

# LATROBE CITY COUNCIL AGENDA

March 11, 2024 | 6:30 PM

Municipal Building, Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call / **Captain Daerr Oath of Office.**
5. Approval of Minutes from February 12, 2024, Regular meeting.
6. Approval of Fiscal Department Reports and Payroll for the month of February
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. Public Works – (Wajdic & City Engineer) Jefferson St. ADA Project / Motion to award. ①
  - b. Police – (Bosco)
  - c. Fire – (Brasile)
  - d. Code Enforcement: (Weimer) P C Report – Revised Traffic & Parking Study.
- A. **Public Works / Personnel:**
  1. **Motion to approve Asst. Director of Public Works M O U.**
  2. **Motion to approve adv, for Sanitation Services for City in 2025 or 2026 R F P.**
  3. **Motion to accept Mr. William Glasser resignation from Civil Service Commission.**
- B. **ADMINISTRATION AND FINANCE DEPARTMENT:**
  1. **Resolution to approve Police Captain 3 year Contract.**
  2. **Motion to approve a Special Code Consultant Agreement with Craig McVicker and CEA.**
- C. **PLANNING AND DEVELOPMENT**
  1. **Resolution for Appointment of Roberto Witte to Civil Service Commission.**
  2. **Motion to approve minor Subdivision of 1701 Jefferson St.**
- D. **New / Unfinished Business:**
- E. Solicitors Report:
- F. Citizens Requests (open forum)
- G. City Manager's Verbal: Sanitation Billing.
- H. Mayor's Report: **Re-stating Appointments to Code Enforcement Board.**
- I. Adjournment.

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Eric Bartels, Mayor

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Terry Carcella, City Manager

# City of Latrobe

## Department of Public Work

### February 2024 Monthly Report

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#### 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 (14) grate cleaned.
- Inspection of the sulfur run grate several times.
- PLOWING AND SALTING SEVERAL TIMES FOR THE MONTH.
- Traffic Signs/Signals and Parking:
- Installed/repared (8) Traffic Street Signs.
- Replace stop signs 2 with post 2 just sign.
- Parking meter repairs thought.

#### Sanitation:

- Total Tonnage across the scale for the month 391.94 tons.
- Total tonnage to the land fill 520.55 tons
- Total number of roll-off boxes 25- rented for the month.
- Transported 60 roll-off boxes to the landfill:
- 7 transported direct to land fill.
- **Took in 137 tires this month.**
- Cut up 150) 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.**

**Street sweeper ran for a warm week entire town was swept.**

**Storm: Street sweeping when weather permits, some catch basins had to have grates repaired. Renovations on building on bad weather days.**

**Meeting with carpet suppliers.**

Feb 2023

**Item sales**

Filtered By Item: A)Car tire (off rim), B) Car tire (on rim), Bulk refuse, C) Lt/Truck tire 16" (off rim), D) Lt/Truck tire 16" (on rim), F) Refrigerant Item, E) Commercial Truck Tires, EE) Farm Tractor Tire, K) Scale Weight (roll-off box)

Item	Category	Unit	Units Sold
Bulk refuse	Refuse	Ton	391.84
Regular		Ton	391.84
A)Car tire (off rim)	Small Items	ea	96
Regular		ea	96
B) Car tire (on rim)	Small Items	ea	11
Regular		ea	11
C) Lt/Truck tire 16" (off rim)	Small Items	ea	28
Regular		ea	28
D) Lt/Truck tire 16" (on rim)	Small Items	ea	2
Regular		ea	2
F) Refrigerant Item	Small Items	ea	15
Regular		ea	15
Total		multiple	

Feb 1, 2023–Feb 28, 2023



# Sales Summary

## Sales

<b>Gross Sales</b>	<b>\$70,963.64</b>
Items	\$70,963.64
Service Charges	\$0.00
Returns	(\$160.40)
Discounts & Comps	(\$5,813.64)
<b>Net Sales</b>	<b>\$64,989.60</b>
Taxes	\$1,082.15
Tips	\$0.00
Gift Card Sales	\$0.00
<b>Total Sales</b>	<b>\$66,071.75</b>

## Payments



<b>Total Collected</b>	<b>\$66,071.75</b>
Cash	\$16,102.01
Card	\$34,467.64
Gift Card	\$0.00
Other	\$15,502.10
Fees	(\$996.81)
<b>Net Total</b>	<b>\$65,074.94</b>

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

# JEFFERSON STREET ADA PROJECT

BIDS OPENED MARCH 7, 2024 @ 1:00 PM

10 a.

[illegible]


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## Monthly Incident List By Date

INCIDENT NUMBER	PSAP CALL DATE/TIME	ADDRESS	DISPATCHED INCIDENT TYPE	INCIDENT TYPE
24-0000128	2024-02-29 12:48:42	4904 ROUTE 982	AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	743 - Smoke detector activation, no fire - unintentional
24-0000127	2024-02-29 05:55:50	242 ALLVAC LN	FIRE-COMM-COMM-FIRE COMMERCIAL BLDG	100 - Fire, other
24-0000126	2024-02-28 18:42:22	1420 RIDGE AVE	12D02-CONTINUOUSCO NVULSIONS/SEIZURES	321 - EMS call, excluding vehicle accident with injury
24-0000125	2024-02-28 14:41:00	4648 ROUTE 982	FLOOD-ROADWAY-ROADWAY-FLOODED ROADWAY	622 - No incident found on arrival at dispatch address
24-0000124	2024-02-28 11:10:00	211 WALNUT ST	FLOOD-RESD-RESD-FLOOD RESIDENTIAL BLDG	520 - Water problem, other
24-0000123	2024-02-28 07:30:39	436 MARY ST	BRUSH-NOT ENDG-BRUSH FIRE	814 - Lightning strike (no fire)
24-0000122	2024-02-28 06:05:39	2801 SHARKYS DR	AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	740 - Unintentional transmission of alarm, other
24-0000121	2024-02-27 19:05:42	804 ST CLAIR ST	AFA-RESD-RESD-AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	700 - False alarm or false call, other
24-0000120	2024-02-27 06:48:14	ARLINGTON AVE	PS-PUBLIC SERVICE	542 - Animal rescue
24-0000119	2024-02-26 10:52:00	878 MAIN ST	AFA-RESD-RESD-AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	745 - Alarm system activation, no fire - unintentional
24-0000118	2024-02-25 13:47:48	1013 JEFFERSON ST	08C01G-CO/DIFF BREATHING SMELL/GAS FUMES	412 - Gas leak (natural gas or LPG)
24-0000117	2024-02-24 19:36:10	905 CHESTNUT ST	FIRE-RESD-RESD-FIRE RESIDENTIAL BLDG	440 - Electrical wiring/equipment problem, other
24-0000116	2024-02-24 15:31:24	3588 ROUTE 30 E	29D01-VEH ACCIDENT MAJOR INCIDENT	463 - Vehicle accident, general cleanup
24-0000115	2024-02-24 04:35:00	333 MAIN ST	08D01-CO/ ALARM UNCONSCIOUS PERSON	420 - Toxic condition, other
24-0000114	2024-02-23 18:00:00	115 HEINNICKEL RD	AFA-RESD-RESD-AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	611 - Dispatched & canceled en route
24-0000113	2024-02-23 16:09:04	LIGONIER ST	29D02-VEH ACCIDENT HIGH MECHANISM	322 - Motor vehicle accident with injuries
24-0000112	2024-02-21 19:23:45	53 LIGHTCAP RD	VFE-VEHICLE FIRE ENDANGERING	611 - Dispatched & canceled en route



# Monthly Incident List By Date

Latrobe Volunteer Fire Department

Address: PA



INCIDENT NUMBER	PSAP CALL DATE/TIME	ADDRESS	DISPATCHED INCIDENT TYPE	INCIDENT TYPE
24-0000111	2024-02-21 11:54:30	136 E 1ST AVE	HAZ2-HAZ2-GAS LEAK INSIDE STRUCTURE	412 - Gas leak (natural gas or LPG)
24-0000110	2024-02-21 08:50:08	413 FAIRMONT ST	09D01-CARDIAC/RESPIT ORYARREST,INEFFECTI VEBREATHING	311 - Medical assist, assist EMS crew
24-0000109	2024-02-21 08:31:59	DONOHUE RD	29D04-VEH ACC W/ENTRAPMENT	322 - Motor vehicle accident with injuries
24-0000108	2024-02-20 19:58:41	1740 RAYMOND AVE	31D01-UNCONSCIOUS,IN EFFECTIVEBREATHING	321 - EMS call, excluding vehicle accident with injury
24-0000107	2024-02-20 16:28:29	2223 DAILEY AVE	AFA-COMM-COMM- AUTOMATIC FIRE ALARM COMMERCIAL BLDG	743 - Smoke detector activation, no fire - unintentional
24-0000106	2024-02-20 09:52:45	15 AVENUE C	22B01-INDUSTRIAL ACCIDENT NO LONGER ENTRAPPED UNKOWN INJURIES	555 - Defective elevator, no occupants
24-0000105	2024-02-19 17:30:33	1060 MOUNTAIN LAUREL PLZ	AFA-COMM-COMM- AUTOMATIC FIRE ALARM COMMERCIAL BLDG	745 - Alarm system activation, no fire - unintentional
24-0000104	2024-02-19 12:20:48	1925 ROUTE 217	29D04-VEH ACC W/ENTRAPMENT	322 - Motor vehicle accident with injuries
24-0000103	2024-02-17 22:06:23	4546 ROUTE 982	29B01-VEH ACC W/ INJURIES	611 - Dispatched & canceled en route
24-0000102	2024-02-17 00:59:49	Route 30 Eastbound	29B01-VEH ACC W/ INJURIES	571 - Cover assignment, standby, moveup
24-0000101	2024-02-16 21:09:47	3434 ROUTE 30 E	29B01-VEH ACC W/ INJURIES	324 - Motor vehicle accident with no injuries.
24-0000100	2024-02-14 16:38:03	1116 VILLAGE WAY	AFA-RES-RES- AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	743 - Smoke detector activation, no fire - unintentional
24-0000099	2024-02-14 14:20:27	BRADDOCK DR	29D04-VEH ACC W/ENTRAPMENT	322 - Motor vehicle accident with injuries
24-0000098	2024-02-13 18:56:23	1414 LIGONIER ST	AFA-COMM-COMM- AUTOMATIC FIRE ALARM COMMERCIAL BLDG	700 - False alarm or false call, other
24-0000097	2024-02-12 04:31:32	410 UNITY ST	AFA-COMM-COMM- AUTOMATIC FIRE ALARM COMMERCIAL BLDG	730 - System malfunction, other
24-0000096	2024-02-11 18:39:00	220 Ave A	PS-PUBLIC SERVICE	511 - Lock-out
24-0000095	2024-02-10 15:54:00	1111 Jefferson St	AMBAS-AMBULANCE ASSIST	700 - False alarm or false call, other
24-0000094	2024-02-09 20:56:26	1108 MOUNTAIN LAUREL PLZ	AFA-COMM-COMM- AUTOMATIC FIRE ALARM COMMERCIAL BLDG	710 - Malicious, mischievous false call, other
24-0000093	2024-02-08 12:46:11	115 ELKS CLUB RD	BRUSH-NOT ENDG- BRUSH FIRE	143 - Grass fire

## Monthly Incident List By Date

Latrobe Volunteer Fire Department

Address: PA



INCIDENT NUMBER	PSAP CALL DATE/TIME	ADDRESS	DISPATCHED INCIDENT TYPE	INCIDENT TYPE
24-0000092	2024-02-07 15:33:17	130 DEPOT ST	AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	743 - Smoke detector activation, no fire - unintentional
24-0000091	2024-02-07 14:31:06	4911 ROUTE 982	29D04-VEH ACC W/ENTRAPMENT	322 - Motor vehicle accident with injuries
24-0000090	2024-02-06 12:33:59	20 CEDAR ST	AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	700 - False alarm or false call, other
24-0000089	2024-02-05 07:09:26	342 WASHINGTON ST	31D01-UNCONSCIOUS,IN EFFECTIVEBREATHING	311 - Medical assist, assist EMS crew
24-0000088	2024-02-04 16:31:47	1320 WOODBRIDGE DR	FIRE-RES-RES-FIRE RESIDENTIAL BLDG	111 - Building fire
24-0000087	2024-02-04 14:07:09	226 2ND ST	Air Truck Call-Air Truck Call	112 - Fires in structure other than in a building
24-0000086	2024-02-03 23:31:00	2014 Lincoln Ave	AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	700 - False alarm or false call, other
24-0000085	2024-02-03 05:34:00	1732 DAILEY AVE	31D01-UNCONSCIOUS,IN EFFECTIVEBREATHING	311 - Medical assist, assist EMS crew
24-0000084	2024-02-02 20:11:28	212 E 2ND AVE	09E01-WORKABLEARREST,INEFFECTIVEBREATHING	311 - Medical assist, assist EMS crew
24-0000083	2024-02-02 13:38:29	600 JAMES ST	09E01-WORKABLEARREST,INEFFECTIVEBREATHING	311 - Medical assist, assist EMS crew
24-0000082	2024-02-01 13:54:57	576 FRED ROGERS DR	AFA-RES-RES-AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	745 - Alarm system activation, no fire - unintentional





## Monthly Type of Alarm Summary

DISPATCHED INCIDENT TYPE	COUNT(DISPACHED INCIDENT TYPE)
09E01-WORKABLEARREST,INEFFECTIVEBREATHING	2
Air Truck Call-Air Truck Call	1
VFE-VEHICLE FIRE ENDANGERING	1
29D01-VEH ACCIDENT MAJOR INCIDENT	1
29D02-VEH ACCIDENT HIGH MECHANISM	1
29D04-VEH ACC W/ENTRAPMENT	4
29B01-VEH ACC W/ INJURIES	3
31D01-UNCONSCIOUS,INEFFECTIVEBREATHING	3
FLOOD-ROADWAY-ROADWAY-FLOODED ROADWAY	1
FLOOD-RESD-RESD-FLOOD RESIDENTIAL BLDG	1
FIRE-RESD-RESD-FIRE RESIDENTIAL BLDG	2
AFA-RESD-RESD-AUTOMATIC FIRE ALARM RESIDENTIAL BLDG	5
PS-PUBLIC SERVICE	2
BRUSH-NOT ENDG-BRUSH FIRE	2
22B01-INDUSTRIAL ACCIDENT NO LONGER ENTRAPPED UNKOWN INJURIES	1
HAZ2-HAZ2-GAS LEAK INSIDE STRUCTURE	1
12D02-CONTINUOUSCONVULSIONS/SEIZURES	1
FIRE-COMM-COMM-FIRE COMMERCIAL BLDG	1
AFA-COMM-COMM-AUTOMATIC FIRE ALARM COMMERCIAL BLDG	10
08C01G-CO/DIFF BREATHING SMELL/GAS FUMES	1
08D01-CO/ ALARM UNCONSCIOUS PERSON	1
09D01-CARDIAC/RESPIATORYARREST,INEFFECTIVEBREATHING	1
AMBAS-AMBULANCE ASSIST	1



## Monthly Incident Count by Station

FIRE STATION NAME	COUNT(FIRE STATION NAME)
All 113 Stations	12
6	4
5	10
3	1
2 and 6	3
2 and 3	6
2 and 1	3
2	7
1	1

10  
d.  
1

**City of Latrobe**  
Planning and Development  
901 Jefferson Street  
P.O. Box 829  
Latrobe, PA 15650  
724-537-3580  
FAX 724/537-4802

March 7, 2024

Mr. Eric Bartels – Mayor  
Members of City Council  
901 Jefferson Street  
Latrobe, PA 15650

RE: Subdivision – 1701 Jefferson Street, Latrobe, PA  
Recommendations – Gibson-Thomas Engineering Traffic and Parking Evaluation Study

Dear Mr. Bartels and Members of City Council:

At the March 4, 2024 meeting of the Planning Commission the captioned were discussed.

The Planning Commission was presented with a plan to subdivide the land of the city at 1701 Jefferson Street into two lots. The city intends to sell the house (Lot 1) and keep the remainder (lot 2) for an underground storm water retention area while retaining a 20 foot easement for utility access

Lot 1 – Retain the existing house and structures and contain .1467 acres

Lot 2 – To be the remaining area, equal to .3394 acres

Motion was unanimous in favor of recommending approval of the subdivision.

The Planning Commission was also presented with a Final Report of a Revised Traffic and Parking Evaluation Study by Gibson-Thomas Engineering. The following recommendations are approved for submission to Latrobe City Council as per the Planning Commission's review of the survey. All recommendations were approved with motions unanimously in favor.

**Recommendation 1 - Depot St. (SR 981)/Ligonier Street**

Development of signage and pavement marking plan designed to enhance the clarity of street functionality and address safety concerns. This is to be coordinated with Latrobe Public Works department.

**Recommendation 2 – Unity St./Lloyd Ave with Depot St. (SR981)/Jefferson St.**

The implementation of a GPS Time clock to significantly enhance the overall efficiency of traffic management, reduce congestion, and improve traffic flow between these critical intersections,

**Recommendation 3 – Main Street (SR981)/Ligonier Street**

Implement a leading pedestrian interval at the intersection of Main St. (SR981) and Ligonier Street to better enhance safety for crossing pedestrians.

Respectfully submitted,



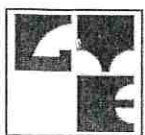
Debra Sardello

Planning Commission Secretary

CC: Planning Commission Members

Daniel Welmer - Code Enforcement/Zoning Officer

Terry Carcella – City of Latrobe - Manager



# Gibson-Thomas ENGINEERING

Latrobe Corporate Office  
1004 Ligonier Street, PO Box 853  
Latrobe, PA 15650  
Phone: 724-539-8562  
Fax: 724-539-3697  
www.gibson-thomas.com

January 16, 2024

Mr. Terry Carcella  
City Manager  
901 Jefferson Street  
Latrobe, Pennsylvania 15650

Subject: Revised Traffic and Parking Evaluation Study  
Final Report

Dear Terry:

Gibson-Thomas Engineering (Gibson-Thomas) is pleased to submit this report for the Traffic and Parking Evaluation Study. The purpose of this report is to provide the recommendations Gibson-Thomas has developed regarding traffic operation and parking usage within the downtown portion of the city.

## TRAFFIC EVALUATION

Gibson-Thomas was requested to evaluate various traffic issues in the city of Latrobe. These issues included the operation of the signalized intersection of Unity Street and Lloyd Avenue and a review of the intersection of Depot Street (SR 981) and Jefferson Street, in relation to the one-way operation along Jefferson Street. Finally, pedestrian safety at Main Street and Ligonier Street was to be investigated.

### Unity St/Lloyd Ave with Depot St (SR 981)/Jefferson St Data Collection:

The data collection process for this project entailed two components: the gathering of peak hour traffic counts and the field observation of each location. Traffic count data was collected in May of 2023 during the AM and PM peak, capturing a comprehensive snapshot of vehicular movement and density within the designated area. This dataset forms the foundation for our traffic analysis and optimization efforts. Furthermore, field notes were compiled, incorporating key parameters and variables to accurately model traffic behavior and signal timings. This data serves as the cornerstone of our signal coordination and synchronization strategy, enabling precise adjustments and improvements in traffic management. All peak hour traffic data collected is contained in the appendix of this report.

### Traffic Analysis:

The analysis commenced with a thorough examination of traffic counts and a detailed review of the Synchro file, focusing on two critical intersections. Through this comprehensive study, we identified the specific time periods during which peak traffic flow occurs at both intersections, offering crucial insights into the city's traffic patterns. Subsequently, we delved into an in-depth analysis of the Synchro file to optimize signal timings and investigate the potential for better coordination between these intersections. This approach aimed to enhance traffic management, reduce congestion, and improve overall traffic flow efficiency within the designated area. Results of the synchro analysis are located in the appendix attached to this letter report.

### Recommendation:

- Conduct a meeting at the intersection of Unity Street and Lloyd Avenue with the primary objective of integrating the newly optimized signal timings. This meeting will also verify if the existing traffic signal is operating by Permit.

ESTABLISHED 1916

Fayette ■ Harrisburg ■ Indiana ■ Pittsburgh ■ Washington ■ Ft. Myers



- Gibson-Thomas advises the installation of a GPS Time Clock at the intersection of Unity Street and Lloyd Avenue. This technological upgrade will facilitate synchronized timing coordination with the adjacent intersection of Depot Street (SR 981) and Jefferson Street. The implementation of a GPS Time Clock will significantly enhance the overall efficiency of traffic management, reduce congestion, and improve traffic flow between these critical intersections. This improvement will require approval from PennDOT.

#### **Depot St (SR 981)/Ligonier St Data Collection:**

The data collection process for this study encompassed two critical aspects, each shedding light on safety concerns at the intersection of Depot Street (SR 981) and Ligonier Street. Firstly, Gibson-Thomas gathered information indicating that vehicles tend to violate a one-way street at the specified location. This observation provides acknowledgement into potential traffic violations and road safety issues. Additionally, we obtained a comprehensive Crash History Report covering the past five years for the same intersection. This report served as a resource to assess the frequency and severity of accidents at this location, helping us to quantify and analyze the safety risks associated with the intersection. The Crash History Report is located within the appendix.

#### **Traffic Analysis:**

The analysis of the intersection at Ligonier Street involved a multifaceted approach. Gibson-Thomas undertook a comprehensive examination of the intersection's operational dynamics, encompassing the traffic flow, safety, and overall functionality. Simultaneously, Gibson-Thomas assessed the cost implications and feasibility of converting the designated section of Ligonier Street from its current configuration to a two-way street. In parallel, Gibson-Thomas conducted a thorough analysis of the Crash History Report for the intersection, revealing a possible pattern of reported accidents over the past five years. In addition to exploring the option of a two-way street, Gibson-Thomas explored strategies for maintaining Ligonier Street as a one-way thoroughfare. This involved the development of a signage and pavement marking plan designed to enhance the clarity of street functionality and address safety concerns.

#### **Recommendation:**

- Converting the intersection into a four-legged configuration, complete with signalization, would constitute a proactive measure to mitigate future accidents. This analysis underscores the importance of enhancing safety at the intersection and aligns with the broader goal of improving traffic management and safety within the area. The estimated probable cost for this improvement is \$80,100. A line-item cost estimate for this improvement is contained in the appendix for this report.
- Sustaining Ligonier Street as a one-way thoroughfare presents a highly cost-effective alternative aimed at addressing safety concerns and minimizing potential traffic violations. The proposed plan involves the strategic implementation of signage and pavement markings to clearly indicate the permissible direction for road users on Ligonier Street. Preliminary estimations suggest that the estimated probable cost for implementing this alternative solution would approximate \$4,500. A breakdown of line-item costs associated with this proposed improvement is provided in the appendix of this report for comprehensive reference.

#### **Main Street (SR 981)/Ligonier Street Data Collection:**

Gibson-Thomas conducted an examination of potential safety enhancements for the designated location, identifying the implementation of exclusive pedestrian phases and leading pedestrian phases as the most effective options. The research encompassed an analysis of the impact of these pedestrian phases on vehicular traffic flow within urban areas, with a focus on formulating strategies to minimize delays within the city's transportation system. The investigation revealed that leading

pedestrian intervals (LPI) can be categorized as either Fixed time or actuated. In the Fixed time approach, pedestrian signals adhere to a pre-established sequence of signal operations, scheduled at specific times of the day. Conversely, the actuated method relies on detectors or push buttons activated by pedestrians, signaling the controller to initiate a pedestrian phase. This comprehensive exploration aims to inform decision-makers on the optimal safety measures and traffic management strategies for the specified location.

### **Traffic Analysis:**

Gibson-Thomas aspired to enhance pedestrian safety at the designated signalized intersection while concurrently addressing the challenge of minimizing disruptions to traffic flow and operational efficiency. The primary objective was to introduce safety measures that strike a balance between pedestrian safety and the seamless movement of vehicular traffic. To achieve this equilibrium, Gibson-Thomas examined the feasibility of implementing an exclusive pedestrian phase and a leading pedestrian interval. The exclusive pedestrian phase stops all vehicular movement allowing pedestrians access to cross in any direction at the intersection. Conversely, the leading pedestrian interval allows pedestrians a temporal advantage, permitting them to enter the crosswalk 3-7 seconds prior to the issuance of a green signal to vehicles. This strategic head start serves to establish the presence of pedestrians within the crosswalk, mandating that vehicles yield to pedestrians.

### **Recommendation:**

Gibson-Thomas recommends implementing a leading pedestrian interval at the intersection of Main Street (SR 981) and Ligonier Street to better enhance safety for crossing pedestrians. In this instance the focus was to optimize safety, but not create too much delay that the traffic flow and operation is compromised. Also, we recommend the leading pedestrian interval to be fixed time at the morning (AM) and night (PM) peak hours where this is a heavy amount of vehicular and pedestrian traffic in this area.

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## **PARKING EVALUATION**

Gibson-Thomas was requested to evaluate metered parking space issues by the city of Latrobe. The issues to address were the evaluation on whether certain metered parking spaces were cost effective to maintain, as well as the parking rates for parking permits and passes.

### **Data Collection:**

The data collection process began with the preparation of a detailed map of the study area, serving as the foundational reference point for the study. This map provided us with a spatial understanding of the area under investigation, which is attached in the appendix shown as Figure 1. Additionally, data on parking revenue for the years 2021 and 2022 was provided by The City, offering insights into the financial performance of the city's parking infrastructure. Moreover, a thorough analysis of existing parking passes and permit rates was undertaken, giving an understanding of the current pricing structure. To ensure informed decision-making, a comprehensive dataset of parking rates in surrounding areas was collected, serving as a vital point of comparison and reference.

### **Parking Analysis:**

The analysis commenced with a comprehensive inventory of all city lots and metered parking spaces within the City of Latrobe. Subsequently, an examination of metered parking utilization was undertaken, with information derived from revenue data and national studies. The primary objective was to identify spaces within the city that were deemed economically unviable for retention or fee collection. Following the usage assessment, a thorough evaluation of parking rates and permits was conducted. This assessment involved a cross-comparison of Latrobe's pricing structure with that of neighboring areas. The outcome of this analysis indicates that the City of Latrobe should consider removing certain metered parking spaces, raising its parking rates, and implementing a uniform rate structure across all parking lots within the jurisdiction.

## Recommendation:

After investigating surrounding areas permit parking prices, it's evident that the City of Latrobe's cost to park within the city is less expensive than neighboring communities. However, Gibson-Thomas concluded on the recommendation to not increase permit parking passes at this time. If Latrobe decides they would like to increase prices, Gibson-Thomas has provided recommendations on what the cost of these permit passes should be. The pricing of rates was carefully recommended following extensive research into the surrounding community areas. This comprehensive study aimed to understand the economic dynamics and affordability thresholds of the local population based on the current fees established within the city. By conducting research, and analyzing market trends, Gibson-Thomas was able to tailor the cost to ensure it agreed with the City's desired recommendations.

The parking pass rate recommendations are as follows:

### Parking Garage

- \$45.00 a month – For Non-Resident, Resident, & Residents in downtown area
  - (Orange/Black Letters) Parking Garage Only

### Lot Passes

- \$38.00 a month – For all lot passes listed below.
  - (Green/White Letters) Any Lot
  - (White/Black Letters) Lot A - At DiSalvo's Restaurant Lot Only
  - (Red/White Letters) NCR
  - (Blue/White Letters) Resident Passes
    - Listed above is the universal rate for all lot passes. The city of Latrobe may decide under their own discretion if maintaining a discounted price for residents should be instituted. This recommended price will be discounted to \$25.00, which is a 33% discount for residents.

### Permit Parking Rates

- \$55.00 a month – For all permitted/reserved spaces in the lots listed below.
  - Parking Garage
  - Frontier Club – Lot D
  - Westmoreland Federal Savings – Lot E
  - McKenna – Lot E
  - Commercial National Bank – Lot E
  - Remax – Lot H
  - Lot B
  - Gibson Thomas – Weldon St Space
  - Quatrini/Rafferty – Main St Space
  - Kinderschull – McKinley Ave
  - Rideman – Parking Garage

This concludes the study conducted for the traffic and parking operation within the City of Latrobe. If you have any questions or concerns, please do not hesitate to call.

## 2024 Fee Schedule

*Current Fees*

### Sanitation

2024 Trash Bag Sticker Cost	\$5.00 – sheet of 12 stickers (per unit cost .42)
Residential Sanitation Rate	
Bag Service	\$69 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 (lots 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

#### 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*

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**MEMORANDUM OF UNDERSTANDING**

**CITY OF LATROBE AND DANIEL WEIMER**

This **MEMORANDUM OF UNDERSTANDING** is made this \_\_\_\_ day of March, 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

Daniel Weimer, that is the Code Enforcement Officer for the City of Latrobe (hereinafter referred to as "Weimer").

**WHEREAS**, the City and Weimer are signatories to an employment contract dated September 11, 2023; and

**WHEREAS**, the City and Weimer have engaged in communications regarding the need for the City to have a backup to the Director of Public Works to provide supervision and management of operations in the absence of the Director of Public Works; and

**WHEREAS**, the City and Weimer have executed this Memorandum of Understanding to set forth their agreement that Weimer will be paid an hourly rate of \$ 5 per hour during such times that he serves as the temporary Director of the Department of Public Works.

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

The employment contract dated September 11, 2023 shall be amended to provide that Weimer shall serve as the temporary Director of the Public Works Department during the times that the Director is unavailable due to the use of personal time off, vacation days or sick leave.

Weimer shall be paid \$ 5 per hour for the time spent supervising and managing the Department of Public Works. Weimer shall spend no more than twenty (20) hours per week handling back up Director of Public Works matters.

WITNESS:

CITY OF LATROBE:

\_\_\_\_\_  
Board Secretary

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager, Terry Carcella

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Daniel Weimer



February 16, 2024

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Dear Chief Bosco:

Please accept my resignation to be a part of the Latrobe Civil Service Commission effective today.

Thank you,

A handwritten signature in cursive script, appearing to read "Wm E Glasser".

William E Glasser  
238 Eleanor Drive  
Latrobe, PA 15650

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RESOLUTION NO. 2024-\_\_\_\_\_

**APPROVING THE TERMS OF AN EMPLOYMENT CONTRACT  
BETWEEN THE CITY OF LATROBE AND ROBERT DAERR,  
CAPTAIN, CITY OF LATROBE POLICE DEPARTMENT**

WHEREAS, the City of Latrobe announced the institution of the Captain's position and appointed Robert Daerr to serve in that position; and,

WHEREAS, City Council has received a proposed employment contract that sets forth the terms and conditions; and,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Latrobe, in regular meeting assembled and by authority of the same:

SECTION 1. That the City of Latrobe hereby approves the compensation, terms and conditions of the employment contract which is attached hereto.

SECTION 2. 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 and do every other act required to carry into effect this resolution.

RESOLVED IN COUNCIL this \_\_\_\_\_ day of March, 2024.

ATTEST:

COUNCIL OF THE CITY OF  
LATROBE

By:

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

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



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952 [www.cea-code.com](http://www.cea-code.com)

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**March 4, 2024**

Red Desk Creative  
PO Box 696  
Greensburg, PA 15601  
Attention: Steve Gifford

**RE: City of Latrobe 333 Main Street – Investigation & Inspection**

**(Attorney Client Privilege of Executive Action)**

Dear Steve,

As per our conversation on March 1, 2024 with the City of Latrobe (hereafter CLIENT), I present the following agreement of services for the general purposes of providing civil and administrative interpretations regarding various codes as per the Uniform Construction Code, Property Maintenance Code, International Fire Code, City Ordinance and Commonwealth of Pennsylvania civil codes.

The basis of this agreement is limited to the request of services for a civil matter under legal agreement for location described at **333 Main Street in Latrobe**. The facts, findings, evidence and information collected during this investigation shall remain apart of a civil matter of investigation and shall not be included into public record or public discussion until such time deemed appropriate by legal interpretation. All information and communications hereto shall be protected and privileged before the City of Latrobe, interested parties and the designated Solicitor of the City of Latrobe by attorney client privilege.

The City of Latrobe and its agents, employees, representatives and management shall assist CEA in gathering necessary information, facts and evidence required for proper civil enforcement. The City of Latrobe, its agents, employees, representative and management shall not interfere with CEA in the proper collection of information, facts and evidence required for proper civil enforcement.

CEA recognizes the same language with description of assisting the City of Latrobe, its agents, employees, representatives and management in gathering necessary information, facts and evidence required for proper civil or criminal enforcement.

### **CERTIFICATIONS & INFORMATION & Waiver**

CEA shall name client as additional insured on all applicable policies of insurances as requested by the CLIENT. CLIENT shall in return name in the same manner CEA as additional insured to its general liability policies and any applicable liability policies and waive CEA of fault and liability pertaining to any civil liability matters. CLIENT thus recognizes CEA for the purposes of administrative code interpretations not limited to local Zoning, Property Maintenance and Code Enforcement of Jurisdictional Ordinances, civil matter interpretation, International Fire Code and thus shall indemnify and represent CEA against any civil action based upon administrative interpretations. CEA shall indemnify and hold the CLIENT harmless when any liability arises due to CEA's omission of a required act, negligence and/or intentional misconduct.

CLIENT recognizes CEA as an agent of the jurisdiction and by such manner concludes that CEA is legally acting upon that jurisdiction's behalf as a licensed professional service. CLIENT shall refrain from interfering in any matters under the statutes of the Commonwealth of Pennsylvania which mandate CEA to perform or execute professionally. CLIENT shall try to assist CEA in any matters of CLIENT request and shall make resources available upon request to CEA to assist in matters of the CLIENT request.

### **Prices & Payments:**

CEA Chief Building Official	\$125.00 / per hour
Senior Inspector	\$125.00 / per hour
Inspector	\$75.00 / per hour
Administration / Clerical	\$55.00 / per hour
Professional Engineer	Based upon description of required duty

Any ancillary fees incurred for special services shall be requested by CEA to CLIENT for reimbursement. Example: USPS, Courier, Certified Mail, office supplies for required needs, etc.

CEA is contracted and under agreement of the CLIENT for the specified term of this contract; therefore, it shall be the responsibility of the CLIENT to satisfy all damages, debts and legal obligations on behalf of CEA for services rendered upon its behalf.

All invoices and work detail reports as requested, shall be turned into the CLIENT on a specified date or by the last operating day of each month. Payments on invoices submitted and accepted by CLIENT shall be paid in full by the 1<sup>st</sup> of the following month unless otherwise agreed upon by CEA.

Agreed upon this date: \_\_\_\_\_

\_\_\_\_\_  
CLIENT of Record

\_\_\_\_\_  
Jurisdiction of Service

\_\_\_\_\_  
CEA Code Enforcement Agency