

**LATROBE CITY COUNCIL  
MONDAY MARCH 11, 2024  
REGULAR MEETING  
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:33 P.M.

Mayor Bartels asked all to rise for the Pledge of Allegiance.

Mayor Bartels asked all for a moment of silence.

The City Secretary read Roll Call:

Deputy Mayor Ralph Jenko – present

Jim Kelley – present

Ann Amatucci – present

Bridget DiVittis – present

William Yuhaniak – present

Dawn Vavick - present

Mayor Eric Bartels – present

Also present were the following: Lee Demosky, Solicitor; Richard Bosco, Police Chief; John Brasile, Fire Chief; Scott Wajdic, Public Works Director; Terry Carcella, City Manager; Dan Weimer, Code/Zoning Officer.

The City of Latrobe's new Captain, Robert Daerr, was sworn in. Chief Bosco pinned his badge and captain's bars on his collar along with GLSD Superintendent, Michael Prombka.

Mr. Yuhaniak moved to approve the meeting minutes for February 12, 2024, seconded by Mrs. Amatucci. All in favor. Approved 7-0.

Mr. Kelley moved to approve the fiscal department reports and payroll for the month of February 2024, seconded by Mr. Jenko. All in favor. Approved 7-0.

**CITIZENS' REQUEST (related to agenda)**

None.

**COMMITTEE REPORTS**

Finance Committee – Bartels, Jenko, and Kelley - No report.

Public Safety and Fire Committee – Kelley, Vavick - No report.

Public Works Committee – DiVittis, Vavick – No report.

Personnel Committee – Bartels and Jenko – No report.

Renovation Committee – Jenko, Yuhaniak, Amatucci – No report.

Events Committee – Amatucci, Yuhaniak, Vavick – Ms. Vavick reported that March 22, 2024, is the Chamber Appreciation Luncheon and March 30, 2024, is the Rabbit Race.

GLSD Student Showcase Committee – Mayor Bartels, DiVittis – No report.

## BOARD AND AUTHORITY REPORTS

LMA – No Report

Library – No report.

Parks & Recreation – No report. The committee meets next week.

## REPORTS OF CITY OFFICERS FROM MARCH 2024

**Treasurer's Report** See attachment "A"

**Police Report** See attachment "B"

**Public Works Report** See attachment "C"

**Fire Report** See attachment "D"

**Code Report** See attachment "E"

**Tax Collector's Report** See attachment "F"

## DEPARTMENT REPORTS

### Public Works Department

Public Works Director, Scott Wajdic – Scott Wajdic asked Dan Schmidt, of Gibson-Thomas Engineering to give his report of the bid opening for the Jefferson Street ADA Improvements project. Mr. Schmidt reported that the bid opening was on Thursday March 7, 2024. The bid was broken down into two (2) items. First with what will be funded through CDBG program which is a grant through Westmoreland County, and the second was what will not be funded through CDBG. The lowest bidder was KGD Contracting with a bid of \$84,850.00. the next bidder, Dun Rite Construction, came in with a bid of \$108,850.00 and No Sweat Services were much higher. Gibson-Thomas has a history with them, and Mr. Schmidt recommended that they award the bid to KGD Contracting. Mr. Wajdic added that the location of the project will begin at Jefferson Street and Weldon Street down to Chestnut Street.

## MOTION

Motion to award bid to KGD for Jefferson Street ADA Improvements. Mr. Kelley made a motion seconded by Mr. Yuhaniak. Motion carried 7-0.

Mr. Wajdic also reported that with the weather breaking, the street sweeper will be out cleaning up some debris. Public Works is currently working on potholes. Mr. Wajdic has concerns with some alleys, and they are trying to get those patched. With the harsh weather two (2) of the public works employees were able to finish the meeting room on the first floor. Mr. Wajdic also had some carpet companies in for carpet quotes for council chambers.

Mrs. DiVittis asked about Fairmont Street. Mr. Wajdic reported that they are starting to mill and put the base in and then will be paved as part of the paving program for 2024. It will be from Lincoln Avenue, curb to curb, all the way to the 900 block. The company holds a two (2) year warranty in case of road sinking.

### Police Department

Police Chief, Richard Bosco – Chief Bosco reported that the police department had 485 calls of service, one (1) arrest warrant, two (2) simple assaults, nine (9) juvenile non-traffic arrests, three (3) overdose investigations, administered Narcan twice with one (1) fatality, one (1) aggravated assault, two (2) simple assaults, nine (9) DUI's, with seven (7) pending investigations, two (2) hit and run reports. Currently the department has six (6) ongoing deaths by delivery investigation on going. The department has received two (2) residential search

warrants because of the proximity to CDT school and the library. The officers went in and seized a reasonable amount of narcotics.

Chief Bosco also reported that the agility test was held with thirteen (13) candidates, and all passed. The written test was next and only seven (7) candidates passed. The seven (7) candidates will now move on to the five (5) chief panel interview on March 22, 2024, with the informal interview with Capt. Daerr and Chief Bosco. Chief Bosco stated that he is looking to hire one (1) officer at the April meeting and the second officer by June 2024.

### Fire Department

Fire Chief, John Brasile – Chief Brasile reported that the fire department had a slow month with forty-seven calls. They are gearing up for the Rabbit Race for the end of March 2024.

### Code/Zoning Department

Code Enforcement Officer, Dan Weimer – Mr. Weimer passed out maps for council to show the sub-division for 1701 Jefferson Street. The property was surveyed and separated into two (2) lots. The first lot, Lot A, is the existing house, which will be sub-divided from the rest of the house which will be lot two (2) that will be retained by the City of Latrobe with twenty (20) feet of utility access for any maintenance. Lot one (1) will consist of 6,391 square feet, and for that district it is a required 5,000 square foot minimum, so it meets that requirement. The application was approved by the planning commission at their last meeting. The shed currently on the property will be removed.

The Planning Commission had three recommendations for the council regarding the traffic study that were placed in the council packets.

## **PUBLIC WORKS**

### **MOTION**

Motion to Approve Assistant Director of Public Works with an MOU (Memorandum of Understanding) to have Dan Weimer of Code Enforcement cover for Scott Wajdic while on vacation and/or as needed. There was discussion regarding the fact that Dan is still trying to learn the code position, and now he will have to learn the operations of the transfer station, which is pulling him in too many different directions. One point made was that the employees should not need babysitting while the director is on vacation, and this is too much for Dan to have on his plate at this time. Mr. Carcella said that this is his recommendation and the most cost effective. Many employees do more than one job within the city. Mr. Weimer explained that he has twenty (20) years experience with highway construction, Mr. Weimer can also work from the transfer station. Dan can remote into his computer and email, and that he is happy to fill in. Mr. Jenko made a motion seconded by Mr. Kelley. Vote 4-3 with Mrs. DiVittis, Mr. Yuhaniak, Mr. Jenko and Mr. Kelley in favor, and Ms. Vavick, Mrs. Amatucci, and Mayor Bartels not in favor. Motion carried.

### **MOTION**

Motion to Advertise for Sanitation services for the City of Latrobe in 2025 or 2026 RFP. Mr. Carcella asked the council for a motion to advertise for the sanitation pickup in 2025 or 2026. We had a conversation with our current hauler, Republic Services, and they are interested in collaborating with us, but they want to go to an all-toter collection. Currently, we are preparing the bid putting the whole package together or breaking it up for commercial, recycling, and residential within the three (3) districts for collections, enabling us to attract more vendors to bid, and reduce the cost. The bid packet is not ready yet, but we need to move this along to advertise and piece it all together. Ms. Vavick made a motion, seconded by Mr. Yuhaniak. Motion carried 7-0.

## **ADMINISTRATION DEPARTMENT**

### **RESOLUTION 2024-12**

Resolution to Approve Police Captain Three (3) Year Contract. Mr. Yuhaniak made a motion seconded by Mr. Kelley. Vote 7-0.

### **MOTION**

Motion to Approve a Special Code Consulting Agreement with Craig McVicker and CEA. Mr. McVicker would be a special code consultant for code enforcement. Mr. Kelley made a motion seconded by Mr. Jenko. Motion carried 7-0.

## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **RESOLUTION 2024-13**

Resolution to Appoint Roberto Witte as a Member to the City of Latrobe Civil Service Commission. Ms. Vavick made a motion, seconded by Mrs. Amatucci. Vote 7-0.

### **MOTION**

Motion to Approve Minor Sub-division of 1701 Jefferson Street. Mr. Carcella explained that this property is owned by the City of Latrobe, and the council and manager will be discussing this at the agenda session on how to move forward with this project. The price the city is looking for is \$5k dollars. The city needs to make sure that proper deed restrictions and agreements are in place. This was discussed with the two (2) developers who want to submit a plan for this property. We will have that discussion at the agenda session. Once this sub-division is approved, official action can be taken once the deed is made up.

## **NEW / UNFINISHED BUSINESS**

Ms. Vavick inquired about having a free garbage day for the residents of Latrobe, something like what Unity Township does. Unity puts rolloff boxes in various parts of the community for residents to clean up items that may be hard to get rid of. The mayor asked Mr. Wajdic to look into this with the Public Works committee. Mr. Wajdic agreed that it would be a good idea, but it would need to be monitored.

Solicitor's Report – No report.

## **CITIZEN'S REQUEST**

Randall Kratofil, 602 Alexandria Street, Latrobe, requested No Parking signs and curbs painted yellow in front of his place of business. People are parking in front of his driveway and in his driveway and he cannot obtain access to his loading docks. Mr. Kratofil went on to say that he had left people notes and had also called 911 in the past. Mr. Demosky told the council that they would have to pass an ordinance to have No Parking signs erected. Mr. Wajdic suggested that Mr. Kratofil have wider curb cuts. Chief Bosco and Mr. Wajdic are to produce a solution to this on-going problem.

Janice Simms, 1524 Ligonier Street, Latrobe requested the council to take action at 1526 Ligonier Street, Latrobe. The house has several animals, and the back yard does not have any grass, so when the animals relieve themselves, the smell is overwhelming. Ms. Simms stated that she cannot even go outside because of the odor, and in the summer, it is even worse. The property is owned by Mr. Paxton who is non-compliant and not responding to any of the letters that have been sent. Chief Bosco reported that the people living in the residence rescued the animals from a rescue now defunct rescue facility. The Chief also said that the animals are not

being abused, and in Westmoreland County you are allowed to have up to thirty (30) animals in your home. Chief Bosco relayed to the council that there does need to be an inspection like the previous project. Dan Wiemer, Code Enforcement Officer, spoke about the home having many issues. Ms. Simms said that currently there are five (5) broken windows in the house. Fire Chief Brasile added that the tenants had removed the red tags that the gas company put on the boiler and the meter. The fire department has been at the house for a gas leak in the past. Ms. Simms is also concerned regarding school-age children living there. Mrs. Amatucci said that collectively the council and department heads will find a solution.

Skip Bollinger, Emergency Management Director, shared that the county kicked off their mitigation plan last week. The plan must be renewed every five (5) years. The city was represented by Mr. Bollinger at the first meeting and explained that representation is necessary in case anything should happen in the city.

#### City Manager's Report

Mr. Carcella handed out reports of the 2013 STMP Program recommendations for the council to read and compare the new recommendations from the STMP Program when it becomes available. Mr. Carcella went on to say that the City of Latrobe was never in a fiscal crisis now or then. Taxes were raised in 2014, because the city had a financial issue on the horizon that had to be solved. Mr. Carcella said that he and the council will discuss this further at the agenda session in 2 weeks.

Mr. Carcella explained to the council that the administration office is getting calls from property owners swearing at the staff because their tenants have a huge balance on their sanitation account. Mr. Carcella went on to say that the City of Latrobe does not have any interest in the property being billed and that the issue needs to be controlled by the owner. The council needs to look at how we are billing sanitation now, and what we can do in the future.

#### Mayor's Report

Mayor Bartels said that in the past the city had appointed a Code Enforcement Board, and he would like to re-instate those appointments. Mayor Bartels appointed himself and Mr. Kelley agreed to stay on. Mr. Yuhaniak was named as an alternate.

The City of Latrobe was identified by the Dole Companies for the Banana Hall of Fame. The mayor thanked all the people that always work hard to promote the festival and related activities. The Fred Rogers Institute at St. Vincent was having an open house on March 12, 2024, at 3:30 p.m. to 5:30 p.m. kids and adults alike were invited. For more information, anyone interested was encouraged to visit [fredrogersinstitute.org](http://fredrogersinstitute.org).

The Regular Meeting of the Council adjourned at 8:23 P.M with a motion by Mr. Yuhaniak seconded by Mr. Kelley. All in favor. Motion Carried 7-0.

Respectfully Submitted,

Karen Meholic, City Secretary