

# Latrobe City Council

Agenda Meeting

October 28, 2024

6:30 PM

## Call to Order

Pledge of Allegiance & Moment of Silence / Roll Call.

Citizens Public Comment (Agenda Items)

Officer Ong Oath of office by Judge Tamara Mahady.

### A. Resolution for M O U Police (Voting Item)

#### “Agenda Meeting” Non-voting

1. Sanitation Bids for service in 2026. (Scott)
2. 2025 Fee Schedule.
3. (Lee) R E Transfer Tax increase. From .5% to 1 %
4. Finance Officer Position and Assistant P W & Administration Position job scripts to advertise.
5. 2025 Draft Budget. Resolution DCED Loan.
6. Ordinances for Police Pension and PMRS Pension amendments.
7. Westmoreland Transit Authority local share assessment.
8. Recycle – Education / Enforcement. (Dan)

Citizens Public Comment. (General Comments)

Adjournment

## 2023 Sanitation Costs

### Revenue

Amount collected	1,094,082	(residential 728,118 / commercial 365,964)
Refuse Stickers	85,366	
	<b>1,179,448</b>	

### Expenses

Republic Billing	1,084,075
Staff (1.5 employees)	95,000
Muni-Link	12,400
Postage	7,000
IT	6,000
Bad Debt	16,650
Office Expenses	20,000
	<b>1,241,125</b>

Expenditures over Revenue      **(61,677)**

*\*\*\*Note: rates were increased in 2024 budget*

## RATES IN 2025 BUDGET

2,250 bags  
800 toters  
3,050

### Projections

Bags \$70  
Toters \$85                      Income = \$902,000

Bags \$75  
Toters \$85                      Income = \$947,000

## 2025 Fee Schedule

### Sanitation

2024 Trash Bag Sticker Cost	\$5.00 – sheet of 12 stickers (per unit cost .42)
Residential Sanitation Rate	
Bag Service	\$70 per quarter
Toter/Cart Service	\$85 per quarter

### Stormwater

2024 Stormwater Fee	\$90 per ERU
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### Parking

#### Monthly Passes

Parking Garage ONLY	\$45 per month
Lot Passes	\$40 per month (Lot A,B,D,E,F,G,H,I,J,K)
Lot A	\$15 per month (used only in this lot – remote lot)
NCR	\$15 per month (National Church Registry)
Resident Passes	\$15 per month

*\*City of Latrobe residents will have a discount*

#### Permit Spaces

Parking Garage	\$55 per month
Street Permits	\$45 per month
Kinderschull-McKinley Ave.	\$15 per space (5 spaces)

#### Parking Ticket Rates

Overparked Meter	\$5
24 hours	\$10
72 hours	\$30

### Roll-Off Box Rates

10 Cubic Yard Box	\$370 flat fee (includes up to 3 tons of material for a 10-day rental. After 10 days, \$10 fee is added for each additional day and \$.06 for each additional pound)
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*Materials accepted – household waste only – no shingles or demolition materials*

15 Cubic Yard Box	\$400	5-day rental up to 5 tons
Overage Fee	\$65	
30 Cubic Yard Box	\$450	(includes 5 tons of material for first 5 days, then \$10 per day)
Overage Fee	\$65	Per ton fee for weight over 5 tons

*Materials accepted – municipal and construction demolition items*

## Miscellaneous

Return Check Fee \$35

## Zoning

Lien Letters	\$25
Event Permits	\$25
Solicitation Permits	\$15/per person/per day
Zoning Occupancy	\$25
Driveway	\$25
Curb Cut	\$35
Sidewalk	\$35
Fire Pit	\$20
Land Development	\$100 + engineering costs
Subdivision	\$30 per parcel
Mobile Home Removal	\$20 + current tax owed
Repairs	\$20 for 1 <sup>st</sup> \$1,000 - \$5 for additional \$1,000
Code of Ordinance Book	\$150
Subdivision Supplement	\$2.00
Zoning Supplement	\$25.00
Supplemental Pages	\$.25 per page
Zoning Maps	\$5.00
Zoning Letters	\$25.00

## Permits (signs, decks, fence, shed, garage)

Residential: Current	\$0 to \$5,000	\$35
	\$5,001 to \$15,000	\$70
	\$15,001 to \$35,000	\$120
	\$35,001 & up	\$5.00 per \$1,000

Commercial: Current	\$0 to \$10,000	\$60
	\$10,001 to \$35,000	120
	\$35,001 & up	\$5 per \$1,000

Demolition	\$35 (200 sq. ft. or less)
	\$15 (each additional 1,000 sq. ft.)

## Vacant & Abandoned

- \$500 one year from date on which property was listed on the registry
- \$1,000 two years from date on which property was listed on the registry
- \$2,000 three and four years from the date on which property was listed on the registry
- \$3,500 five through eight years from the date on which the property was listed on the registry.
- \$5,000 nine or more years from date on which property was listed on the registry

*As determined by Code Enforcement Officer. Fee refunded upon completion of project (red & yellow flagged properties only)*

UCC Appeals Board	\$1,500
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Latrobe Board Code Appeals	\$500
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**Tax**

Tax Certification Letters	\$10.00 per year
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Tax Bill Duplicate	\$ 5.00
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Copy of Document	\$ .25 per page
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Fax or Email Charge	\$1.00 per page
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**Amusement License/per year**

Bowling Alley	\$150.00
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Picture Theater Movie	\$250.00
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Circus	\$200.00
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Carnival	\$500.00
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Mechanical Device	\$400.00
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For each Amusement device or machine including, but not limited to Juke Box or other instruments (except radios) playing recorded music, pinball machine, video arcade games, pool and/or billiard table or any other game or device, whether mechanical, electronic or otherwise which members of the general public shall pay to play, either by directly making payment to the machine or device or by paying a fee to the owner or operator of the device.

## Finance Director Job Description and Duties

### Duties and Responsibilities

- Oversees the entire financial operation of the City including financial reporting and the accounting and payroll function.
- Follow established accounting procedures and generally accepted accounting standards for governmental accounting to record and calculate various data as required
- Makes all appropriate journal entries for transfers and transfers cash appropriately to routinely clear and reconcile balance sheets
- 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
- Oversee payroll administration and completes quarterly payroll tax reports and other tax reports as required
- Budget and capital project planning as City Secretary and supervises Assistant City Secretary
- 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
- Provide regular reports to the Manager relative to any problems or concerns
- Supervises clerical unit staff
- Complete tax exemption certificates, W9's, and credit applications for various vendors
- Complete and file annual Liquid Fuels MS965, Act 13 Impact Fee Report, Annual Recycle Report, Act 904 Grant.
- Complete and file annual Pension Data Requests, Pension AG 385, Act 205 (even years), MMO Worksheets, and the MRM Payroll Audit Report.
- Prepare 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

- Bachelor's degree in 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

## 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
- Precise and attention to detail
- Ability to perform well under pressure and within strict deadlines.

## Assistant Director Public Works & Administration Job Description and Duties

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### Duties and Responsibilities

- Manage work schedule for sanitation and recycling employees
- Manage payroll for department
- Order and manage garbage and recycling containers
- Fill in as weighmaster (obtain license)
- Train on cash register and scale
- Manage the cooperative Recycling program
- Work with the Sanitation billing department downtown
- Schedule white goods and scrap sales
- Order and maintain event boxes
- Maintain scheduling on equipment maintenance, present and future recycling equipment
- Coordinate with Dispatcher for hauling of roll offs
- Maintain oversight on areas to keep our permit compliance
- Source new customers
- Maintain all safety records for trucks and employees

Job responsibilities are not limited to the above items only as the Sanitation Department evolves. Duties may be added to this job script or removed as the City needs to fulfill its obligation to the residents.

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## Part-Time Code Enforcement

### Job Description and Duties

Title	Code Officer
Hours	24 hours per week
Description	The Code Enforcement employee performs a variety of routine work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations relating to zoning, land use, building codes, health and safety, blight, and other matters of public concern, as well as serves as a resource and provides information on City regulations to property owners, residents, and businesses.
Supervision	Position is under the general guidance and direction of the Zoning Director, Dan Weimer.
Summary	Position ensures the compliance of ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles and other related duties.

#### Duties and Responsibilities

- ❖ Enforces city codes not primarily enforced by the Police Department
- ❖ Coordinates with Building Inspectors, City Engineer, Police Chief, Fire Chief and other departments as necessary to secure compliance with city codes when enforcement becomes necessary
- ❖ Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements; enforces all aspects of city codes and ordinances.
- ❖ Writes letters for enforcement for any City Code violations. Issues the necessary citations for non-compliance.
- ❖ Maintains a list of all abandoned real estate. Enforces any related ordinance violations.
- ❖ Inspect, and or coordinate, with Building Inspectors and/or City Engineer, to inspect structures for determination of soundness and consideration for condemnation.

#### Knowledge, Skills, and Abilities

- ❖ Knowledge of code enforcement principles, practices, and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various and use, nuisance, and public safety codes
- ❖ Knowledge of local laws, rules, ordinances, and regulatory standards applicable to code enforcement work and responsibilities. Rules of evidence.
- ❖ Ability to read and interpret building plans, specifications and building codes.
- ❖ Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.

- ❖ Knowledge of record keeping, report preparation, filing methods and records management techniques
  - ❖ Ability to understand and utilize zoning maps and land use maps
  - ❖ Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.
  - ❖ Ability to use personal computer.
  - ❖ Ability to independently prepare routine correspondence and memorandums.
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#### Minimum Qualifications

- ❖ High School Diploma or GED equivalent
- ❖ Associate degree in land planning, public administration or an equivalent field/or previous experience, preferably with zoning and building code administration
- ❖ Valid Pennsylvania driver's license with acceptable driving record for the past three years.

**CITY OF LATROBE**  
**Resolution No. 2024-**

**APPROVING LOCAL GOVERNMENT CAPITAL PROJECT LOAN PROGRAM FOR  
PURCHASE OF A 2025 PICKUP TRUCK FOR PUBLIC WORKS**

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WHEREAS THE PENNSYLVANIA DEPARTMENT OF COMMUNITY and ECONOMIC DEVELOPMENT makes available low interest loans for building and facility projects through the Local Government Capital Project Loan Program.

WHEREAS THE CITY OF LATROBE will be submitting an application for a low interest loan under the Local Government Capital Project Loan Program,

NOW THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED BY THE Council of the City of Latrobe, that the City of Latrobe is hereby authorized to make application for such a loan and be it further resolved that the proper officers of the city are hereby authorized to execute all such applications, agreements, contracts or other documents necessary to apply for and to secure such aid.

AND BE IT FURTHER RESOLVED that the Council of the City of Latrobe hereby allocates city resources in the amount of \$50,000 to said project.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Latrobe, this 12<sup>th</sup> day of November 2024.

Attest:

COUNCIL OF THE CITY OF LATROBE

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

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

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF LATROBE, A HOME RULE CHARTER MUNICIPALITY, RELATIVE TO THE ESTABLISHMENT AND MAINTENANCE OF EMPLOYEES PENSION, ANNUITY, INSURANCE AND BENEFIT FUND OR FUNDS, TO AMEND CERTAIN PROVISIONS OF THE PENSION PLAN OR PROGRAM APPLICABLE TO THE POLICE OFFICERS OF SAID CITY:

WHEREAS, the City of Latrobe, a Home Rule Charter municipality, (the "City") was chartered as the Borough of Latrobe and as the Borough of Latrobe has previously enacted an Ordinance establishing the Borough of Latrobe Police Pension Plan (the "Plan"); and

WHEREAS, the Plan was totally amended and restated, effective January 1, 2013 as the City of Latrobe Police Retirement Plan; and

WHEREAS, the City reserved the right to amend the Plan pursuant to Article X, section 10.01; and

WHEREAS, the City now desires the Plan to be further amended to add an early retirement provision to the plan;

NOW, THEREFORE BE IT ORDAINED AND ENACTED by the Council of the City of Latrobe, and it is HEREBY ENACTED AND ORDAINED by authority of the same:

Effective July 1, 2024, sections 4.13 and 4.14 shall be added to the Plan as follows:

- 4.13 Early Retirement - Each Participant who retires after completing twenty (20) years of Aggregate Service with the Employer and attaining age forty-five (45), but prior to attainment of Normal Retirement Age, shall be entitled to an Early Retirement Benefit.
- 4.14 Early Retirement Benefit - Each Participant who shall become entitled to a benefit pursuant to section 4.13 and apply for such benefit in writing to Council will receive an early retirement benefit paid monthly in an amount equal to the actuarial equivalent of the Participant's Accrued Benefit. The actuarial equivalent of the Participant's Accrued Benefit shall be determined by actuarially reducing the Accrued Benefit to reflect that it will commence on the effective date of the Participant's Early Retirement rather than the first day of the month coincident with or next following the date that the Participant would have attained Normal Retirement Age if the Participant had continued in Employment to such date. The actuarial assumptions reported in the last actuarial valuation report prepared pursuant to section 11.01 under the Act shall be used to calculate the actuarial reduction.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF LATROBE CITY, WESTMORELAND COUNTY, COMMONWEALTH OF PENNSYLVANIA, ELECTING TO AMEND ITS NON-UNIFORM PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW; AGREEING TO BE BOUND BY ALL PROVISIONS OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES. IT IS HEREBY ORDAINED BY LATROBE CITY, WESTMORELAND COUNTY, AS FOLLOWS:

SECTION I. Latrobe City (the City), having established a non-uniform pension plan administered by the Pennsylvania Municipal Retirement System (the System), hereby elects to amend its Non-Uniform Pension Plan administered by the System in accordance with Article IV of the Pennsylvania Municipal Retirement Law, 53 P.S. §881.101 et seq. (Retirement Law), and does hereby agree to be bound by all the requirements and provisions of the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act, 53 P.S. §895.101 et seq., and to assume all obligations, financial and otherwise, placed upon member municipalities.

SECTION II. As part of this Ordinance, the City agrees that the System shall administer and provide the benefits set forth in the amended Non-Uniform Pension Plan Document entered into between the Pennsylvania Municipal Retirement Board and the City effective as of the date specified in the adoption agreement (the Contract).

SECTION III. The City acknowledges that by passage and adoption of this Ordinance, the City officially accepts the Contract and the financial obligations resulting from the administration of the Contract.

SECTION IV. Payment for any obligation established by the adoption of this Ordinance and the Contract shall be made by the City in accordance with the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act. The City hereby assumes all liability for any unfundedness created due to the benefit structure set forth in the Contract.

SECTION V. The City intends this Ordinance to be the complete authorization of the Contract, as amended and it shall become effective as of the date specified in the adoption agreement, which is the effective date of the Contract, as amended.

SECTION VI. A duly certified copy of this Ordinance and an executed Contract shall be filed with the System.

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TALLY OF VOTES – YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Reviewed by PMRS Legal Counsel \_\_\_\_\_



Westmoreland Transit

Frank Tosto, CHAIRMAN  
Alan Blahovec, EXECUTIVE DIRECTOR  
(724) 834-9282 (PHONE)  
(724) 834-9494 (FAX)

WESTMORELAND COUNTY

TRANSIT AUTHORITY  
41 Bell Way, Greensburg PA 15601  
www.westmorelandtransit.com



Westmoreland

(724) 832-2706 (PHONE)  
(724) 853-2760 (FAX)

APPROVED  
CITY MANAGER

OCT 17 2024  
  
ADMINISTRATION

October 4, 2024

~~Ms. Roxanne Shadron~~  
City of Latrobe  
901 Jefferson St.  
P.O. Box 829  
Latrobe, PA 15650

Re: Local Share Assessment for Fiscal Year 2024-2025

Dear Ms. Shadron:

The Westmoreland County Transit Authority (WCTA) reviews and adjusts each community's local share assessment each year. The assessments are based on population, population density, and the number of bus trips in each community. The local share assessment for your community for FY 2024-2025 is \$1,197.00.

Please find enclosed for your review, two copies of the Local Share Assessment Agreement for the period beginning July 1, 2024, and ending June 30, 2025. Please have the appropriate officials approve and execute both copies of the Agreement (but do not date the first page) and return both copies to the WCTA by December 31, 2024. Once fully executed, one copy will be returned for your records. The local share assessment amount is to be paid on or before February 15, 2025.

As always, the WCTA thanks your community for its continued support and commitment of public transportation within your community and Westmoreland County. Please feel free to call or email me with any questions.

Sincerely,

Ashley Cooper-Bronce  
Deputy Executive Director  
acooper@westmorelandtransit.com  
(724) 832-2708

Enclosure

10/22/24

## RECYCLING MISUSE

### **PROBLEM:**

John from Republic informed us that 15-20 recycling bins in the first ward were not collected due to contamination. The contaminated bins contained items such as grass clippings, household waste, branches, and animal feces

### **RECOMMENDATION:**

Assign a worker to precede the recycling truck on its route and open all recycling containers before they are emptied. The worker should then place a sticker or sign on each bin, indicating that the contents are considered contaminated and must be removed and disposed of in the normal trash receptacle or a bagged separately with a sticker.

The recycling guidelines provided by Republic can be attached to the container they supplied.

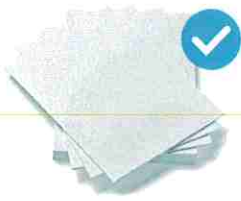
### **OVERALL GOAL:**

Monitoring the recycle bins will enable us to identify residents who are misusing them. This data will allow us to educate those residents on proper bin usage, which in turn will reduce contamination at the recycling plant and prevent damage to the equipment.

Items that can always be placed in your recycling cart include:



Items that can never be placed in your recycling cart include:



Paper



Flattened Cardboard



Plastic Bags & Wrappers



Soiled Paper



Polystyrene Foam



Clothing & Shoes



Greasy Pizza Boxes



Food



Metal Cans



Plastic Bottles & Jugs (#1 & #2 Only)



Tools



Toys



Scrap Metal



Diapers



Yard Waste



Medical Waste



Construction Waste



Electronics & Batteries



Glass

How to prepare your recyclables:



Empty. Clean. Dry.

Keep all recyclables free of food and liquid.



Don't bag it.

Never put recyclables in containers or bags.

Visit [RepublicServices.com](http://RepublicServices.com) for more information on recyclables.



Sustainability in Action