Assist with preparation for DCED Annual Financial Audits, Liquid Fuels Audits, and Pension Audits.
- Receive, record, and disburse Pension State Aid, Foreign Fire Relief, PURTA.
- Other duties as assigned by the City Manager

QUALIFICATIONS:

2. Education and Experience

- Bachelor's degree in Public Administration, Accounting, Business Management or a related area of study
- Five (5) years' experience in bookkeeping, accounting, or financial management in a local government operation
- Familiarity with governmental fund accounting processes
- A combination of relevant education and experience may be considered
- Must be a United States citizen

3. Necessary Knowledge, Skills, and Abilities

- Strong background in governmental fund accounting
- Knowledge and experience with accounting software
- Working knowledge of computers and electronic data processing including but not limited to Word, Excel, Outlook, and PowerPoint
- Working knowledge of modern office practices and procedures.
- Excellent written and oral communication and interpersonal skills – ability to present information in a clear and concise manner
- Computational skills, manually and with a calculator
- Problem solving skills; the employee must be able to resolve discrepancies and answer questions
- Ability to deal with residents, developers, employees, and others on a professional basis
- Ability to speak fluent and clear English
- Ability to type accurately and with reasonable speed
- Precise and attentive to detail.
- Ability to perform well under pressure and within strict deadlines.

4. Equipment Used

- Personal computer with word processing and spreadsheet software
- Accounting software
- Telephone
- Copy and fax machine
- Calculator

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PAGE: 3

5. 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.

- Sufficient physical ability to work in an office setting and operate office equipment
- Hear within the normal audio range, with or without reasonable accommodations
- Possess speech and hearing capabilities effective enough for communication
- See within the normal visual range, with or without reasonable accommodations, and possess sufficient vision to read a computer screen and printed documents
- Possess the acuity to analyze data and figures, operate a computer terminal, and do extensive reading and comprehending
- Able to perform sedentary work for extended periods of time
- Exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Able to lift files and boxes up to a maximum of 25 pounds

6. Work Environment

- Office environment with frequent interruptions
- Frequent interaction with the public, city officials, and other direct assigned city employees
- Hand-eye coordination necessary to operate computers and various office equipment.
- Noise in the office is quiet to moderate; however at busy times, noise level can be loud

7. Selection Guidelines

- Formal application and/or resume
- Rating of education and experience
- Oral interview and reference check
- Criminal background check
- Job related tests may be required.
- Criminal background check and clearances may be required.

SUPERVISION OF OTHER EMPLOYEES:

This position does supervise administrative employees.

SUPERVISION OVERSIGHT BY:

The Finance Director reports directly to the City Manager.

**CITY OF LATROBE
WESTMORELAND COUNTY
JOB DESCRIPTION**

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PAGE: 4

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of City Manager

Date