

LATROBE CITY COUNCIL AGENDA

June 10, 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 April 8, 2024, Regular meeting. & April 22nd Special Meeting. May 13, 2024 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. Resolution for AFSME Local 629 M O U for Transfer Station duty assignments.
 2. Motion for Admin Vehicle purchase.
 3. Motion to approve Smoking and Cell phone addendums to Employee Manual.
- B. ADMINISTRATION AND FINANCE DEPARTMENT:**
1. Motion to approve Disability Parking for James Giordan at 603 Miller St.
 2. Motion to approve Disability Parking for Polly Quintiliani at 317 James St.
 3. Resolution for 4th of July Fireworks Hold Harmless Agreement.
 4. Resolution to Move 3 accounts from Lesco Credit Union to 1st Commonwealth Bank.
 5. Motion to have Solicitor Draft and the City advertise for an Ordinance to participate in the Foothills C O G with an intergovernmental agreement.
 6. Motion to purchase "Drone" for Police from funds donated for the purchase and training of staff. (Donation is \$16,000)
 7. Resolution to approve the HVAC & LED Lighting project of 2024 with Tudi Inc. and funding of the project with grant dollars, ARPA funds and loan funds from our internal accounts (SW) of the City.
- 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



Pennsylvania Local Government Investment Trust

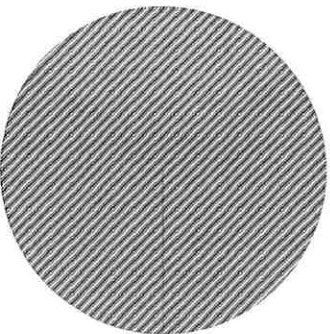
Account Statement - Transaction Summary

6
Fiscal Report - Add'l.
For the Month Ending April 30, 2024

CITY OF LATROBE - Capital Reserve - 00005147028

PLGIT-Class		Asset Summary	April 30, 2024	March 31, 2024
Opening Market Value	0.00			
Purchases	1,503,983.12			
Redemptions	0.00			0.00
Unsettled Trades	0.00			
Change in Value	0.00			
Closing Market Value	\$1,503,983.12			
Cash Dividends and Income	3,983.12			
		PLGIT-Class		
		Total	\$1,503,983.12	\$0.00
		Asset Allocation		

PLGIT-Class
100.00%



INTEREST EARNED IN GENERAL FUND (Commercial Bank)

2023 - \$290.60 Entire Year

2024 - \$ 68.28 (Through May) -

\$358.88

SEE HIGHLIGHTED AMOUNTS FOR INTEREST EARNED IN PLGIT ACCOUNT

FOR 1/2 OF APRIL AND MONTH OF MAY - TOTAL \$10,498.31



Pennsylvania Local Government Investment Trust

Account Statement

For the Month Ending May 31, 2024

CITY OF LATROBE - Capital Reserve - 00005147028

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
PLGIT-Class					
Opening Balance					1,503,983.12
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	6,515.19	1,510,498.31
Closing Balance					1,510,498.31
Month of May Fiscal YTD January-May					
Opening Balance					1,510,498.31
Purchases					1,504,193.29
Redemptions (Excl. Checks)					5.12%
Check Disbursements					
Closing Balance					1,510,498.31
Cash Dividends and Income					

RESOLUTION NO. 2024-_____

A-1

**APPROVING MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF LATROBE AND AFSCME
REGARDING TRANSFER STATION ASSIGNMENT**

WHEREAS, the City desires to approve a Memorandum of Understanding regarding Transfer Station assignments; and

WHEREAS, this Resolution shall set forth and define the City and the Union communications regarding the scheduling of shifts on Saturday at the City's Transfer Station.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Latrobe, in regular public meeting assembled and by authority of the same, the attached Memorandum of Understanding is approved.

SECTION 1. 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 the Memorandum of Understanding and to do every other act required to carry into effect this resolution and the Memorandum of Understanding approved hereby.

RESOLVED IN COUNCIL this _____ day of June, 2024.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

By:

Karen Meholic
Secretary

Eric Bartels
Mayor

MEMORANDUM OF UNDERSTANDING

June, 2024 – AFSCME REGARDING TRANSFER STATION ASSIGNMENT

This **MEMORANDUM OF UNDERSTANDING** is made this 24th day of June, 2024 between the City of Latrobe, a Municipal Corporation formed under the laws of the Commonwealth of Pennsylvania (hereinafter referred to as “the City”), and

The AFSCME AFL-CIO, Council 83, Local 629, that is the exclusive representative for the purpose of collective bargaining with respect to wages, hours, terms and conditions of employment for all classifications of employees (hereinafter referred to as “Union”).

WHEREAS, the City and the Union are signatories on a Collective Bargaining Agreement (hereinafter referred to as the “CBA”) dated July 1, 2022 through June 30, 2025;

WHEREAS, the City and the Union have engaged in communications regarding the scheduling of shifts on Saturday at the City’s Transfer Station;

WHEREAS, on May 22, 2024 the Union membership voted to divide the clerical employees into three (3) units consisting of: CSO Clerical – direct supervisor, Chief of Police; Administrative Clerical – direct supervisor, City Secretary; and Transfer Station Clerical – direct supervisor, Director of Public Works;

WHEREAS, Article V – Hours of Work, Section 7 of the Collective Bargaining Agreement states, “overtime shall be divided evenly as possible within departments.”;

WHEREAS, Article VIII – Part-Time/Temporary Employees, Section 3 states, “Regular Part-time employees shall work as per assigned work schedule. In the event no volunteers can be found to fill overtime, the least senior qualified Clerical employee will be assigned the overtime hours” and Section 6 states, “The City shall use temporary employees only to supplement regular Union employees during busy periods or in the absence of regular employees due to illness, vacation, leave of absence, etc.”

WHEREAS, Article XI, Management Rights, Section 1 of the Collective Bargaining Agreement provides, “The City reserves the right to direct the workforce. Those rights include those pertaining to the operation of the City and its workforce including only those expressly addressed otherwise in this Collective Bargaining Agreement.”

WHEREAS, Article XIII, Wages does not define the clerical positions and the Union believes this Memorandum of Understanding clarifies the Collective Bargaining Agreement.

THEREFORE, intending to be legally bound, the parties hereto agree as follows:

The City and the Union incorporate by reference the **WHEREAS** clauses and execute this Memorandum of Understanding to set forth their agreement as follows:

- a. The full-time Cleaning/Weighmaster and full-time Weighmaster, as part of the Transfer Station Clerical Unit shall alternate the Saturday shift performing duties at the City's Transfer Station. The Union agrees that this Saturday shift rotation is limited to the full-time Cleaning/Weighmaster and full-time Weighmaster positions. The employees in the CSO Clerical and Administration Clerical unions, as described herein, are not included in said regular Saturday rotation.
- b. In the event that the full-time Cleaning/Weighmaster and full-time Weighmaster are unavailable to work the Saturday shift, the Director of the Department of Public Works will post the shift offering the same to employees in the CSO Clerical and the Administration Clerical units. The shift will be awarded on a seniority basis. In the event all employees refuse the available Saturday shift, the Director of the Department of Public Works shall assign the shift by rotating weekly said shift assignment starting with the Clerical employee with the most seniority until such time that the full-time Cleaning/Weighmaster or the full-time Weighmaster are available to work the Saturday shift. The Director of the Department of Public Works will ensure that the Saturday shift assignments are made so that each employee within the CSO Clerical and Administration Clerical units work an equal number of Saturday shifts.

WITNESS:

CITY OF LATROBE:

Board Secretary

Mayor, Eric Bartels

Date

City Manager, Terry Carcella

WITNESS:

AFSCME AFL-CIO, Council 83 Local 629:

Dan Chedrick, Union President

Addendum to the City of Latrobe Employee Handbook: Creating a Tobacco-Free Environment

In response to Pennsylvania state laws and in alignment with our commitment to promoting a healthy workplace, the City of Latrobe is implementing a comprehensive tobacco-free policy. This addendum outlines the key provisions and implications of this policy.

Understanding the Tobacco-Free Policy

The tobacco-free policy aims to create a healthier and safer environment for all employees and visitors to the City of Latrobe. This policy encompasses a wide range of tobacco products, including cigarettes, cigars, chewing tobacco, and vaping devices.

Implications of the Policy

Employees and visitors are required to refrain from using tobacco products in all city buildings and vehicles. This includes indoor and outdoor areas. The policy also extends to city-sponsored events and activities.

Designated Smoking Areas

To accommodate employees who smoke or use tobacco products, designated areas will be established outside city buildings. These areas will be clearly marked and equipped with proper disposal units. It is essential for all tobacco users to utilize these designated areas to maintain compliance with the policy.

Educational Initiatives

To facilitate compliance with the tobacco-free policy, educational initiatives will be implemented. This includes training sessions, informational materials, and resources for smoking cessation. By raising awareness and providing support, we aim to help employees transition to a tobacco-free lifestyle.

Benefits of a Tobacco-Free Environment

A tobacco-free environment offers numerous benefits, including improved air quality, reduced health risks, and enhanced productivity. Additionally, promoting a tobacco-free image aligns with our commitment to environmental sustainability and community well-being.

Support Resources

Employees who wish to quit smoking will have access to various support resources, including counseling services, and support groups. These resources are designed to assist individuals in their journey towards tobacco cessation.

Policy Compliance

Non-compliance with the tobacco-free policy may result in disciplinary action, as outlined in the city's employee handbook. It is imperative for all employees to adhere to the policy to ensure a healthy and respectful work environment.

Review and Revision

The tobacco-free policy will undergo periodic review and revision to ensure its effectiveness and relevance. We remain committed to listening to employee feedback and making necessary adjustments to improve the policy over time.

In conclusion, the implementation of a tobacco-free policy reflects our dedication to promoting a healthy and respectful workplace environment. By working together and supporting one another, we can create a tobacco-free culture that benefits us all.

FAQs

1. What does the tobacco-free policy entail?

- The policy prohibits the use of all tobacco products, including cigarettes, cigars, chewing tobacco, and vaping devices, in all city buildings, vehicles, and outdoor areas.

2. Are e-cigarettes and vaping devices included in the policy?

- Yes, e-cigarettes and vaping devices are included in the policy and are subject to the same restrictions as other tobacco products.

3. Where can employees use tobacco products?

- Employees may use tobacco products and devices in designated areas located outside city buildings. These areas will be clearly marked and equipped with proper disposal units.

4. How will the policy be enforced?

- The policy will be enforced through education, awareness campaigns, and disciplinary measures outlined in the city's employee handbook.

Addendum: Police Officers' Use of Personal Cell Phones

In recognition of the unique operational demands faced by police officers during their tour of duty, the City of Latrobe Police Department hereby implements the following addendum to the city handbook regarding the use of personal cell phones:

1. **Emergency and Operational Necessity:** Police officers are permitted to utilize their respective(personal) cellular phones as needed for emergency calls and normal operational communications during their tour of duty. This includes situations where immediate communication is essential for the performance of their duties, such as coordinating responses to emergencies, contacting relevant parties for information, or ensuring the safety and security of the community.
2. **Differentiation from General Policy:** While the City handbook expressly addresses limitations on personal cell phone usage, it is important to recognize the distinction between the daily operations of police officers and the necessity for them to have access to communication tools to effectively carry out their duties.
3. **Professionalism and Discretion:** Despite the allowance for personal cell phone usage, officers are reminded to exercise professionalism and discretion in their usage. Personal cell phones should be utilized strictly for official purposes related to their duties as police officers, and any non-emergency personal calls should be made during designated breaks or off-duty hours.
4. **Accountability and Compliance:** Officers utilizing personal cell phones during duty hours are expected to maintain compliance with departmental policies and guidelines regarding communication protocols. Any misuse or abuse of personal cell phone privileges will be subject to disciplinary action in accordance with departmental procedures.

This addendum is implemented to ensure that police officers have the necessary tools to effectively carry out their duties while maintaining the highest standards of professionalism and accountability.

City of Latrobe

Department of Public Work

May 2024 Monthly Report

Street Maintenance:

- Assisted the Sanitation Department with roll-off operations (we are tracking this).
- Patched and repaired potholes throughout the city.
- Checked alleys and patched potholes with stone and cold patch, millings.
- Catch basins (24) grate cleaned.
- Inspection of the sulfur run grate several times.
- Traffic Signs/Signals and Parking:
- Installed/repared (10) Traffic Street Signs.
- Replace stop signs 3 with post 1 just sign.
- Parking meter repairs .

Sanitation:

- Total Tonnage across the scale for the month 674.85
- Total tonnage to the land fill 795.66 tons
- Total number of roll-off boxes 42- rented for the month.
- Transported 82 up from 71 roll-off boxes to the landfill:
- 6 transported direct to land fill.
- **Took in 189 tires this month.**
- Cut up 100) tires for disposal.
- Repair of 1- 40-yard 1 30 yard box compactor
- Vehicle and Property Maintenance:
- Conducted routine maintenance and inspections of City Vehicles.
- 2 Fire trucks were serviced and inspected and 3 highway trucks.
- Maintain and service 3 police cars.

STORM:

Services:

Director's Note. Spring paving Complete, Summer help started for curb painting

Street sweeper ran for a warm week entire town was swept and continuing

Storm: Street sweeping when weather permits, some catch basins had to have

grates repaired. Renovations on building on bad weather days.

carpet will be changed in June 3rd week.

Fall paving and gas Company road work will start week of 6/17.

The sidewalks to repaired on James street schedule to come from Peoples gas soon.

? - Peoples Gas work

May 1, 2024–May 31, 2024



Sales Summary

Sales

Gross Sales	\$124,152.51
Items	\$124,152.51
Service Charges	\$0.00
Returns	(\$468.60)
Discounts & Comps	(\$7,664.20)
Net Sales	\$116,019.71
Taxes	\$1,907.27
Tips	\$0.00
Gift Card Sales	\$0.00
Refunds by Amount	(\$1.54)
Total Sales	\$117,925.44

Payments

Total Collected	\$117,925.44
Cash	\$23,914.60
Card	\$60,937.60
Gift Card	\$0.00
Other	\$33,073.24
Fees	(\$1,735.42)
Net Total	\$116,190.02

Where applicable, West Virginia sales tax is being paid for the customer on certain fees which are subject to taxation in West Virginia.

CITY OF LATROBE
SIGNAGE REQUEST FORM

B
1

REQUEST FOR INSTALLATION OF TRAFFIC SIGNS.

CHECK APPLICABLE BLOCK BELOW:

- ☐ TRAFFIC CONTROL SIGN. COMPLETE A AND C.
- ☒ DISABILITY PARKING ONLY. COMPLETE A, B AND C. ALSO, PLEASE PROVIDE LETTER FROM DOCTOR REGARDING DISABILITY.
- ☐ SPECIALTY SIGN. COMPLETE A AND C.

A. SIGN INFORMATION

TYPE OF SIGN BEING REQUESTED: RESERVED PARKING HANDICAPPED

EXACT LOCATION OF SIGN: FRONT OF RESIDENCE

REASON FOR NEED: RESIDENT NEEDS ASSISTANCE TO ENTER AND EXIT RESIDENCE FOR HOSPITAL AND/OR DOCTOR'S APPOINTMENTS

B. DISABILITY INFORMATION

NAME OF DISABLED PERSON: JAMES E. GIORDAN

PHYSICIAN'S NAME AND PHONE NUMBER: OSCAR REYNA (724) 537-3381

PA DISABLED LICENSE NO.: 12 949 516

DO YOU HAVE A PA DISABLED PARKING PLACARD? YES X NO

C. APPLICANT INFORMATION

NAME: JAMES E. GIORDAN

ADDRESS: 603 MILLER STREET

PHONE NUMBER: (DAY) (724) 539-8827 (EVENING) SAME

DATE OF APPLICATION: 4/26/24 SIGNATURE OF APPLICANT: James E. Giordan

FOR DEPARTMENT USE ONLY

COUNCIL DISPOSITION: _____

DATE OF COUNCIL ACTION: _____

"THIS REQUEST WILL BE REVIEWED ANNUALLY"

RETURN APPLICATION WITH \$50.00 FILING FEE

CITY OF LATROBE

SIGNAGE REQUEST FORM

REQUEST FOR INSTALLATION OF TRAFFIC SIGNS.

B
2

CHECK APPLICABLE BLOCK BELOW:

- [] TRAFFIC CONTROL SIGN. COMPLETE A AND C.
- ☒ DISABILITY PARKING ONLY. COMPLETE A, B AND C. ALSO, PLEASE PROVIDE LETTER FROM DOCTOR REGARDING DISABILITY.
- [] SPECIALTY SIGN. COMPLETE A AND C.

A. SIGN INFORMATION

TYPE OF SIGN BEING REQUESTED: Disability Parking

EXACT LOCATION OF SIGN: Front of house on street at telephone pole.

REASON FOR NEED: street gets parked full of cars + I need close access for carrying groceries, etc. + walking to house due to permanent disability for severe fibromyalgia, MS, 7 herniated discs, degenerative disc disease, spinal stenosis and greater trochanteric pain syndrome to name a few.

B. DISABILITY INFORMATION

NAME OF DISABLED PERSON: Polly Quintiliani

PHYSICIAN'S NAME AND PHONE NUMBER: Dr. Mary Eicher 724-261-5610
OR Andrew Pontiero (PA)

PA DISABLED LICENSE NO.: 22 D74 347

DO YOU HAVE A PA DISABLED PARKING PLACARD? YES X NO # H50379P

C. APPLICANT INFORMATION

NAME: Polly Quintiliani

ADDRESS: 317 James St. Latrobe PA 15650

PHONE NUMBER: (DAY) 724-787-5221 (EVENING) same

DATE OF APPLICATION: 4/17/24 SIGNATURE OF APPLICANT: Polly Quintiliani

FOR DEPARTMENT USE ONLY

COUNCIL DISPOSITION: _____

DATE OF COUNCIL ACTION: _____

"THIS REQUEST WILL BE REVIEWED ANNUALLY"

RETURN APPLICATION WITH \$50.00 FILING FEE