

Latrobe City Council

Agenda Meeting

September 23, 2024

6:30 PM

Call to Order

Pledge of Allegiance & Moment of Silence / Roll Call.

Citizens Public Comment (Agenda Items)

Action Agenda Items. (voting)

- A. Resolution for 2025 CDBG Grant application.**
- B. Motion to approve purchase of 2014 Ford truck from
White Twp. / Indiana County for \$30,000.**
- C. Motion to approve Fall Paving Bids.**

“Agenda Meeting” Non-voting

- 1. Abandoned & Vacant Property Registration Program
amendments to Chapter 132 Property Maintenance.**
- 2. Blighted Property Tax Abatement for Chapter 51-64.**
- 3. Snyder Lot Lease expires November 2024.**
- 4. Part Time Code Officer Position.**
- 5. Xmas parking request and meter bagging.**

Citizens Public Comment. (General Comments)

Adjournment

**WESTMORELAND COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM 2024 APPLICATION**

A

APPLICATIONS DUE SEPTEMBER 30, 2024

1. **DATE** September 16 2023
2. **MUNICIPALITY** City of Latrobe
3. **AMOUNT OF CDBG FUNDS REQUESTED** (Estimate) \$290,000.00

If a previous project was funded from the 2022 or 2023 allocation, please identify the project and amount of CDBG funds used. _____

The following project is being submitted for the 2023 CDBG program allocation. If you are submitting more than one request, a separate application must be completed for each project, and priority number assigned.

4. **PROJECT NAME** ADA Handicap Ramp Installation
5. **PROJECT PRIORITY** (1, 2, 3, etc. if submitting multiple projects) Priority 1
6. **PROJECT ACTIVITY** (Select one, see program information booklet for details)

☒ Public Facilities & Improvements

☐ Code Enforcement

☐ Clearance

☐ Special Economic Development Activities

☐ Public Services

☐ Other Miscellaneous Activities

☐ Rehabilitation

Specify _____

7. **PROJECT NARRATIVE** (Why project is needed, project description, project details i.e. number of linear feet improved, types of materials, approximate quantities, etc. - Attach additional pages if necessary)
Work would consist of the installation of ADA handicap accessible ramps at various locations (20 intersections) throughout the City.
The ramps consist of new concrete, ADA mats (and bituminous asphalt patching/transitions)

8. What are the existing conditions of the project area and trends that are likely to continue in the absence of the project? (2-3 sentences max)
These locations are in residential neighborhoods and without the installaion of ADA ramps, people with handicaps or elderly residents will have a difficult time walking the neighborhoods because of trip hazards or mobility obstacles.

9. Will this project or its improvements increase the length, width, size, quantity, area, etc. by 20% or more?

☒ No

☐ Yes

Specify _____

10. **PROJECT LOCATION** (Must be specific i.e. street name or route number, from initial point to end point, etc. and searchable using Google Maps)
Attached is a spreadsheet showing the location of work. In addition, a map is also provided.

14. TOTAL PROJECT COST

PHASE	LOCAL MATCH	CDBG	OTHER FUNDING	TOTAL
Administrative		Not Eligible		
Legal		Not Eligible		
Accounting		Not Eligible		
Engineering	50,000.00	Not Eligible		50,000.00
Permits		Not Eligible		
Construction		290,000.00		290,000.00
Contingency	29,000.00	Not Eligible		29,000.00
Tap Fees				
Other (Specify)		Not Eligible		
TOTAL	79,000.00	290,000.00		369,000.00

The applicant must provide a match of 15% of the total project cost. Provide a letter of commitment from the governing body documenting the required match. The match can include hard and/or soft costs. Engineering costs are also considered eligible match.

CDBG funds may not be used to pay for third-party professional costs such as engineering, consulting, etc. unless the project is classified as a planning activity and approval has been granted by CDBG staff.

If the project cost exceeds the amount of CDBG funds allocated to the project, the municipality will be required to provide additional funds.

For waterline extensions, cost estimate may include cost of hydrants. For water and sewer extensions, include tap fees or any other required fees. CDBG funds are required to cover the tap fees for low- and moderate-income homeowners. The homeowner must own and reside in the home to be eligible for the CDBG-paid tap. This cost must be included in the estimate.

15. ENGINEERING (Name, address, phone number, and email of engineer providing estimate)

Daniel F. Schmitt, P.E.

P.O. Box 853, Latrobe PA 15650

(724)-539-8562 dan.schmitt@gibson-thomas.com

A dated engineer's estimate must be included with the application. Applications that do not include engineering will not be considered.

CDBG APPLICATION CHECKLIST

Please review your application and use the following checklist to ensure your application is complete. If an item is not applicable, please mark N/A.

Your application is complete when it includes:

- ☒ 1. Date
- ☒ 2. Municipality
- ☒ 3. Amount of CDBG funds requested
- ☒ 4. Project name
- ☒ 5. Project priority rank
- ☒ 6. Project activity
- ☒ 7. Project narrative
- ☒ 8. Existing conditions and trends
- ☒ 9. 20% increase
- ☒ 10. Project location
- ☒ 11. Detailed map showing exact location of project
- ☒ 12. Tax map showing all properties served by project
- ☐ Delineation of service area for road or bridge project
- ☐ Delineation of drainage area and affected households for stormwater project
- ☐ 13. Census tract or block group
- ☐ Income surveys
- ☒ 14. Project cost
- ☒ Engineer's estimate
- ☒ Funding match letter
- ☒ 15. Engineer's contact info
- ☐ 16. Rights-of-way addressed
- ☒ 17. Municipal contact info
- ☐ 18. Date of public meeting/municipal approval
- ☐ 19. Public officials residing in project area
- ☒ 20. Reimagining Our Westmoreland core objective
- ☒ 21. Reimagining Our Westmoreland narrative
- ☒ 22. Sign and date application

C

Westmoreland County
City of Latrobe
2024 fall Paving Program
Base Bid

St. Clair Street

1. 2755 SY Mill 1.5" depth of bituminous surface .
2. Place 1.5 " Superpave Asphalt wearing course , PG 64S-22, 0 TO 3 MILLION ESALS , 9.mm mix 1 ½ depth

Irving Avenue

1. 131 Sy. Mill 1.5" depth of bituminous surface .
2. Place 1.5 " Superpave Asphalt wearing course , PG 64S-22, 0 TO 3 MILLION ESALS , 9.mm mix 1 ½ depth.

James Street

1. 2130 Sy. Mill 1.5" depth of bituminous surface.
2. Place 1.5 " Superpave Asphalt wearing course , PG 64S-22, 0 TO 3 MILLION ESALS , 9.mm mix 1 ½ depth.

Main Street

1. 870 Sy. Mill 1.5" depth of bituminous surface .
2. Place 1.5 " Superpave Asphalt wearing course , PG 64S-22, 0 TO 3 MILLION ESALS , 9.mm mix 1 ½ depth.

Minehan Ave

1. 123 sy. . Mill 1.5" depth of bituminous surface.
2. Place 1.5 " Superpave Asphalt wearing course , PG 64S-22, 0 TO 3 MILLION ESALS , 9.mm mix 1 ½ depth.

2024 Fall Paving Bid Openings
City of Latrobe 10 am 09/16/2024

	A	B	C	D	E	F	G	H
1	Company	Date		Present	N Present	Base bid	op 1	op 2
2	Tresco Paving	9/16/2024			X	88,055.51	26,753.35	3,331.23
3	Elgrande	9/16/2024			X	104,756.50	31,867.70	3,998.31
4	Derry Constuction	9/16/2024		MS		85,801.70	26,068.61	3,196.27
5								
6								
7								
8								
9								
10								
11	mr b							

SCHEDULE OF PRICES

Item 1 No.	Approximate 2 Quantities	Unit 3	*Description 4	Unit 5 Price	Total 6
Base Bid	305	SY	Base Repair	25.00	7,625.00
	6009	SY	Milling of Bituminous Surface, 1.5" Depth	4.30	25,838.70
	520	TON	Superpave Asphalt, Wearing Course, PG 64S-22, 0 to 0.3 Million Esals, 9.5mm Mix, 1.5" Depth, SRL-G.	100.65	52,338.00
Option 1	2047	SY	Milling of Bituminous Surface, 1.5" Depth	4.30	8,802.10
	171.55	TON	Superpave Asphalt, Wearing Course, PG 64S-22, 0 to 0.3 Million Esals, 9.5mm Mix, 1.5" Depth, SRL-G.	100.65	17,266.51
Option 2	216.66	SY	Milling of Bituminous Surface, 1.5" Depth	4.30	931.64
	22.5	TON	Superpave Asphalt, Wearing Course, PG 64S-22, 0 to 0.3 Million Esals, 9.5mm Mix, 1.5" Depth, SRL-G.	100.65	2,264.63
* DESCRIPTION				BASE BID	\$ 85,801.70

OPTION 1 \$ 26,068.61

OPTION 2 \$ 3,196.27

Sealing all edges and joints incidental to the paving.

All millings will be hauled to the transfer station at 696 mission Road.



Article IV Abandoned and Vacant Property

The following is the proposed ordinance for the City of Latrobe Abandoned and Vacant Property Registration Program

Part III: Land Use and Development Administration and Regulation

Article 132 Property Maintenance

Article IV Abandoned and Vacant Property Registration

Section 132-22 Program Goals / Intentions

Section 132-23 Definitions

Section 132-24 Application Process

Section 132-25 Responsibility to Complete Repairs

Section 132-26 Need for Registration Renewal and Reinspection

Section 132-27 Courtesy Registration

Section 132-28 Administrative Enforcement

Section 132-29 Penalties

Section 132-30 Non-Consent to Abandoned and Vacant Property Registration

Section 132-31 Property Owner Appeal Process

Section 132-32 Exemptions to the Abandoned and Vacant Property Registration

Section 132-33 Process to Remove a Property from the Registry

Section 132-34 Authorized Agent

Section 132-35 Legislative Authority

Section 132-36 Repealer

Section 132-37 Severability

Section 132-22 Program Goals / Intentions

It is the intent of the City of Latrobe to implement a process to address the deterioration and blighting of City neighborhoods due to the lack of adequate maintenance and security of abandoned and vacant real property and to identify, regulate, limit and reduce the number of abandoned and vacant real property. It is the City's further intent to establish a registration program as a mechanism to ensure commercial and residential real property meet the minimum requirements to provide a reasonable level of health, safety, property protection, and general

welfare insofar as each are affected by the continued occupancy and maintenance of structures and premises.

An existing commercial and residential structure and premises that does not comply with established community standards shall be altered or repaired in a defined period of time to a reasonable minimum level of health, safety, property protection, and general welfare as required by the City Code.

The goals of the Abandoned & Vacant Property Registration Program are to implement a non-invasive, but comprehensive and consistent, registration program to protect the public health, safety, and welfare by collecting owner/representative contact information and establishing a maintenance plan ensuring the minimum standard of physical condition of commercial and residential real property that;

- Ensures a structure and premises is safe and secure,
- Maintains and protects property values,
- Creates a mechanism to hold property owners accountable,
- Conserves and improves the aesthetic characteristics of the neighborhood, and
- Remediates failures of the structure and premises classified as elements of blight.

Section 132-23 Definitions

A. Terms defined in other codes. Where terms are defined in this Article and are defined in the International Building Code, Pennsylvania Uniform Construction Code, International Fire Code, Zoning Code, International Plumbing Code, International Mechanical Code, ASME A17.1 or the National Electric Code, such terms shall have the meanings ascribed to them in those codes.

B. General definitions. The definitions herein shall apply to all articles in this Article unless otherwise noted herein.

ABANDONED – A real property in which the owner has intentionally relinquished all rights to it through actions such as prolonged absence, non-payment of taxes, or willful neglect.

ANNUAL REGISTRATION - Twelve (12) months from the date of the first action that requires registration, as determined by the City, or its designee, and every subsequent twelve (12) months. The date of the initial registration may be different than the date of the first action that required registration.

ARTICLE - Article IV Abandoned and Vacant Property Registration

BOARD OF APPEALS - The Code Enforcement Appeals Board as set forth in the Code of Ordinances of the City of Latrobe.

CITY - The City of Latrobe, Westmoreland County, Pennsylvania.

CODE – The Code of Ordinances of the City of Latrobe, Westmoreland County, Pennsylvania.

COURT - An official institution or person with the authority to hear and resolve legal disputes between parties with jurisdiction within Westmoreland County, Pennsylvania.

DEPARTMENT - The City of Latrobe Code Enforcement Department.

DESIGNATED LOCAL AGENT - Any party designated by the Owner as responsible for inspecting, maintaining, and securing the property as required in this Article.

DERELICT - A structure and premises that has at least three of the following conditions:

- (1) Has been neglected as defined herein for a period longer than two years;
- (2) Has been subject to one or more violations of the Code of the City;
- (3) Has open and/or unresolved violations of the Code of the City; and
- (4) Demonstrates significant conditions of neglect, disuse, or disrepair as determined by the Department.

ENFORCEMENT OFFICER - Any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City of Latrobe to enforce the applicable code(s).

EVIDENCE OF VACANCY - Any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the real property is vacant. Such conditions may include, but are not limited to, overgrown or dead vegetation, accumulation of abandoned personal property, extensive or pervasive damage of improvements to real property, broken or boarded up windows and/or doors, statements by neighbors, passerby, delivery agents or government agents that the real property is vacant, the termination of one or more utilities serving the property, among other evidence that the property is vacant. A multi-unit rental property with at least one (1) tenant is not considered an abandoned or vacant real property.

FORECLOSURE OR FORECLOSURE ACTION - The legal process by which a Mortgagee, or other lien holder, terminates or attempts to terminate a property Owner's equitable right of redemption to obtain legal and equitable title to the real property pledged as security for a debt or the real property subject to the lien. The legal process is not concluded until the property obtained by the Mortgagee, lien holder, or their designee, by certificate of title, or any other means, is sold to a non-related bona fide purchaser in an arm's length transaction to satisfy the debt or lien.

NEGLECTED - A structure and premises that has at least two of the following conditions:

- (1) Has been vacant as defined herein for a period longer than one year;
- (2) Has been subject to one or more violations of the Code of the City; and
- (3) Demonstrates conditions of neglect, disuse, or disrepair as determined by the Department.

OPEN - a structure subject to the provisions of this section shall be deemed to be "open" if any one or more exterior doors other than a storm door is broken, open and/or closed shut, without a properly functioning lock to secure it, or if one or more windows is broken or not capable of being locked and secured from intrusion, or any combination of the same.

OWNER - Every person, entity, or Mortgagee, who alone or severally with others, has legal or equitable title to any real property as defined by this Article; has legal care, charge, or control of any such real property; is in possession or control of any such real property; and/or is vested with possession or control of any such real property.

PREMISES - a dwelling unit, its appurtenances and the building, and the grounds, areas, and facilities held out for the use of the owner or tenant.

REAL PROPERTY - Any commercial or residential land and/or buildings, leasehold improvements and anything affixed to the land, or portion thereof identified by a property parcel identification number, located in the City limits.

REGISTRABLE PROPERTY - Any property that is abandoned or vacant for more than thirty (30) days or any cancellation of Utility or Service, whichever occurs first.

REGISTRY - An electronic database of searchable real property records, used by the City to allow owners the opportunity to register real property and pay applicable fees as required in this Article.

SECURED - A structure subject to the provisions of this Article shall be deemed to be "secured" if all means of potential ingress and egress including but not limited to doors, windows, and openings are secured a properly fastened sheet or sheets of plywood and/or any and all doors are locked with a chain and padlock.

UNDER ACTIVE RENOVATION - A structure and premises shall be deemed under active renovation if ongoing, and continuous and substantive construction, renovation, and/or restoration where all such work is authorized by permits and any other necessary permissions and approvals granted by the Department.

UNSAFE BUILDING OR STRUCTURE - An unsafe structure and premises is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of a structure and premises by not providing the minimum safeguards to protect or warn occupants in the event of a fire or because such structure and premises contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation that partial or complete collapse is possible.

UTILITIES AND SERVICES - Any utility and/or service that is essential for a structure to be habitable and/or perform a service necessary to comply with all Codes. This includes, but is not limited to, electrical, gas, water, sewer, lawn maintenance, pool maintenance, and snow removal.

VACANT - Any parcel of real property in the City that contains any structure that is not lawfully occupied and any parcel of land without a structure with evidence of vacancy.

Section 132-24 Application Process

A. Every owner of real property shall be required to register with the City of Latrobe all commercial and residential real property classified as either abandoned and/or vacant that are within the limits of the City by submitting an application for registration as provided for in § 132-24: Subsection B.

B. The Code Enforcement Department shall provide the application for registration in both digital and printed formats upon which the property owner or the owner's designated local agent will provide requested information including, but are not limited to, names of individuals holding ownership of the registered real property, contact information for the primary owner, contact information for the designated local agent, and a property maintenance plan.

C. City officials are authorized to charge a fee for the registration required under this section in an amount approved by City Council and listed on the City's schedule of fees. A registration fee shall be imposed on the owner of an abandoned and vacant real property for each year that the abandoned and vacant real property is not in compliance with the Code.

(1) If the property owner brings the real property into compliance with the Code within 12 months or sells the property to an entity that brings the property into compliance with the Code, the fee shall be waived in accordance with section 3 of the act of December 20, 2000 (P.L.724, No.99), known as the Municipal Code and Ordinance Compliance Act.

D. All abandoned and vacant real property shall be registered by the owner or the owner's designated local agent on or before 12-months after the date of abandonment or vacancy by the owner or a tenant.

E. Upon registration, the Enforcement Officer or a designated representative shall conduct an inspection of the commercial or residential real property to determine and ensure that the structure on the property and the landscaped or unimproved area contained within the real property boundary is not a public nuisance or substandard and meets all zoning, property maintenance, health and safety requirements of the Code.

F. Within 21 days after application was made for an Abandoned & Vacant Property Registration, the Enforcement Officer or the designated agent of the City shall have completed the inspection, compiled a list of any items to be brought into compliance with zoning, property maintenance, health and safety requirements of the Code. This period of time may be extended by the Enforcement Officer if a delay is caused by any matter beyond the reasonable control of that official.

(1) In the event the commercial or residential real property is in compliance with any of the zoning, property maintenance, health and safety requirements of the Code, the Enforcement Officer will submit a letter of compliance with this Article and notice of registration for a 12-month period to the owner.

(2) In the event the commercial or residential real property or a unit contained therein is not in compliance with any of the zoning, property maintenance, health and safety requirements of the Code of Ordinances of the City, any deficiencies shall be noted on the property inspection report and provided to the owner by the Enforcement Officer.

(3) If a deficiency or multiple deficiencies are reported to the owner, the Enforcement Office shall set a time period in which the repairs are required to be completed and reinspection of the property shall be scheduled. Depending on the severity of the violation, the owner will be granted a minimum of seven days to a maximum of 30 days from the date of the inspection to abate such violations of the Code.

(4) If the owner or the designated local agent cannot be available at the scheduled inspection time, said owner or designated local agent shall provide no less than 24-hour written or emailed notice to the Department. Upon failure to give such written or emailed notice, or upon failure to gain entry, an administrative fee of \$100 will be assessed against the owner. For each rescheduling beyond the second rescheduling, an administrative fee of \$150 shall be assessed in all cases. Failure to pay administrative fees shall, at the discretion of the Enforcement Officer, constitute a violation of this or the applicable code including, but not limited to, the City of Latrobe Property Maintenance Code. Failure of the owner, or the designated local agent, to appear for a scheduled inspection shall be considered probable cause for obtaining a search warrant to inspect the structure and premises.

Section 132-25 Responsibility to Complete Repairs

Responsibility for compliance with this Article includes any person owning or otherwise in possession of or control of any abandoned or vacant commercial or residential real property located within the City.

(1) The responsibility to complete or correct reported deficiencies may be shifted to a new owner by a written agreement in which that new owner assumes the responsibility, after having been given a copy of the abandoned and vacant property inspection report including the list of violations. A signed copy of such an agreement shall be filed with the Code Enforcement Officer stating the new owner's assumption of these responsibilities and releasing the previous owner from responsibility to the City.

(2) If responsibility is assumed, the new owner of the real property shall comply with the requirements of the Article within the time period required by the Enforcement Officer.

Section 132-26 Need for Registration Renewal and Reinspection

Each parcel of commercial or residential real property with an approved and current Abandoned and Vacant Property Registration shall be registered with the City annually thereafter upon reaching the conclusion of the 12-month registration period, if such structure and premises continues to be classified as abandoned or vacant during each subsequent calendar year.

(1) The owner or the designated local agent shall submit an application for registration as provided for in § 132-24: Subsection B to renew the registration of the abandoned and vacant commercial or residential real property until such time as the structure and premises ceases to be classified as abandoned or vacant.

(2) The owner or the designated local agent shall comply with all requirements of Section 132-24 Application Process including, but are not limited to, payment of registration fee, completion of the reinspection of the real property, and correction of any reported deficiencies.

Section 132-27 Courtesy Registration

The owner or the designated local agent should submit an abandoned and vacant property application for registration when the structure and premises that serves as a primary residence in which the owner is away for more than 6 months for work, vacation, military, or a medical reason. The intent of the courtesy registration is to collect the contact information for the owner or the

designated local agent should an issue or event occur while the owner is away from the real property.

(1) When these reasons to be away from the property exist, the Enforcement Officer has the discretion to waive the registration fee and/or the inspection for the first 12 month registration period.

(2) A courtesy registration of an abandoned and vacant property doesn't remove the responsibility for the maintenance of the structure and premises by the owner ensuring the minimum level of health, safety, property protection, and general welfare as required by the Code is met.

Section 132-28 Administrative Enforcement

Compliance with the Abandoned and Vacant Property Registration Program shall be overseen by the Department, who shall be assisted in its implementation, administration and enforcement by the Enforcement Officer. The Enforcement Officer may be assisted as needed by other city staff, including but not limited to, the City Solicitor and contracted third-party inspection firm.

The confirmation of registration in Abandoned and Vacant Property Registration Program shall not and does not constitute a representation, guarantee, or warranty of any kind by the City of Latrobe or any official or employee of the City of the safety, soundness, habitability, or quality of the Premises, or any part thereof, or any plumbing, heating, electrical or other equipment whatsoever therein, and the issuance of the registration shall create no liability upon the City of Latrobe or any of its officials or employees.

Section 132-29 Penalties

Any person who shall violate a provision of this Article shall, upon conviction thereof, be subject to penalties assessed under all other applicable Federal, State and local laws including a fine of not less than \$25 nor more than \$1,000 and/or imprisonment for a term not to exceed 90 days, or both, at the discretion of the Court. Each day that a violation continues to occur after due notice has been served shall be deemed a separate offense and an owner of an abandoned and vacant real property who fails to pay the registration fees required by this Article shall be assessed a penalty of;

(1) \$25 per day if the abandoned and vacant real property is residential.

(2) \$50 per day if the abandoned and vacant real property is commercial or industrial.

(3) \$25 per day if the abandoned and vacant real property is an unimproved parcel.

In addition, the amount of any unpaid fee authorized under this section shall constitute a lien against the property and the Enforcement Officer or other city designee may seek such other relief as may be available in a civil action, or in equity, to address a violation of this Article.

Section 132-30 Non-Consent to Abandoned and Vacant Property Registration

In addition to any other remedy provided by law, if the owner, representative, or agent thereof does not consent to the proposed registration and inspection, the Enforcement Officer may appear before any judge in a Court of competent jurisdiction and seek an administrative search warrant to allow an inspection. Any such application shall be made within ten (10) calendar days after the

nonconsent. The application for the warrant shall specify the basis upon which the warrant is being sought and shall include a statement that the inspection will be limited to a determination whether there are violations of the Code provisions identified in the zoning, housing, or building code under the jurisdiction of the Enforcement Officer.

The Court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether a warrant shall be issued;

- (1) Eyewitness account of a violation of the Code,
- (2) Citizen complaints,
- (3) Termination of utility service,
- (4) Plain view violations,
- (5) Violations apparent from city records,
- (6) Property deterioration,
- (7) Nature of alleged violation,
- (8) Passage of time since last inspection, and
- (9) Previous violations on the property.

Section 132-31 Property Owner Appeal Process

Any person aggrieved by a decision or order of the Enforcement Officer shall have the right to appeal that matter to the City of Latrobe Code Enforcement Hearing Board. To file an appeal, a printed or typed written notice of appeal must be signed by that person and filed with the office of the City Manager within 14 days after the date of the issuance of the property inspection report and the notice of violation of the Code.

Section 132-32 Exemptions to the Abandoned and Vacant Property Registration

An abandoned and vacant real property shall be exempt from inclusion on the abandoned and vacant property registration list upon meeting criteria provided in the list of eligible reasons for exemption and from payment of the registration fee if the abandoned and vacant real property is;

(A) Under active construction or undergoing active rehabilitation, renovation or repair and a permit to make the property fit for human occupancy was issued, renewed or extended within 12 months of the required registration date.

(B) In compliance with all Federal, State and local laws and the owner or the designated local agent has been actively seeking in good faith to rent or sell the property. The time frame for sale or rent does not exceed:

- (1) one year from the initial listing, offer or advertisement of sale, in the case of a residential property.

(2) two years from the initial listing, offer or advertisement of sale, in the case of a commercial and industrial property.

(3) one year from the initial listing, offer or advertisement of sale, in the case of an unimproved property.

(4) one year from the initial listing, offer or advertisement to rent, provided that any leased property exempt under this paragraph has a valid certificate of occupancy from the Department.

(C) Exempted by the Department upon a showing of economic hardship by the owner and that the owner is working with the Enforcement Officer to bring the property into compliance with all Federal, State and local codes. An exemption under this paragraph shall be subject to the following provisions:

(1) the exemption may be granted for a time frame not to exceed 12 months from the required registration date, subject to renewal on the basis of continuing economic hardship. The municipality may withdraw the exemption at any time.

(2) the exemption may be granted for a time frame not to exceed 24 months, if the property is subject to a probate proceeding or the title is the subject of litigation, not including a foreclosure of the right of redemption action.

(3) the exemption may be granted for a time frame not to exceed 12 months, if the property is subject to a pending application for a necessary approval for development by a municipal planning or zoning board and is maintained according to all Federal, State and local laws.

(4) the cumulative time frame for an exemption from registration as provided under this paragraph for an abandoned and vacant property under the same, substantially similar or related ownership shall not exceed 36 consecutive months.

(D) Additionally, an owner of commercial or residential real property can be exempt from the requirements of the Abandoned and Vacant Property Registration Program when:

(1) The structure and premises that are used as a residential rental and have active residential rental permit issued by the Department in accordance with the City's Rental Property Registration Program.

(2) The office, industrial, or general commercial use building are actively managed by a licensed property management company.

(3) The structure and premises that have multiple units in which at least one unit is occupied by a tenant with a valid lease.

(4) The structure and premises that serve as a primary residence in which the owner is away for more than 6 months for work, vacation, military, or a medical reason. A structure unoccupied for more than 6 months require a Courtesy Registration and compliance with ordinance criteria of that section of the Article.

(5) The real property is owned by the Federal or State Government or a County, Municipality, Redevelopment Authority, Housing Authority or Land Bank, including one of their instrumentalities.

(6) The real property without an improvement that is both contiguous to a parcel containing an improvement and noting the same owner(s) on the respective deeds.

Section 132-33 Process to Remove a Property from the Registry

A commercial or residential real property will be removed from the Abandoned and Vacant Property Registration program upon certification that the structure and premises meets the Code and the structure is occupied by an individual, couple, family, or business.

Section 132-33 Authorized Agent

The City Administrator or the Code Enforcement Officer is hereby designated as authorized agent to sign all necessary forms, permits or other written documents to implement any and all provisions of this Article.

Section 132-34 Legislative Authority

The act of May 24, 2023 (H.B. No. 775, Printer's No. 1357) as amended to read.

Amending Title 53 (Municipalities Generally) of the Pennsylvania Consolidated Statutes, in neighborhood blight reclamation and revitalization, further providing for definitions and providing for vacant and blighted property registration; and imposing penalties. The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 2. Section 6141 of Title 53 of the Pennsylvania Consolidated Statutes is amended to read by adding Vacant and Blighted Property Registration, a) Authorization, (1) A municipality may impose and collect, by ordinance, a vacant and blighted property registration fee consistent with this section on properties deemed vacant and blighted.

Section 132-35 Repealer

Any ordinance or part of any ordinance which conflicts with the provisions of this Article is hereby repealed.

Section 132-36 Severability

The provisions of this Article are severable and if any of its sections, clauses or sentences shall be held illegal, invalid or unconstitutional, such provisions shall not affect or impair any of the remaining sections, clauses or sentences.

Article VI Blighted Property Tax Abatement

Note: I originally proposed ***Exemption for Improvements in Deteriorated Areas*** as the title for this article. Perhaps, the title of **Blighted Property Tax Abatement** is better suited for understanding of the Program by the general public.

The following is the proposed ordinance for the City of Latrobe Blighted Property Tax Abatement Program.

I have made the adjustments to the ordinance moving the program under Part I: Administrative Legislation, Chapter 51: Taxation to follow the process of the 1989 ordinance. FYI. The City Code doesn't have any content that limits the sub-section numbering sequence of the new ordinance as "Article VI:" is the last section of the City Code under Chapter 51: Taxation.

Part I: Administrative Legislation

Chapter 51 Taxation

Article VI Blighted Property Tax Abatement

Section 51-64 Program Goals / Intentions

Section 51-65 Definitions

Section 51-66 Eligible Areas

Section 51-67 Exemption

Section 51-68 Exemption Schedule

Section 51-69 Procedure for Obtaining Exemption; Appeals

Section 51-70 Termination of Exemption

Section 51-71 Prior Tax Exemption Schedule or Agreements

Section 51-72 Administrative Enforcement

Section 51-73 Authorized Agent

Section 51-74 Effective Date

Section 51-75 Termination Date

Section 51-76 Legislative Authority

Section 51-77 Repealer

Section 51-78 Severability

Section 51-64 Program Goals / Intentions

The City of Latrobe Blighted Property Tax Abatement Program is a blight fighting program created with the goals to;

(A) Encourage owners of commercial and residential real property to complete improvements or repairs to the structure and premises resulting in the remediation and elimination of blight by providing a financial incentive to a qualifying owner.

(B) Result in business expansion that may encompass the reuse of existing buildings, or construction of new facilities providing new jobs for City residents.

(C) Generate new revenue for the City, County and School District at the end of the abatement period from the higher assessment value of the real property after improvements made to the structure and premises.

(D) Retain current tax revenue for the City, County and School District during the abatement period with the owner of the real property continuing to pay a real estate tax based on the original assessment of the structure and premises.

The intentions of the City of Latrobe are to implement a Blighted Program Tax Abatement Program that ensures vacant lots are developed into contributing properties, to create a sustainable funding mechanism that will continue to facilitate revitalization of the City, and blighted commercial and residential real properties are improved to a standard that meet the minimum requirements to provide a reasonable level of health, safety, property protection, and general welfare as required by the Code.

Section 51-65 Definitions

A. Terms defined in other codes. Where terms are defined in this Article and are defined in the International Building Code, Pennsylvania Uniform Construction Code, International Fire Code, Zoning Code, International Plumbing Code, International Mechanical Code, ASME A17.1 or the National Electric Code, such terms shall have the meanings ascribed to them in those codes.

B. General definitions. The definitions herein shall apply to all articles in this Article unless otherwise noted herein.

ARTICLE - Article V Blighted Property Tax Abatement

ASSESSMENT OFFICE – is the Westmoreland County Office of Property Assessments or such successor entity responsible by law or by ordinance for determining the assessed valuation of real estate for the assessment and levy of real estate taxes by a local taxing authority.

ASSESSED VALUE - The fair market value of all buildings upon a parcel of real property as established by the Assessment Office or, upon appeal, by the Court of Common Pleas of Westmoreland County pursuant to the provisions of Article 210 of the Administrative Code of the County, the Second Class County Assessment Law, 72 P.S. § 5452.1 et seq., the General County Assessment Law, 72 P.S. § 5450-101 et seq., and other applicable laws of the Commonwealth of Pennsylvania or ordinances or regulations of the County, for the purpose of the assessment and levy of real property taxes by a local taxing authority.

BOARD OF APPEALS - The Code Enforcement Appeals Board as set forth in the Code of Ordinances of the City of Latrobe.

CITY - The City of Latrobe, Westmoreland County, Pennsylvania.

CODE - The Code of Ordinances of the City of Latrobe, Westmoreland County, Pennsylvania.

COURT - An official institution or person with the authority to hear and resolve legal disputes between parties with jurisdiction within Westmoreland County, Pennsylvania.

DEPARTMENT - The City of Latrobe Code Enforcement Department.

DESIGNATED LOCAL AGENT - Any party designated by the Owner as responsible for building, maintaining, and repairing the real property as required in this Article.

ENFORCEMENT OFFICER - Any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City of Latrobe to enforce the applicable code(s).

EXEMPTION - a reduction of obligation to pay real estate tax by an owner of real property.

EXEMPTION PERIOD - is the 10-year period of time when the real property is approved to participate in the Blighted Property Tax Abatement Program with the due date of the first billing cycle being the start of the 10-year period.

IMPROVEMENT - means repair, construction or reconstruction, including alterations and additions, and construction of new structures having the effect of rehabilitating a deteriorated property so that it becomes habitable or attains higher standards of safety, health, use or amenity or is brought into compliance with laws, ordinances or regulations governing applicable standards. Ordinary upkeep and maintenance shall not be deemed an improvement. Improvements qualifying for exemption shall be those related to improvements to structures and related accessory uses.

LOCAL TAXING AUTHORITY - The City of Latrobe, Greater Latrobe School District and Westmoreland County.

OWNER - Every person, entity, or Mortgagee, who alone or severally with others, has legal or equitable title to any real property as defined by this Article; has legal care, charge, or control of any such real property; is in possession or control of any such real property; and/or is vested with possession or control of any such real property. The term "owner" shall be synonymous with the term "taxpayer."

PREMISES - a dwelling unit, its appurtenances and the building, and the grounds, areas, and facilities held out for the use of the owner or tenant.

REAL PROPERTY - Any commercial or residential land and/or buildings, leasehold improvements and anything affixed to the land, or portion thereof identified by a property parcel identification number, located in the City limits.

UNDER ACTIVE RENOVATION - A structure and premises shall be deemed under active renovation if ongoing, and continuous and substantive construction, renovation, and/or restoration where all

such work is authorized by permits and any other necessary permissions and approvals granted by the Department.

VACANT - Any parcel of real property in the City that contains any structure that is not lawfully occupied and any parcel of land without a structure with evidence of vacancy.

Section 51-66 Eligible Areas

All parcels contained within the municipal boundaries of the City of Latrobe are eligible for participation in the Blighted Property Tax Abatement Program when the owner meets all qualifying criteria for participation stated within the Article. As stated in the Blight Reduction Plan for the City of Latrobe produced in April 2022 by the Westmoreland County Redevelopment Authority and Land Bank, and the Westmoreland County Planning Division, members of City Council and administration were introduced to the characteristics of blight through the blight inventory and a comprehensive property conditions analysis with one or more of the following criteria used to assess the physical condition of the structure and premises and identify low and high priority geographic areas for intervention. The County representatives evaluated the neighborhoods of the City and individual structures and premises considering:

- (A) The buildings within the area, by reason of their age, obsolescence, inadequate or outmoded design, or physical deterioration, have become economic and/or social liabilities.
- (B) The buildings within the area are substandard, unsanitary, unhealthy, or unsafe.
- (C) A significant percentage of buildings within the area are more than 20 years of age.
- (D) A substantial number of parcels within the area have remained vacant, unimproved, overgrown, or unsightly for a period of five or more years indicating a growing or total lack of utilization of land for economically desirable purposes.

Section 51-67 Exemption

The assessed value of the real property eligible for exemption of real estate tax is determined by using the following calculation method. The exempt assessed value of real property equals the new assessed value of the improvement on real property minus the original assessed value of the improvement on real property. The difference between these two (2) values is eligible for exemption of real estate tax following the program's exemption schedule. The assessed value of the land within the real property is not eligible for exemption.

- (A) the start date of the exemption period is the first due date for the spring or fall real estate billing period for a parcel approved to participate in the Blighted Property Tax Abatement Program.
- (B) The termination date of the exemption period will extend 10-years from the start date if the owner of the approved parcel has maintained exemption status by fulfilling all program criteria stated in Section 51-75 Termination of Exemption of this Article.

(C) The termination date of the exemption cannot be extended beyond the 10-year period from the start date of the exemption.

(D) The exemption can be assigned to a new owner of the real property approved to participate in the program during the exemption period if the owner fulfills all program criteria stated in Section 51-75 Termination of Exemption of this Article.

Section 51-68 Exemption Schedule

The Department will use the following exemption schedule to determine the annual real estate tax retained by the property owner, the annual donation to the Latrobe Blight Fund program by the property owner, and the annual real estate tax paid to the City, County, and School District during the 10-year period of the exemption. The three taxing bodies will continue to collect tax generated from the original assessed value of the Land and the Improvement. The property owner retains 25% of the abated tax and donates 75% of the abated tax to the Blight Fund during the 10-year period.

Year	Abatement %	Donated %	Retained %
1	100	75	25
2	100	75	25
3	100	75	25
4	100	75	25
5	100	75	25
6	100	75	25
7	100	75	25
8	100	75	25
9	100	75	25
10	100	75	25
11	0	0	0

Section 51-69 Procedure for Obtaining Exemption; Appeals

It is the responsibility of the commercial or residential real property owner or the owner's agent to request the Blighted Property Tax Abatement Program informational packet including the program guidelines, applications, and forms from the Department prior to the date of issuing a repair or building permit by the Enforcement Officer. The steps in the process include but are not limited to the following.

(A) The Department shall provide the application for abatement in both digital and printed formats upon which the property owner will provide requested information including, but are not limited to, names of individuals holding ownership of the real property, contact information for the primary owner, contact information for the general contractor, and a property renovation plan.

(B) Any person desiring a tax exemption pursuant to this article must apply, in writing, to the Enforcement Officer on the form furnished by the Department at the same time a building or repair permit is issued by the Department for construction or improvements to the real property. The application must be in writing upon form(s) specified by the Department, setting forth the following information:

(1) A statement from the taxing authorities indicating the real property noted on the application for tax exemption is not delinquent in payment of real estate tax.

(2) A list of all other properties owned by the property owner in the County of Westmoreland along with a certification that none of these properties are subject to a tax delinquency.

(3) Verification that the property has been inspected by the Enforcement Officer prior to the start of the renovation or improvement project.

(4) Copy of the building or repair permit issued by the Department.

(5) Such additional information as may be necessary to process such application for exemption.

(C) Within 21 days after submission of the application was made for an exemption of real estate tax, the Enforcement Officer shall have completed the inspection, documented the exiting condition of the structure or vacant lot prior to the start of construction or renovation, and shall have issued a condition report and letter to the owner of the premises. This period of time may be extended by the code enforcement officer if a delay is caused by any matter beyond the reasonable control of that official.

(D) Owner or Owner's Agent submits required documents to receive a repair or a building permit. Depending on the type and extent of construction or repairs, documentation can be written statements of processes and methods or plans created by an architect or MEP engineer. These documents will be submitted to the Department along with the appropriate form(s).

(E) Owner or the Owner's Agent requests an appraisal of value for the new or renovated structure based on the physical condition of the structure when the construction or repairs are completed. The appraisal of value report must be submitted by a PA licensed real estate appraiser. The report will be submitted to the Department along with the Westmoreland County Office of Property Assessments.

(F) Owner or the Owner's Agent requests a reassessment of the structure by the Westmoreland County Board of Assessment Appeals. The Westmoreland County Board of Assessment Appeals requires a copy of the real estate appraisal of value report to determine the new assessed value. With this new assessed value, the Westmoreland County Office of Property Assessments will calculate the value of the abatement and report to the Department.

(G) Owner or the Owner's Agent requests a final inspection of the new or renovated structure by the Enforcement Officer to verify the improvements were made as stated in the building or repair permit.

(H) The Department completes an annual review of the participating property to confirm the Owner or the Owner's Agent is in compliance with Blighted Property Tax Abatement Program requirements.

The annual compliance criteria include, but are not limited to; the content stated in Section 51-75 Termination of Exemption of this Article.

Any person aggrieved by a decision or order of the Enforcement Officer shall have the right to appeal that matter to the City of Latrobe Code Enforcement Hearing Board. To file an appeal, a printed or typed written notice of appeal must be signed by that person and filed with the office of the City Manager within 14 days after the date of the issuance of the notice of rejection to participate in the program or termination of the exemption of real estate tax.

Section 51-70 Termination of Exemption

The Enforcement Officer has the authority to terminate the real estate tax exemption and Blighted Property Tax Abatement Program participation of approved parcels for reasons including:

- (A) The property owner is 3-months delinquent in payment of real estate tax.
- (B) The property owner fails to correct deficiencies in the Code listed in the notice of violation from the Enforcement Officer.
- (C) The property owner fails to make the annual donation to the Latrobe Blight Fund.
- (D) The property owner is 3-months delinquent in payment of sanitation and stormwater fees.
- (E) The real property is classified as a public nuisance that threatens the public health, safety or welfare, or does damage to community resources but can also be based on accumulation of citations issued or significant number of visits or frequency of responses to calls by the City of Latrobe Police Department.
- (F) The property owner files an appeal to lower the assessed value of the real property with the Westmoreland County Board of Assessment Appeals after the completion of the improvements to structure and premises and during the 10-year exemption schedule assigned to the approved parcel.

Section 51-71 Prior Tax Exemption Schedule or Agreements

Real property subject to a prior tax exemption schedule or agreement with the Westmoreland County Land Bank approved by City, County and School District will remain valid for the period of the exemption or agreement. The exemption provided by the Blighted Property Tax Abatement program will apply when a difference in new and old assessed values exists and when the prior tax exemption schedule or agreement terminates.

Section 51-72 Administrative Enforcement

Compliance with the Blighted Property Tax Abatement Program shall be overseen by the Department, who shall be assisted in its implementation, administration and enforcement by the

Enforcement Officer. They may be assisted as needed by other city staff, including but not limited to the City Solicitor and contracted third-party inspection firm.

Section 51-73 Authorized Agent

The City Administrator or the Code Enforcement Officer is hereby designated as authorized agent to sign all necessary forms, permits or other written documents to implement any and all provisions of this Article.

Section 51-74 Effective Date

The effective date of this article is January 1, 2025.

Section 51-75 Termination Date

The provisions hereof shall become effective on January 1, 2025, and its terms shall continue in effect without annual reenactment for a period of 10 years from the effective date and shall apply to any real property permitted for construction or renovation at any time during that ten-year period.

Section 51-76 Legislative Authority

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE ACT

Act of Dec. 1, 1977, P.L. 237, No. 76 Cl. 53

AN ACT - Authorizing local taxing authorities to provide for tax exemption for certain deteriorated industrial, commercial and other business property and for new construction in deteriorated areas of economically depressed communities; providing for an exemption schedule and establishing standards and qualifications. (Title amended July 13, 1988, P.L.518, No.90)

(A) Section 1. Short title. This act shall be known and may be cited as the "Local Economic Revitalization Tax Assistance Act."

(B) Section 2. Construction. This act shall be construed to authorize local taxing authorities to exempt new construction in deteriorated areas of economically depressed communities and improvements to certain deteriorated industrial, commercial and other business property thereby implementing Article VIII, section 2(b)(iii) of the Constitution of Pennsylvania. (2 amended July 13, 1988, P.L.518, No.90)

IMPROVEMENT OF DETERIORATING REAL PROPERTY OR AREAS TAX EXEMPTION ACT

Act of Jul. 9, 1971, P.L. 206, No. 34 Cl. 72

(Reenacted and amended Aug. 5, 1977, P.L.167, No.42)

AN ACT - Authorizing local taxing authorities to provide for tax exemption for certain improvements to deteriorated dwellings and for improvement of deteriorating areas by the construction of new dwelling units; and providing for exemption schedules and other limitations.

(A) ARTICLE I General Provisions, Section 101. Short Title. – This act shall be known and may be cited as the "Improvement of Deteriorating Real Property or Areas Tax Exemption Act."

(B) Section 102. Construction. – This act shall be construed to authorize local taxing authorities to exempt improvements to certain deteriorated residential property and areas thereby implementing clause (iii) of subsection (b) of section 2 of Article VIII of the Constitution of Pennsylvania.

Section 51-77 Repealer

Any ordinance or part of any ordinance which conflicts with the provisions of this Article is hereby repealed.

Section 51-78 Severability

The provisions of this Article are severable and if any of its sections, clauses or sentences shall be held illegal, invalid or unconstitutional, such provisions shall not affect or impair any of the remaining sections, clauses or sentences.

3

3

Snyder Lot Breakdown - 2024

Taxes

Spring	Fall	Yrly Total
317.39	558.84	876.23

Rental

	Mo. Payment	Yrly Total
Payment - Bloom	297.67	3,572.04
Payment - Brown	297.67	3,572.04

annual increase of 2% in December = \$3,644.88

Total Rental 7,144.08

Total Tax & Rental 8,020.31

Payment from West Federal

	Mo. Payment	Yrly Total
Income	792.00	9,504.00

Balance **1,483.69**

City Expenses

Striping Lot Lines	130.00	average 2 hrs. @ \$65 — est year
Snow Removal	750.00	average 6 times/yr @ \$125
Staff Collection & Payments		monthly rent collection from West. Fed + 2 checks per month to lessors
	880.00	

Ending balance

603.69

(2024)

	2025	2026	2027
Rental	7,144.08	7,286.96	7,432.70
	142.88 2% increase	145.74 2% increase	148.65 2% increase
	7,286.96	7,432.70	7,581.35

LEASE AGREEMENT

THIS LEASE AGREEMENT (this "Lease") is made as of this 9th day of MARCH, 2019, by and between Jamie S. Brown and Elizabeth Snyder Bloom, of Westmoreland County, Pennsylvania (hereinafter referred to as "Lessors"), and The City of Latrobe, a Pennsylvania Municipal Corporation (hereinafter referred to as "Lessee").

WITNESSETH THAT:

WHEREAS, Lessors owns certain real estate known as the "Snyder Lot," located on Main Street, Latrobe, Pennsylvania, having tax map number 15-03-06-0-383 (hereinafter referred to as the "Demised Premises");

WHEREAS, Lessors desire to lease the lot to Lessee to be occupied and used as a parking lot; and

WHEREAS, Lessors and Lessee desire to enter into a lease agreement regarding the Demised Premises; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and undertakings contained herein and intending to be legally bound hereby, the parties hereto agree as follows:

ARTICLE 1 - BASIC LEASE PROVISIONS

Lessee and Lessors hereby agree that the basic provisions of the Lease are as follows:

A. Demised Premises: real property located on Main Street, Latrobe, Pennsylvania, tax map number 15-03-06-0-383

B. Lease Term: December 1, 2019 - November 30, 2024

C. Commencement Date: December 1, 2019

D. Termination Date: November 30, 2024

E. Rent: Rent shall be \$550.00 per month for the first twelve months, and shall increase by 2% every twelve months thereafter. Rent shall be \$561 per month in year two, \$572.22 per month in year three, \$583.66 per month in

we pay

Bloom 297.67
B Brown 297.87

year four, and \$595.33 per month in year five.

\$595.34

F. Lease Year: Twelve months, from December 1, 2019 to November 30, 2020, and recurring thereafter.

G. Continuation: Lessee, upon written notice to Lessors ninety (90) days prior to the termination of the Lease Term, may continue to lease the Demised Premises for an additional lease term of five years, from December 1, 2024 to November 30, 2029, under the terms herein with an additional 2% annual rate escalation or as modified upon mutual written agreement of the parties.

ARTICLE 2 - DEMISED PREMISES

Lessors hereby leases to Lessee, and Lessee hereby leases from Lessors, the Demised Premises pursuant to the terms herein. The parties agree that the Demises Premises is real property located on Main Street, Latrobe, Pennsylvania with tax map number 15-03-06-0-383.

ARTICLE 3 - TERM OF LEASE

The term of this Lease and Lessee's obligation to occupy the Demised Premises shall commence on the Commencement Date and shall terminate on the Termination Date, unless the Lease is continued for an additional lease term under Article 1(G), resulting in the Termination date being November 30, 2029.

ARTICLE 4 - SIGNS AND ADVERTISING

Subject to the Lessors' approval, which shall not be unreasonably denied, and any government approval, Lessee shall be permitted to place signs on or around the lot. Lessee shall be responsible for the cost and expense of obtaining the approval of all governing authorities and bodies, and the construction of the signs. Lessee further agrees to maintain any sign, lettering, advertising matter, or other things as may be so approved in good condition and repair at all times and to hold Lessors harmless from any loss, cost, and damage as a result from erection, maintenance, existence or removal thereof.

Part-Time Code Enforcement

Job Description and Duties

B
4

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 City Manager
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.

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.



SEPTEMBER 18, 2024

HOLIDAY PARKING

OPTION A

Public Works remove meters from the streets in the Holiday no parking areas to recertify the meters during the down time. Certification is required every 5 years. The City of Latrobe is due to start the 5 year cycle by the end of the year.

OPTION B

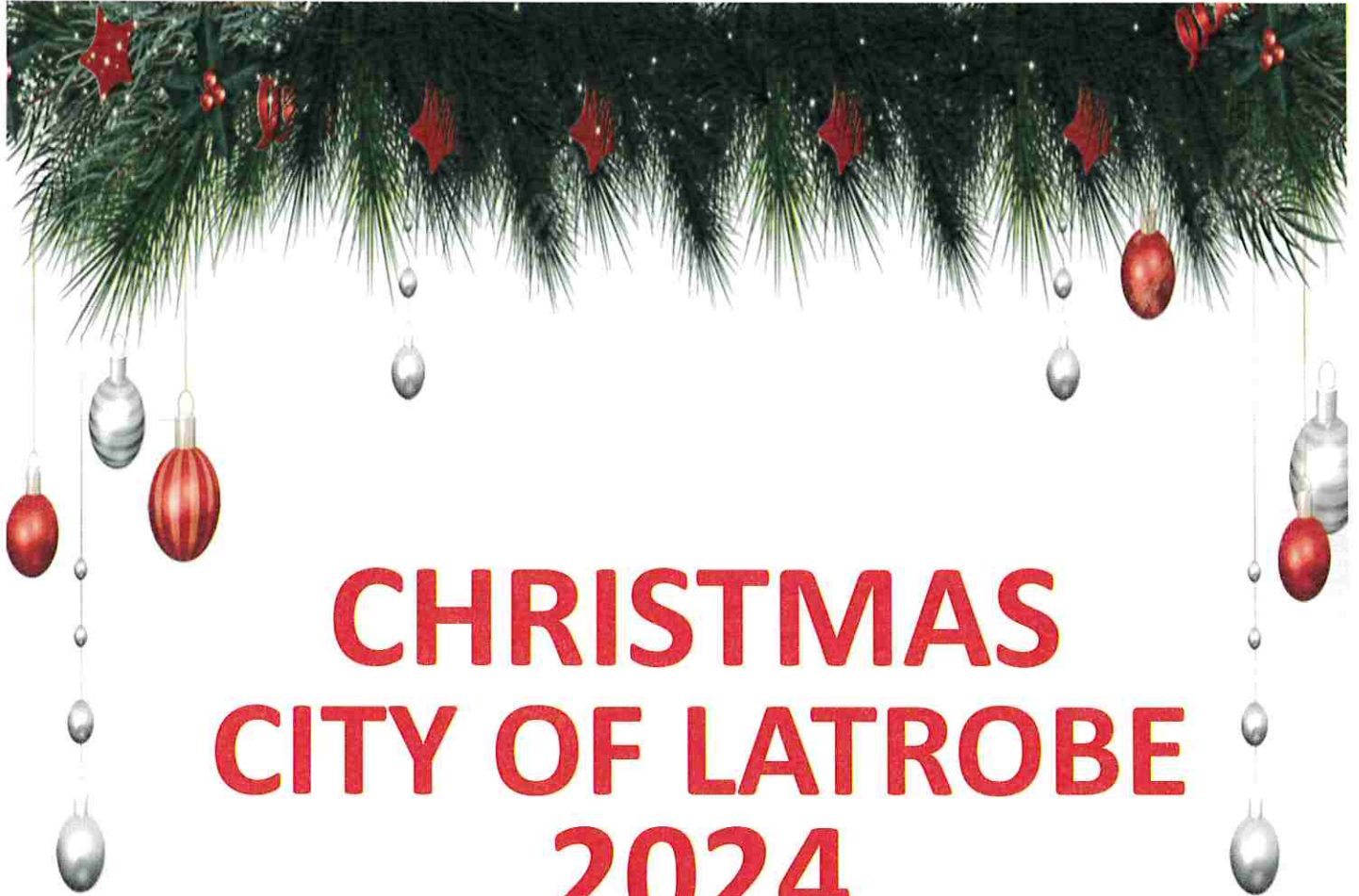
1. Cover the parking meters in the Holiday no parking areas with Free parking, Holiday in the City meter bags or laminated posters. Attached sample and quotes.

2. Meter bags: plastic with draw strings at bottom. Fits over each individual meter and closes at bottom.

Laminated posters: Purchase from outside vendor. Placed on front of meter tightly with zip ties around the meter to keep it in place.

OPTION C

Laminated posters: Purchase supplies. Make the posters in house. Attached Amazon quote for supplies.

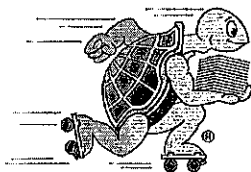


CHRISTMAS CITY OF LATROBE 2024

FREE PARKING

#SHOPLOCALTHISSEASON

B1



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www.UnityPrinting.com

Beth Straka
City of Latrobe Police Dept.
901 Jefferson St.
Latrobe PA 15650
Phone: 724-537-5526
E-Mail: bstraka@cityoflatrobe.org

ESTIMATE

No. **E#72147**

Date: 9/17/24

QUANTITY	DESCRIPTION	AMOUNT
150	"No Parking" Signs (Color 2 Sides) Laminated - FLUSH CUT - with 2 Grommets Applied to each Sign, 6 x 9.5 White 14 Pt. Tango C2S Cover, Digitally Printed on 2 sides	\$ 962.37
150	"No Parking" Signs (Color 2 Sides) Laminated - FLUSH CUT - with 2 HOLES Drill w/o Grommets, 6 x 9.5 White 14 Pt. Tango C2S Cover, Digitally Printed on 2 sides	\$ 522.79
	<ul style="list-style-type: none"> • Price based on high resolution PDF files supplied • Proof to be emailed for final approval before printing • Finished order will be delivered • Production is 5-7 working days after proof approval 	
Sales Rep: Ashley Frederick		SUBTOTAL
		TAX
		SHIPPING
		TOTAL

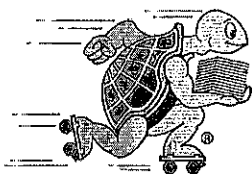
INDUSTRY STANDARDS ALLOW FOR A 10% OVER/UNDER RUN.

THIS ESTIMATE IS BASED ON SPECIFICATIONS GIVEN TO US AND DO NOT INCLUDE ANY NECESSARY MANIPULATION OF CUSTOMER SUPPLIED ELECTRONIC FILES (UNLESS SPECIFICALLY STATED). ADDITIONAL DESIGN TIME WILL BE CHARGED WHERE APPLICABLE. WE RESERVE THE RIGHT TO REVISE THIS ESTIMATE IF THE ACTUAL JOB VARIES FROM THE ORIGINAL JOB SPECIFICATIONS. THIS ESTIMATE IS VALID FOR 30 DAYS FROM THE DATE OF QUOTATION.

ACCEPTED BY _____ P.O. NO. _____ DATE _____

REQUESTED DELIVERY DATE _____

B2.



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Phone 724-537-5800 • Fax 724-539-1881

www.UnityPrinting.com

Beth Straka
City of Latrobe Police Dept.
901 Jefferson St.
Latrobe PA 15650
Phone: 724-537-5526
E-Mail: bstraka@cityoflatrobe.org

ESTIMATE

No. **E#72118**

Date: 9/14/24

QUANTITY	DESCRIPTION	AMOUNT
150	White Cotton Draw Plastic Bag - 12 x 16 x 4 with Dynamic Full Color Imprint (CHRISTMAS 2024 FREE PARKING)	\$ 429.33
250	White Cotton Draw Plastic Bag - 12 x 16 x 4 with Dynamic Full Color Imprint (CHRISTMAS 2024 FREE PARKING)	\$ 473.58
	<p>**ART NEEDS TO BE PRINTED UPSIDE DOWN ON THE BAGS. DRAWSTRINGS WILL BE AT THE BOTTOM</p> <p>MINIMUM ORDER IS QTY 150!</p> <ul style="list-style-type: none"> • Low-density plastic bag with cotton-draw handles. • Price based on high resolution PDF files supplied • Proof will be emailed for final approval before printing • Finished order will be picked up <p>Item Size: 12"w x 16"h x 4"d Imprint Size: 8"w x 7"h Product Colors: White Imprint Colors: Standard Turnaround Time: 13-16 business days after proof approval</p>	
Sales Rep: Ashley Frederick		SUBTOTAL
		TAX
		SHIPPING
		TOTAL

INDUSTRY STANDARDS ALLOW FOR A 10% OVER/UNDER RUN.

THIS ESTIMATE IS BASED ON SPECIFICATIONS GIVEN TO US AND DO NOT INCLUDE ANY NECESSARY MANIPULATION OF CUSTOMER SUPPLIED ELECTRONIC FILES (UNLESS SPECIFICALLY STATED). ADDITIONAL DESIGN TIME WILL BE CHARGED WHERE APPLICABLE. WE RESERVE THE RIGHT TO REVISE THIS ESTIMATE IF THE ACTUAL JOB VARIES FROM THE ORIGINAL JOB SPECIFICATIONS. THIS ESTIMATE IS VALID FOR 30 DAYS FROM THE DATE OF QUOTATION.

ACCEPTED BY _____ P.O. NO. _____ DATE _____

REQUESTED DELIVERY DATE _____

C

All ▾ Enter keyword or product number

Janitorial & Sanitation SL

All Prime Big Deal Days Buy Again Business Giving

EN

Hello, Beth
Account for City of Latrobe

Lists

Business

Shop now

Beth, email, ship or print an Amazon Gift Card today.



Shopping Cart

Price

USI WrapSure Thermal (Hot)
Laminating Pouches/Sheets, Letter**\$30.80**

Typical price:

~~\$31.75~~

50+ bought in past month

FREE delivery for Prime members

FREE Returns

Size: 7 Mil

Buy 4, save 4%

Savings:

\$0.95 (3%)

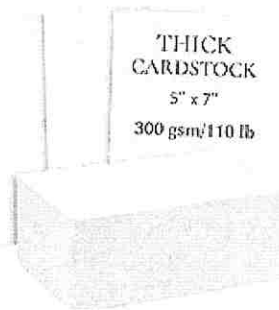
Quantity Price

Qty: 2

Delete

Save for later

Share

200 Pack White 300 GSM / 110 lb
Thick Cardstock Paper - Blank**\$17.45**List Price: ~~\$20.99~~

600+ bought in past month

In Stock

One-Day

FREE delivery **Tomorrow, Sep 20**

FREE Returns

Size: 5x7 inch

Savings:

\$3.54 (17%)

Business Price

Qty: 1

Delete

Save for later

Share

Subtotal (3 items): \$79.05

Subtotal (3 items):

☐ This order contains a g

Proceed to che

Quantity Discount

SINCHI
inch Co**\$129.9!**

Add to c

Apache
Pouches**\$36.96**

Add to c

Hamilton
Linen C**\$20.99**

Add to c

SINCHI
Duty, 4**\$169.9!**

Add to c

Your Items

Saved for later (5 items)

Buy it again

Area rugs (1)

Men's boots (2)

USB flash drives (2)