

Latrobe City Council

Agenda Meeting

November 25, 2024

6:30 PM

Call to Order

Citizens Public Comment (Agenda Items)

- 1. Sanitation costs for city service in 2026. Estimate!**
- 2. 2025 Fee Schedule review.**
- 3. Ordinance on R E Transfer Tax increase. From .5% to 1 %**
- 4. SWIFR Grant submittal review.**
- 5. 2025 Draft Budget.**
- 6. M O U for City Secretary & H C amendment to contract.**
- 7. Transfer Station HVAC work & quotes. (ARPA)**
- 8. STMP Final Report**
- 9. DCED Peer Services request.**
- 10. 2025 Meeting and Holiday Schedule.**
- 11. Phoenix Rehab and Health contract.**
- 12. HVAC project / Tudi cost o/r prevailing wage.**
- 13. Ordinance for 457 B plan account. (Lee)**

Citizens Public Comment. (General Comments)

Adjournment

2026 MONTHLY EXPECTED INCOME — Residential only

①

Service Type	# of Customers	Cost	Total
Bag	2035	\$23.34	\$47,496.90 per month
Toter	800	\$28.34	\$22,672.00 per month

Income Per Month	\$70,168.90
Non Payment Deduction @ 10%	\$7,016.89
Total Expected	\$63,152.01

2026 QUARTLY EXPECTED INCOME

Bag	2035	\$70.00	\$142,450.00 Per Qtr
Toter	800	\$85.00	\$68,000.00 Per qtr

Income Per Quarter	\$210,450.00
Non Payment Deduction @ 10%	\$21,045.00

Total Expected Per Qtr	\$208,345.00
Total Expected Per Year	\$833,380.00

City Estimated Cost Yearly

2026 City Cost Est. (opt 1)

2 FT employees	\$160,000.00
Misc. (Tax SS etc)	\$24,000.00
Equipment lease (2 units)	\$67,200.00
Landfill/Hauling	\$74,000.00
Maint/Fuel	\$12,000.00

\$334,200.00
\$203,000.00 (Staff Expense)

2026 City Cost Est. (opt 2)

2 FT Employees & 1 to 2 PT	\$240,000.00
Misc. (Tax SS etc)	\$36,000.00
Equipment lease (2 units)	\$67,200.00
Landfill/Hauling	\$74,000.00
Maint/Fuel	\$12,000.00

\$429,200.00
203,000.00 (Staff Expense)

Total Yearly \$537,200.00

Total Yearly \$632,200.00

Aug. Income - Monthly \$69,448

Aug. Exp. - Monthly \$52,683

Diff + \$16,765

year + \$201,180

CITY OF LATROBE AMUSEMENT PERMIT

2

2024 INCOME

Fee for each amusement device which includes gambling devices, pool table, juke box, bowling machine and bitcoin machine is \$100.00. There are 16 establishments that house these devices and received permits which brought revenue in the amount of \$8900.00 into the city.

Total 89 devices @\$100.00 = \$8900.00

2025 PROPOSED AMUSEMENT DEVICE PERMIT FEE

Gambling Device- Machine, Pull Tab Machine** \$400.00 raised from \$100.00

72 Gambling devices @\$400.00 each =\$28,800.00

Keeping the fee at \$100.00 for all other devices**bowling machines, juke box, pool table, bitcoin.

17 Other devices @\$100 each =\$1700.00

Total 89 devices \$30,500.00

With proposed fee increase , there would be an increase of \$21,600.00 in amusement device fee revenue in 2025.

CITY OF LATROBE AMUSEMENT PERMIT

2

ESTABLISHMENT	MACHINES	OTHERS
Creekside Casino	3 - additional projected	
Army Navy	3 machines	0
Choice Ligonier St	8 machines	0
White Eagles	3 machines	1 juke box, 1 bowling machine
FOE	9 machines, 1 pull tab	1 bowling, 1 juke box, 1 pool table
Frontier Club	3 machines, 1 pull tab	1 bowling, 1 juke box
Sunoco Lloyd Ave	1 machine	
Goodwill Co. 1	5 machines 2 pull tabs	1 juke box, 2 bowling, 1 pool table
St Joseph Club	6 machines	1 juke box
Scotty Gs	1 machine	
VFW	7 machines, 1 pull tab	1 pool table, 1 juke box
Latrobe Legion	3 machines - additional projected	1 pool table, 1 juke box
Rosa's	6 machines	1 bitcoin machine
WildCat shop/Players Club	7 machines- additional projected	
BP Lloyd Avenue	1 machne	
Greater Latrobe Beverage Co.	1 machine	

TOTAL 72

TOTAL 17

2024 INCOME

TOTAL INCOME @ 100.00 EACH

2024 INCOME \$8900.00

2025 PROJECTED INCOME

MACHINES @\$400 EA.

72X\$400=\$28,800.00

OTHER @\$100 EA.

17X\$100= \$1700.00

2025 TOTAL \$30,500.00

2024 TOTAL \$8900.00

\$21,600

ORDINANCE NO. 2024-_____

AN ORDINANCE AMENDING CHAPTER 51-2 OF THE CITY CODE OF THE CITY OF LATROBE, COUNTY OF WESTMORELAND, COMMONWEALTH OF PENNSYLVANIA

WHEREAS, the City of Latrobe has received recommendations from its professionals to maximize revenues for the efficient operations of the City of Latrobe; and,

WHEREAS, following a public hearing, duly advertised as set forth in 53 P.S. §10609 and §10107 the City of Latrobe desires to amend the City Code to increase the applicable realty transfer tax from .5% to 1.0%.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Latrobe, and the City of Latrobe hereby ordains as follows:

SECTION 1. That Chapter 51, Taxation, Article I – Realty Transfer Tax shall be amended as follows:

Every person who makes, executes, issues, delivers or accepts any document or on whose behalf any document is made, executed, issued, delivered or accepted, being the transferor in said document and transaction, shall be subject to pay for and in respect thereof or for or in respect of the instrument or paper upon which such document is written or printed a tax at the rate of one per centum (1%) of the value, as herein defined, of the property being transferred by such document, which said tax shall be payable to the City of Latrobe at the time of the making, execution, issuance, delivery or acceptance of such document.

SECTION 2. That all other provisions of Chapter 51 – Taxation not repealed or amended herein, shall remain in full force and effect.

SECTION 3. That the within Ordinance shall take effect on the date of publication of the post-enactment notice of passage of the same.

SECTION 4. That the City Manager, the City Secretary, Mayor, and any other proper City officer is authorized and directed to execute any and all documents and to take any and all action necessary in order to carry in effect the within ordinance.

ENACTED AND ORDAINED this _____ day of _____, 2024.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

Karen Meholic
Secretary

By: _____
Eric Bartels
Mayor



938 St. Clair Way*Greensburg, PA 15601*724-837-9305
www.realtorsWIM.com*info@realtorsWIM.com

To: The City of Latrobe

On behalf of the Realtors® Association of Westmoreland, Indiana and Mon Valley, representing over 600 local Realtor® members, we oppose the proposed 100% increase in Latrobe’s Homebuyer’s Tax also known as the Realty Transfer Tax. If a first-time homebuyer is purchasing a \$200,000 home, the tax will cost them an extra \$500 at closing, an amount equivalent to a mortgage payment. The seller’s cost to sell will also increase by \$500 for a combined seller/buyer cost increase of \$1,000.

Realtors® are uniquely positioned to feel the critical pain points of their buyers and sellers when choosing where to call home and have the responsibility to defend real estate consumers. Latrobe is an affordable market for young families to purchase their first home. Increasing the Homebuyer’s Tax will make Latrobe less competitive, lower property values, slow home sales, and provide an unstable revenue stream that will need to be raised year over year as listings and home sales decrease.

Closing costs are consistently ranked as the number one factor in purchasing a new home. In a 2016 Q3 survey conducted by Keystone Analytics of new home buyers in Pennsylvania, nearly half of respondents between the ages of 35 and 65 hope to live in their recently purchased home for 25 years or more. If closing costs are the biggest factor in purchasing a home and Latrobe becomes less competitive to buy in; the city could lose an entire generation of homeowners, open your community up to institutional investors and keep hard-working families from achieving upward mobility.

Increasing the Homebuyer’s Tax during a strong real estate market may appear to mitigate some of the negative impacts of the tax increase. However, if the market moves downward the impact will be felt more strongly. The 2024 tax is on pace to collect \$15,000 less than the previous year.

Supporting a millage increase rather than a real estate transfer tax offers a more equitable approach to generating revenue for the community. A millage increase spreads the financial responsibility across all property owners, ensuring a consistent and predictable funding source while minimizing the burden on buyers and sellers in individual real estate sales. This approach supports sustainable growth without discouraging homeownership or local market activity, benefiting the entire community.

As an association that speaks for real estate consumers and has demonstrated our commitment to the community by achieving more than \$15,000 grants to aid community development and enhancement, we strongly urge you to not raise the Homebuyer’s Tax.

Sincerely,

Realtors® Association of Westmoreland Indiana and Mon Valley



Realtors® Association of Westmoreland Indiana and Mon Valley

Historic Local Real Estate Transfer Tax Collections

Year	Homes Sold	Median Sale Price	RTT Revenue
2014	96	\$94,750	\$45,480
2015	104	\$101,500	\$52,780
2016	128	\$86,750	\$55,520
2017	107	\$106,500	\$56,978
2018	101	\$105,000	\$53,025
2019	125	\$118,500	\$74,062.5
2020	115	\$128,000	\$73,600
2021	138	\$135,000	\$93,150
2022	131	\$141,000	\$92,355
2023	131	\$160,000	\$104,800
2024	91	\$155,000	\$70,752.5

Data taken from West Penn Multi List

The following chart demonstrates how the number of homes sold, and the median sales price has increased rapidly during the pandemic.

- The RTT revenue has decreased in 2024 and is anticipated to return to 2014-2019 numbers due to the covid bubble ending, current interest rates holding steady, buyers locked in at lower interest rates, and only two months of inventory on the market.
- Due to the rise in home values during the pandemic RTT revenue increased nearly \$20,000 on the front end and nearly another \$20,000 during the pandemic bubble.
- The average number of homes sold between 2014-2018 was 107. The average between 2019-2024 has been 122. A difference of 15 more homes per year

Data on R.E. Transfer Tax.



**PENNSYLVANIA
AGENCY**

F.Y.I.

3

Variations From 1% Local Transfer Tax As of September 1, 2023

Pennsylvania imposes a realty transfer tax on every deed which is presented for recording based on the total amount of actual consideration. Usually, the transfer tax collected is a total rate of 2% of the actual consideration paid: 1% transfer tax goes to PA and the other 1% goes to the local governments. In some Counties, there are local governments that increase or decrease the local portion of the transfer tax to a percentage other than 1%, while the PA 1% portion remains the same. This chart highlights the local governments where some amount other than 1% transfer tax is imposed, and in all of these cases, you will still need to collect the additional 1% for PA. All other areas not mentioned below will simply charge the usual 1% local tax portion. Please note that transfer tax law in PA is very complex. This chart is not a summary of the extensive state and local laws, regulations, letter rulings and other guidance available. You should always assume that transfer tax is due on real estate transactions. The parties to the transaction should seek the advice of their own attorneys whenever they want to consider other legal options.

ADD 1% for the state to the amounts below.

Allegheny County

Bellevue Boro	1.5%
Bethel Park Municipality	1.5%
Greentree Boro	1.5%
Hampton Twp.	1.5%
McCandless Twp.	1.5%
McKeesport City	2%
Monroeville Municipality	1.5%
Mt. Lebanon Municipality	1.5%
Mt. Oliver Boro	2%
O'Hara Twp.	1.5%
Penn Hill Municipality	2%
Pine Twp.	1.5%
Pittsburgh, City of / Pittsburgh School District	4%
Pittsburgh, City of / Baldwin - Whitehall School District	3.5%
Upper St. Clair Twp.	1.5%
West Deer Twp.	1.5%
Whitehall Boro	1.25%

Berks County

Reading, City of	4.0%
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Centre County

Ferguson Twp.	1.75%
State College Boro	2%
Taylor Twp.	0.5%

Chester County

Coatesville, City of	2%
Malvern Boro	1.5%
Tredyffrin Twp.	1.5%

Clinton County

Colebrook Twp.	0.5%
East Keating Twp.	0.5%

Delaware County

Chester City	1.5%
Radnor Twp.	1.5%
Upper Darby Twp.	1.5%
Upper Providence Twp.	2%

Erie County

Edinboro Borough	1.5%
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Lackawanna County

Scranton, City of	2.7%
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Luzerne County

Kingston Boro	1.5%
Wilkes Barre, City of	2.5%
Pittston, City of	2.25%

Mercer County

Farrell, City of	2%
Hermitage, City of	2%
Sharon, City of	2%
Greenville Boro	1.5%

Philadelphia County

Philadelphia, City of	3.278%
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Somerset County

Wellersburg Boro	0.5%
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Washington County

Peters Township	1.5%
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Westmoreland County

Greensburg, City of	1.5%
Murrysville Municipality	1.5%

Pennsylvania Deed Transfer Tax Exceptions

There are some exceptions. Some municipalities charge more or less; here is the deed transfer tax rate exception list. If you are aware of a change or see an error, please let me know - EMAIL

	Local Tax	School Tax	Pennsylvania	Total
Adams County	0.50%	0.50%	1.00%	2.00%
Allegheny County	0.50%	0.50%	1.00%	2.00%
-- Bellevue Borough	1.00%	0.50%	1.00%	2.50%
-- Bethel Park Municipality	1.00%	0.50%	1.00%	2.50%
-- Greentree Borough	1.00%	0.50%	1.00%	2.50%
-- Hampton Township	1.00%	0.50%	1.00%	2.50%
-- McCandles Township	1.00%	0.50%	1.00%	2.50%
-- Mckeesport City	1.50%	0.50%	1.00%	3.00%
-- Monroeville Municipality	1.00%	0.50%	1.00%	2.50%
-- Mt. Lebanon Municipality	1.00%	0.50%	1.00%	2.50%
-- Mt. Oliver Borough	1.00%	1.00%	1.00%	3.00%
-- O'hara Township	1.00%	0.50%	1.00%	2.50%
-- Penn Hills Municipality	1.50%	0.50%	1.00%	3.00%
-- Pine Township	1.00%	0.50%	1.00%	2.50%
-- Pittsburgh, City Of	3.00%	1.00%	1.00%	5.00%
-- Upper St. Clair Township	1.00%	0.50%	1.00%	2.50%
-- West Deer Township	1.00%	0.50%	1.00%	2.50%
-- Whitehall Borough	0.750%	0.50%	1.00%	2.25%
Armstrong County	0.50%	0.50%	1.00%	2.00%
Beaver County	0.50%	0.50%	1.00%	2.00%
Bedford County	0.50%	0.50%	1.00%	2.00%
Berks County	0.50%	0.50%	1.00%	2.00%
-- City Of Reading School District Is Included In 4%	4.00%		1.00%	5.00%
Blair County	0.50%	0.50%	1.00%	2.00%
Bradford County	0.50%	0.50%	1.00%	2.00%
Bucks County	0.50%	0.50%	1.00%	2.00%

First Front Door

Keystone assistance program

PA County Loan Programs

First Time Home Buyer Program
in PA Counties

Title Insurance

PA Title Insurance

Title insurance calculator

Home Buying Articles

Buyer's Resources

Downloads

First time home buyer tips pdf

Calculators:

Amortization calculator

Closing Cost Calculator

Debt to income calculator

Extra payment calculator

FHA loan calculator

FHA net tangible benefit
calculator

Payment calculator

Per Diem Interest Rate
Calculator

Seller's net proceeds calculator

USDA loan calculator

VA loan calculator

Year to date income and salary
calculator

Small business
owner?

Ad FinCEN

Butler County	0.50%	0.50%	1.00%	2.00%
Cambria County	0.50%	0.50%	1.00%	2.00%
Cameron County	0.50%	0.50%	1.00%	2.00%
Carbon County	0.50%	0.50%	1.00%	2.00%
Centre County	0.50%	0.50%	1.00%	2.00%
-- Ferguson Township	1.25%	0.50%	1.00%	2.75%
-- State College Borough	1.50%	0.50%	1.00%	3.00%
-- Taylor Township	.050%	0.000	1.00%	1.50%
Chester County	0.50%	0.50%	1.00%	2.00%
-- City Of Coatesville	1.50%	0.50%	1.00%	3.00%
-- Tredyffrin Township	1.00%	0.50%	1.00%	2.50%
Clarion County	0.50%	0.50%	1.00%	2.00%
Clearfield County	0.50%	0.50%	1.00%	2.00%
Clinton County	0.50%	0.50%	1.00%	2.00%
-- Colebrook Township	0.000	0.50%	1.00%	1.50%
-- East Kating Township	0.000	0.50%	1.00%	1.50%
Columbia County	0.50%	0.50%	1.00%	2.00%
Crawford County -	0.50%	0.50%	1.00%	2.00%
-- Borough Of Edinboro	1.00%	.500	1.00%	2.50%
Cumberland County	0.50%	0.50%	1.00%	2.00%
Dauphin County	0.50%	0.50%	1.00%	2.00%
Delaware County	0.50%	0.50%	1.00%	2.00%
-- Upper Darby Township	0.75%	0.75%	1.00%	2.50%
-- Randor Township	0.75%	0.75%	1.00%	2.50%
-- Upper Providence Township	1.50%	0.50%	1.00%	3.00%
Elk County	0.50%	0.50%	1.00%	2.00%
Erie County	0.50%	0.50%	1.00%	2.00%
Fayette County	0.50%	0.50%	1.00%	2.00%
Forest County	0.50%	0.50%	1.00%	2.00%
Franklin County	0.50%	0.50%	1.00%	2.00%
Fulton County	0.50%	0.50%	1.00%	2.00%
Greene County	0.50%	0.50%	1.00%	2.00%

Home Rule
Muni's

Home Rule
Muni

Home Rule
Muni

Huntingdon County	0.50%	0.50%	1.00%	2.00%
Indiana County	0.50%	0.50%	1.00%	2.00%
Jefferson County	0.50%	0.50%	1.00%	2.00%
Juniata County	0.50%	0.50%	1.00%	2.00%
Lackawanna County	0.50%	0.50%	1.00%	2.00%
-- City Of Scranton	2.80%	0.50%	1.00%	4.30%
Lancaster County	0.50%	0.50%	1.00%	2.00%
Lawrence County	0.50%	0.50%	1.00%	2.00%
Lebanon County	0.50%	0.50%	1.00%	2.00%
Lehigh County	0.50%	0.50%	1.00%	2.00%
Luzerne County	0.50%	0.50%	1.00%	2.00%
-- City Of Pittston	2.00%	0.50%	1.00%	3.50%
-- City Of Wilkes Barre	2.00%	0.50%	1.00%	3.50%
-- Kingston Borough	1.00%	0.50%	1.00%	2.50%
-- Hazleton City	1.00%	0.50%	1.00%	2.50%
Lycoming County	0.50%	0.50%	1.00%	2.00%
Mckean County	0.50%	0.50%	1.00%	2.00%
Mercer County	0.50%	0.50%	1.00%	2.00%
-- City of Farrell	2.00%	0.0%	1.00%	3.00%
-- City of Hermitage	2.00%	0.0%	1.00%	3.00%
-- City of Sharon	1.50%	0.0%	1.00%	2.50%
-- City of Sheakleyville Boro	0.00%	0.0%	1.00%	1.00%
Mifflin County	0.50%	0.50%	1.00%	2.00%
Monroe County	0.50%	0.50%	1.00%	2.00%
Montgomery County	0.50%	0.50%	1.00%	2.00%
Montour County	0.50%	0.50%	1.00%	2.00%
North Hampton County	0.50%	0.50%	1.00%	2.00%
Northumberland County	0.50%	0.50%	1.00%	2.00%
Perry County	0.50%	0.50%	1.00%	2.00%
Philadelphia County				
-- City Of Philadelphia	3.278%		1.00%	4.278%
* School District Is Included In 3%				

*Home Rate
Muni's*

Pike County	0.50%	0.50%	1.00%	2.00%
Potter County	0.50%	0.50%	1.00%	2.00%
Schuylkill County	0.50%	0.50%	1.00%	2.00%
Snyder County	0.50%	0.50%	1.00%	2.00%
Somerset County	0.50%	0.50%	1.00%	2.00%
-- Wellersburg Borough	0.50%	- 0 -	1.00%	1.50%
Sullivan County	0.50%	0.50%	1.00%	2.00%
Susquehanna County	0.50%	0.50%	1.00%	2.00%
Tioga County	0.50%	0.50%	1.00%	2.00%
Union County	0.50%	0.50%	1.00%	2.00%
Venango County	0.50%	0.50%	1.00%	2.00%
Warren County	0.50%	0.50%	1.00%	2.00%
Washington County	0.50%	0.50%	1.00%	2.00%
-- Peters Township	1.00%	0.50%	1.00%	2.50%
Wayne County	0.50%	0.50%	1.00%	2.00%
Westmoreland County	0.50%	0.50%	1.00%	2.00%
-- City of Murrysville	0.75%	0.75%	1.00%	2.50%
Wyoming County	0.50%	0.50%	1.00%	2.00%
York County	0.50%	0.50%	1.00%	2.00%

* 1.5% w/ School Dist.



FAQs About the Deed Transfer Tax in PA

Q. Is a deed and title the same thing?

A. The deed and title are one and the same

Q. What is the transfer tax based on?

A. The transfer tax is based on the sales price

Q. Where do I go to change a property deed?

A. The Recorder of Deeds in the county where the property is located manages deed registration

Q. Who pays the deed transfer tax in PA?

A. As previously stated, the deed transfer cost is customarily split between the buyer and seller, however, the cost is determined by the sales contract.

Narrative Proposal

[The Narrative Proposal should not exceed 10 pages. See Section IV.E and Section V.A of the NOFO for more details on each of the evaluation criteria. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]

Evaluation Criterion #1: Project Summary and Approach. (30 points)

a. A clearly written description of the overall project:

The City of Latrobe is seeking to start its own recycling and sanitation program. Latrobe currently outsources recycling and sanitation to another company, which is an expense to the city. Having the city take over both would bring in revenue to the city and create more municipal jobs. This grant will solely be used for the recycling program. The sanitation program will be funded by the city and will begin to prepare for it in 2025. Then January 1, 2026 Latrobe will take over the sanitation and recycling for the city of Latrobe. In fall of 2025 the city will hire employees to prepare them for the dual responsibilities of the sanitation and recycling. Used trucks will also be purchased in the fall of 2025 to be used for both projects. The sanitation truck will temporarily be used as the recycling truck until a recycling truck can be purchased. During that time the recycling materials from residents will be collected and temporarily outsourced for sorting until the plan for a fully functional recycling center within the city is completed. Once the recycling center is fully functional the recycling program will broaden its services to the surrounding municipalities.

Latrobe has held meetings with supervisors of surrounding municipalities to discuss their involvement in the recycling program. These municipalities include Youngstown (population 251), Derry Township (population 13,368), Unity Township (population 21,242). All three of these municipalities expressed their interest in wanting to be involved. Recycling containers will be placed in a central location in their municipality for their residents to properly dispose of their recyclable materials. The containers and recycling service will be of no cost to the participating municipalities due to Latrobe will receive the revenue profited from selling the recyclable materials. Local recycling will help divert waste from landfills, reducing overall waste generation and extending the lifespan of landfill sites. Involving other municipalities can benefit the environment on a greater scale than only utilizing the program in the City of Latrobe.

Transitioning from using an outsourced company to a local city run organization starting January 1, 2026, will take adjusting for the residents in the communities. Latrobe intends to educate residents in 2025 on the importance of recycling and sustainable practices. Information will be posted in the local newspaper, posted on social media sites, mailed out to every household in Latrobe. The City of Latrobe is creating college intern positions to educate the residents going door to door to share the importance of recycling and how to correctly participate in our sustainable community efforts. Educating residents on the importance of how to recycle materials correctly will cut down on unrecyclable items being placed in recyclable totes, which results in a fine for the resident and possible damages to recycling equipment. Creating a well-implemented recycling program can reduce waste disposal costs for the city, as recycling costs less than landfill disposal costs. These savings can be redirected to other community services that can benefit the needs of the residents. Currently the recycling service is outsourced through another company that company can raise the rates of their service for the residents at any time. Having a locally sourced recycling program would ensure the residents recycling rates can be stabilized. This also has a direct impact on keeping the

residents' local taxes stable for the following 5 years. Latrobe is a city that strives to put its community's needs first.

There are many up front expenses to start this program.

The main items that Latrobe will be sorting to recycle will be plastic, tin, aluminum, and cardboard. The residents and businesses will have these recyclable materials in their provided containers. The containers are to be set out on the curb for Latrobe's recycling employees to pick up on a set weekly schedule. Once the contents of the containers are picked up and placed into the recycling materials truck the contents will be transported to Latrobe's recycling center. The contents will be dumped from the truck onto a roll off truck to be able to transfer the materials onto a sorter conveyor belt. These items will be sorted through the conveyor belt sorter, which will be monitored by city employees. Once the materials are sorted properly, they will be condensed using a compact baler and held together by bander equipment. Once this process is completed the materials can then be sold to various buyers. This generates an additional revenue stream for Latrobe through recycling.

Scott

Reducing waste and promoting cleaner communities can minimize the risks associated with pollution and waste-related issues. Creating cleaner communities can enhance property values and attract new residents and businesses. Overall, a city-owned recycling program contributes to a more thriving community.

- b. Project meets the requirements in Section I.F: Scope of Work:
Latrobe intends to establish collection and improve materials management infrastructure. Latrobe and surrounding municipalities have a high geriatric population and multiple assistant living communities where individuals with pre-existing medical conditions reside in. These individuals are more vulnerable to the risks of air pollution. This project will strive to create a cleaner environment, healthier community, reduce air and water pollution and extend the life of landfills. This conserves natural resources and decreases energy used when producing new materials. Latrobe has multiple water sources running through the town, the reduction of pollution will reduce the contamination of the water.
- c. Goals and objectives of the project and an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives, with a reasonable time schedule:
[Applicant's text goes here]

Evaluation Criterion #2: Impactful Approaches and Solutions. (25 points)

- a. Qualitatively describe how the proposed project will provide a meaningful impact:
The success of this project will provide a cleaner community due to reducing waste and minimizing polluted air. Currently recycling is outsourced by another company that travels outside of the city after completion of their daily services. Latrobe providing their own recycling program would reduce distance traveled in the recycling vehicles, which reduces petroleum consumption. This is a way to reduce energy CO2 emissions through conservation. The reduction of harmful gases can lead to an overall better public health outcome, especially the more vulnerable.

- b. Quantify the anticipated magnitude of both near-term and long-term impacts to waste management:

[Applicant text goes here]

Evaluation Criterion #3: Environmental Justice. (15 points)

- a. How the project benefits communities including those that have experienced a lack of resources or other impediments:

Creating a local sourced recycling service benefits not only Latrobe's community, but also the surrounding participating municipalities communities. The surrounding municipalities do not currently have a recycling program in place, which creates more waste ending up in the landfill. Providing these other municipalities with a centralized recyclable container to properly dispose of their recyclable materials will extend the life of landfills and reduce all other waste related environmental issues.

- b. How the project addresses engagement with local residents who will be affected by the project:

Latrobe will be able to stabilize the costs of the recycling services for the residents and businesses utilizing it compared to when recycling was outsourced to an outside company. Recycling through the city will create new revenue streams, new municipal jobs that include benefits and a pension, stabilizing local taxes, and creating cleaner communities. Reducing waste and promoting cleaner communities can minimize the risks associated with pollution and waste-related issues. Cleaner communities can enhance property values and attract new residents and businesses. Overall, a city-owned recycling program contributes to a more sustainable and resilient community, benefiting both the environment and local economy.

Evaluation Criterion #4: Measuring Environmental Results: Anticipated Outputs and Outcomes. (10 points)

- a. Strategies for measuring and tracking the expected outputs and outcomes as defined in Section I.J: Measuring and Reporting Environmental Results: Outputs and Outcomes:

Latrobe intends to start the recycling program January 1, 2026. Latrobe will start to service the residents and businesses within the city. Latrobe's objective is to expand the recycling service to Unity Township and Derry Township by the end of 2026. They will not be involved right away due to this being a brand new program, Latrobe wants to ensure the program is running efficiently before involving the surrounding municipalities.

Latrobe will be purchasing 95 gallon residential recycling containers in a quantity of 200 to enhance the collection process. 2 yard rear loader recycling containers in a quantity of 24 will also be purchased for commercial businesses.

At this point in time the amount of tons of MSW/C&D that are collected and generated is not applicable. Since the project is not created yet these amounts cannot be measured. We can reference the tons that were collected by our current outsource company in 2023, which was 866.3 tons of cardboard, tin, and aluminum from the curb side of residential and commercial.

It is not applicable to measure how much GHG has been reduced from collection of recycling due to the project has not started yet.

This project will create a total of 4 employees, 3 full time and one fill in part time. There will be a management position created to assist the director of public works, which will be assisting in monitoring the recycling program. The other jobs will be a full time recycling truck driver, full time recycling material sorter within the recycling center, and a part time fill in employee.

It is not applicable to measure a percentage of political subdivisions that is served.

There are 0 disadvantaged communities that this project serves. The surrounding municipalities that are going to be involved in this project need recycling services to benefit the community and environment but are not a community of disadvantage.

Evaluation Criterion #5: Programmatic Capability and Past Performance. (10 points)

- a. Past performance in successfully completing and managing assistance agreements:
[Applicant text goes here]
- b. History of meeting the reporting requirements:
[Applicant text goes here]
- c. Staff expertise/qualifications (including organizational experience), staff knowledge, and resources or the ability to obtain them, to achieve the goals of the proposed project:
[Applicant text goes here]

Evaluation Criterion #5. Budget and Expenditure of Awarded Grant Funds. (10 points)

Please see Budget Table and Description for the response to this criterion. [Applicant's text goes in the Budget Table and Description, which can either be a spreadsheet (with no page limit) or up to 4 typed pages. Applicants may use the optional budget table and description spreadsheet resource provided on EPA's webpage. Be sure to address all subcriteria in Section V.A: Evaluation Criteria.]

2026 Timeline

Month 1-3

- Purchase new recycle truck
- Purchase new roll off truck
- Purchase new radios for trucks
- Establish that all households have recycle bins and the ones that dont
- Establish Contract for new building install
- Update solid waste Management Plan to incorporate new recycling practices
- Conduct waste audit
- Track recycling rates and identify areas for improvement

Month 4-5

- Collect and analyze recycling data
- Update solid waste Management Plan to incorporate new recycling practices
-

Month 6-8

- Break ground on new infrastructure
- Purchase recycling sorter
- Ensure proper training for recycle sorting center

Month 9-10

- Have fully functioning recycle sorting center
-

Unit	Description	1st Yr	2nd Yr	3rd Yr
Management	Assistant	68,000	70,720	73,548.80
Man Power	Truck driver, Sorter, fill in	268,800	279,552	290,734
Trucks	Recycling, Roll off	650,000		
Building Complete	50' x 100'	187,084		
Electrical Entrance	New power for building, lighting complete	85,000		
Recycling Containers RES	95 gallon	19,600	500	500
Recycling Containers Com	2 yard rear loader boxes	18,000		
Scale 2nd with auto	80' Electronic	185,000		
Scale upgrade	80' upgrade	85,000		
Paving around scale	Lower Road way in to scale	15,000		
Recycling Equipment	Bailer, Compactor, Sorter, Bander PL Shredder	480,000		
Rolloff boxes	2 - 40 yard open, 2 Compactor Boxes	17,600		
Education	New stickers, mailers, misc.	7,500	2,000	2,000
Pick up truck	used pickup truck	10,000		
Scale Rental	while under construction	5,000		
IT/Computer/Cell Phone	IT / Computer/ cell phone	8,500	1200	1200
Radios for trucks	Radios	4950		
Route Wear		20,000	8,000	8,000
Wood Chipper	brush bandit 12"	60,000		
Self Contain compactor	Card Board compactor self con	31,500		
Standard compactor	crusher only with guide rails	83,000		
Compactor Boxes	42 cy boxes	11,000		
Radiation Detection on scale	post and equipment	32,000		
Equipment Maintenance		1,500	12,000	14,000
Electricity		2,200	2,800	3,200
Fuel		5,500	6,500	7,100
Box and container repair		1,000	6,000	6,000
Licenses and certificates yearly		3,100	1,100.00	1,200
Copper Recycling Machine	1 Separating copper/aluminum wires into pure	2,282,834	390,372	407,482.80
Projected revenue from recycling	Total			
2023 - 866.38 tons collected	Aluminum, Metal, Cardboard based on .15 per lb			
	Aluminum, Metal, Cardboard based on .20per lb			
	Aluminum, Metal, Cardboard based on .25 per lb			
			346,552	433,190

\$2,291,962

Resolution No. 2024-

**APPROVING 2025 SALARY, WAGES AND FRINGE BENEFITS OF
NON-COLLECTIVE BARGAINING UNIT PERSONNEL**

WHEREAS, the City of Latrobe ("City") employs Non-Collective Bargaining Unit Personnel; and

WHEREAS, the City desires to approve for calendar year 2025 the salary, wages and fringe benefits to be paid to Non-Collective Bargaining Unit Personnel employed by the City; and

WHEREAS, this resolution shall set forth and define the salaries, wages, and benefits to be paid to Non-Collective Bargaining Unit Personnel employed by the City for the calendar year 2025.

NOW, THEREFORE, BE IT RESOLVED by Council of the City of Latrobe, in regular meeting assembled and by authority of the same, the following salaries, wages and fringe benefits are approved for Non-Collective Bargaining Unit Personnel employed by the City for the calendar year 2025:

1. City Manager – Terry Carcella
 - Salary for fiscal year 2025 - \$84,974.65
 - Fringe benefits – per contract
 - Life insurance - \$50,000
2. Director of Police Department and Chief of Police – Richard Bosco
 - Salary for fiscal year 2025 - \$104,834.00
 - Fringe benefits – per contract
 - Life insurance - \$50,000
3. Director of Public Works – Scott Wajdic
 - Salary for fiscal year 2025 - \$79,990.21
 - Life Insurance - \$50,000
4. Code Officer and Zoning Officer – Dan Weimer
 - Salary for fiscal year 2025 - \$60,000 (tentative)
 - Life Insurance - \$25,000
5. Captain of Police – Robert Daerr
 - Salary for fiscal year 2025 - \$99,840
 - Life Insurance \$50,000

6. Director of Fire Department and Fire Chief – John Brasile
 - Salary for fiscal year 2025 - \$7,250
 - FLSA exempt
 - Life Insurance - \$7,500
 - No other fringe benefits

7. Director of Finance and Administration and City Secretary – Karen Meholic
 - Salary for fiscal year 2025 - \$74,802.54
 - Life Insurance - \$50,000

8. Salaried Fire Truck Duty Driver 1 - Craig Stairs
 - Hourly rate of pay for fiscal year 2025 – \$18.54 per hour
 - Fringe Benefits – The City will pay for the cost of “Employee/Dependent” for healthcare Insurance, eye and dental coverage as provided by the City of Latrobe, subject to employee contribution of \$50 per pay period.
 - 8 paid personal days, 5 paid vacation days, 10 paid sick days, and 3 paid bereavement days in the event of a death under the City’s bereavement policy during calendar year 2025. Unused sick, personal days or bereavement days earned during 2025 shall not be paid or carried over into 2026.
 - Shifts – 8-hour shifts as scheduled by the City
 - Life insurance - \$25,000
 - 8 paid holidays - New Years (1/1), Memorial Day (5/26), Independence Day (7/4), Labor Day (9/1), Veterans Day (11/11), Thanksgiving (11/27), Christmas Eve (12/24), Christmas Day (12/25).

9. Salaried Fire Truck Duty Driver 2 – Doug Tuck
 - Hourly rate of pay for fiscal year 2025 – \$21.72 per hour
 - Fringe Benefits – The City will pay for the cost of “Employee/Dependent” for healthcare Insurance, eye and dental coverage as provided by the City of Latrobe, subject to employee contribution of \$50 per pay period.
 - 8 paid personal days, 10 paid sick days, 10 vacation days to be used during calendar year 2025.
 - Life Insurance - \$25,000
 - 8-hour shifts as scheduled by the City
 - 8 paid holidays - New Years (1/1), Memorial Day (5/26), Independence Day (7/4), Labor Day (9/1), Veterans Day (11/11), Thanksgiving (11/27), Christmas Eve (12/24), Christmas Day (12/25).

10. Salaried Fire Truck Duty Driver 3 – Dave Fortunato
 - Hourly rate of pay for fiscal year 2025 - \$18.54 per hour
 - Fringe Benefits – The City will pay for the cost of “Single Coverage” for healthcare Insurance, eye and dental coverage as provided by the City of Latrobe, subject to employee contribution of \$40 per pay period.

- 8 paid personal days, 5 paid vacation days, 10 paid sick days, and 3 paid bereavement days in the event of a death under the City's bereavement policy during calendar year 2025. Unused sick, personal days or bereavement days earned during 2025 shall not be paid or carried over into 2026.
- Shifts – 8-hour shifts as scheduled by the City
- 8 paid holidays - New Years (1/1), Memorial Day (5/26), Independence Day (7/4), Labor Day (9/1), Veterans Day (11/11), Thanksgiving (11/27), Christmas Eve (12/24), Christmas Day (12/25).

11. Fire Relief Driver

- Hourly rate of pay is \$15.50 per hour
- No other fringe benefits

12. Part-Time Zoning and Code Dept Officer – Special Assistant to City Manager and Finance Officer – Tracy Legato

- \$23.60 per hour, 40 hours (paid time off "PTO") for calendar year 2025 to be used for vacation, personal days or sick days. Unused PTO days are lost and shall not be paid or carried over into 2026.

13. Part-Time Code Officer

- \$20 per hour, 24 hours per week

14. Assistant Director of Public Works & Administration

- Salary \$60,000 for fiscal 2025
- Life Insurance - \$50,000

RESOLVED, ORDAINED, AND APPROVED by Latrobe City Council this ____ day of _____ 2024.

ATTEST:

Council of THE CITY OF LATROBE

BY:

Karen Meholic, Secretary

Eric Bartels, Mayor

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Liquid Fuels

Account No.	Account Name	2022	2023	2024	2025
Highway Aid-Fund - Revenue					
35.341.000.000	Interest Earnings	4,036.67	14,853.97	10,384.11	
35.355.050.000	Liquid Fuels Tax	570,000.00	270,000.00	270,000.00	271,561.00
	Current Balance		269,900.00	195,000.00	62,643.19
	Highway Aid Fund Revenue Totals	574,036.67	554,753.97	475,384.11	334,204.19
Highway Aid-Fund - Expenditures					
35.431.317.000	Minor Equipment - Liquid Fuels	2,500.00	5,000.00	0.00	
35.431.261.000	Major Equipment Purchases	36,944.00			
35.431.447.000	Winter Maintenance Services	65,000.00	65,000.00	65,000.00	65,000.00
35.431.387.000	Traffic Control Devices	10,000.00	12,000.00	12,000.00	10,000.00
35.431.361.000	Street Lighting - Liquid Fuels	95,000.00	95,000.00	95,000.00	95,000.00
35.431.445.000	Storm Sewers & Drains	0.00			
35.431.338.000	Repair of Tools & Machinery	5,000.00			
35.431.263.000	Maintenance & Repairs - Roads	15,500.00	250,000.00	300,000.00	76,593.00
35.431.264.000	Highway Construction & Projects - Paving	100,000.00			140,000.00
35.431.301.000	Miscellaneous	0.00			
	Highway Aid Fund Expense Totals	329,944.00	427,000.00	472,000.00	386,593.00
	Liquid Fuels Fund Income	244,092.67	127,753.97	3,384.11	

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November 21, 2024

Capital Projects 5-Year Plan

Project or Vehicle	2024	2025	2026	2027	2028	2029	Dept	Status
Scale Extension		56,000					Sanitation	
Water Line		18,000					Sanitation	
Open Boxes		12,000					Sanitation	Paid
Excavator Tracks		2,500			3,200		Sanitation	
10 Yard Boxes		10,000	10,000	10,000	10,000		Sanitation	
Truck #4 Pickup 012 4X4 *new 4-yr loan \$50K	order	11,000					All	Foreman Truck/Plow
Truck #1 Highway Plow (lease)	order	33,600					Mechanical	Used Plow #1
		143,100						
Sprinkler system				35,000			Sanitation	
Compactors			12,000				Sanitation	
Roll off Truck 24 *new/possible lease	order	90,000	185,000				Sanitation	
Roll off Truck 26					order		Sanitation	
F-550 # 29 2014			order	100,000			Sanitation	
Truck # 8 - 8 Ton Dump Plow (used)	pending						Highway	
Truck # 9 Highway Plow (used)	pending	order		150,000			Highway	
Cat Excavator		order	150,000				Highway / SW	Shared Equipment
Roller 2005 - upgrade w/trailer			45,000				Stormwater	
Craft Crafcro Sealer Unit	order		20,000				Highway	
Radios							Police	
Drone							Police	
Body Cams							Police	

7700 Wall St.
Cleveland, Ohio 44125



Truck Sales & Rental, Inc.

www.premiertrucksales.com

5

800.825.1255 toll free
216.901.8006 fax

Rental Quote : Prepared on 10/30/2024

Customer / Ship To : City of Latrobe, PA

*Rental quotes are good for 15 days. If applicable, taxes are based on the ship-to location. This is a quote. Rental equipment is not guaranteed from quote.

Equipment Category	# Units	Est # Billing Cycles	Monthly Rate	Total
Rolloff Truck	1	12	7,500.00	90,000.00

Other Charges	Qty	
Deposit	1	N/A
Delivery Freight		N/A for 12 month commitment.
Pickup Freight		N/A for 12 month commitment.

Total	
Tax	N/A
Rental Total	90,000.00

Comments

\$7,500 / month with 12-month commitment. Early termination fees apply. No freight.
Early termination, standard rate delivery and pickup freight fees apply.

Prepared By : Megan Lojek

toll free: 800.825.1255 || cell: 216.926.5481 || direct: 216.393.8128 || MeganL@premiertrucksales.com

Terms and Conditions

- Certificate of Insurance showing a minimum of \$1,000,000.00 (one million dollars) liability, Hired Auto Physical Damage, and \$1,000.00 Deductible is required. Premier Truck Sales & Rental, Inc. must be named as the additional insured and loss payee.
- All trucks are apportioned throughout the contiguous United States. GVW is based on Ohio bridge law unless an increase is requested for your state. Additional charges will apply for weight increases. For rentals over 30 days, customer's USDOT number and name must be on the truck.
- \$5,000.00 credit card deposit per truck. Four (4) weeks is equivalent to 28 days.
- Additional use charge may be applicable if unit is used over 50 hours per week.
- Minimum rental duration is four (4) weeks. Max rental duration is twelve (12) months. Other options available upon request. Early termination penalty may apply for long term rentals.
- Customer is responsible for all regular maintenance as suggested by the manufacture and annual inspection if due. This includes, but is not limited to, regular fluid changes and tire maintenance. A fee will be assessed for failure to properly maintain equipment.
- Unit must be returned in accordance with Trade Terms (applies to long term). Charges may apply to trucks not returned in the same condition as when rented, including fuel and DEF.
- Payment is due within 30 days of invoice date. All outstanding balances must be paid in full at time of vehicle return; in the event customer fails to provide Premier with payment, customer authorizes Premier to charge balance due to customer's credit card.
- 25% of rental billed may be applied to purchase of rental unit.
- Any and all accidents involving Premier's equipment must be reported to Premier immediately.
- Customers are able to pickup equipment at our facility. No freight for picking up/dropping off at our facility in Cleveland, OH.

The information contained in these documents is confidential, privileged and only for the information of the intended recipient and may not be used, published or redistributed without the prior written consent of Premier Truck Sales & Rental, Inc.

PREMIER

Truck Sales & Rental, Inc.

7700 Wall St.
Cleveland, OH 44125
Toll Free - 800.825.1255

rental@premiertrucksales.com
www.premiertrucksales.com

RENTAL PRICING:

Short Term

\$8,300 / 4-weeks

Long Term - 12 Month

Minimum

\$7,500 / 4-weeks



2023/24 TANDEM, TRI & QUAD AXLE ROLL OFF TRUCKS - AUTO TARDER, PINTLE HITCH READY

KENWORTH T880

- Cummins X15 @ 500 HP w/ Engine Brake
- Allison 4500 Automatic
- 20 FA/46 RA on Chalmers Suspension
- Air Ride Cab
- 75,000# Galbreath, American, or Galfab Hoist
- 22' or 24' Outside Rails
- Automatic Tarper
- Tri Axle
 - 20,000lb Steerable Lift Axle
- Quad Axle (KW only)
 - 24' Outside Rails
 - (2) 13,200# Steerable Lift Axles

WESTERN STAR 49X, INTERNATIONAL HX620 & PETERBILT 567

- Cummins X15 @ 500 HP w/ Engine Brake
- Allison 4500 Automatic
- 20 FA/46 RA on Chalmers Suspension
- Air Ride Cab
- 75,000# Galbreath, American, or Galfab Hoist
- 22' or 24' Outside Rails
- Automatic Tarper
- Tri Axle
 - 20,000lb Steerable Lift Axle

* Stinger Tail Available on Select Units, Scale Available Upon Request* GVW-Tandem:54,500#, Tri:59,500#, Quad:64,000#

TERMS AND CONDITIONS

1. Certificate of Insurance showing a minimum of \$1,000,000.00 (one million dollars) liability, Hired Auto Physical Damage, and \$1,000.00 Deductible is required. Premier Truck Sales & Rental, Inc. must be named as the additional Insured and loss payee.
2. All trucks are apportioned throughout the contiguous United States.
3. GVW is based on Ohio bridge law unless an increase is requested for your state.
4. Local and long distance delivery quotes are available upon request. Freight charges are one-way unless otherwise specified.
5. Short Term Rental has a 4-week minimum & Long Term Rental has a 12-month minimum. Other options available upon request. Early termination penalty may apply.
6. \$5,000.00 credit card deposit per truck. Pricing does not include applicable sales tax. 4 weeks is equivalent to 28 days.
7. Additional use charge may be applicable if unit is used over 50 hours per week.
8. Customer is responsible for all regular maintenance as suggested by the manufacturer and annual inspection if due. This includes, but is not limited to, regular fluid changes and tire maintenance. A fee will be assessed for failure to properly maintain equipment.
9. Customer agrees to furnish Premier Truck Sales with all receipts for fuel used in vehicle for the entire rental period.
10. Payment is due within 30 days of invoice date. All outstanding balances must be paid in full at time of vehicle return; in the event that customer fails to provide Premier with payment, customer authorizes Premier to charge balance due to customer's credit card.
11. Must be returned in accordance with Trade Terms. (Applies to Long Term) Charges may apply to trucks not returned in the same condition as when rented, including fuel.
12. 25% of rental billed may be applied to purchase of rental unit.
13. For rentals over 30 days, customer's USDOT number and name must be on the truck.
14. Any and all accidents involving Premier's equipment must be reported to Premier immediately.
15. **Once rented, the truck will be in the customers Care, Custody, and Control.**

This information contained in these documents is confidential, privileged and only for the information of the intended recipient and may not be used, published or redistribute without the prior written consent of Premier Truck Sales & Rental, Inc.

Prices subject to change without notice.
Terms & Conditions updated on May 1, 2023 12:00PM

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RESOLUTION NO. 2024-_____

APPROVING THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF LATROBE AND THE AFSCME AFL-CIO COUNCIL 83 LOCAL 629 COLLECTIVE BARGAINING UNIT AMENDING ARTICLE XIII OF THE COLLECTIVE BARGAINING AGREEMENT CONCERNING A COUNCIL SECRETARY POSITION AND ARTICLE XV REGARDING MEDICAL BENEFITS

WHEREAS, the City of Latrobe and the AFSCME AFL-CIO Council 83 Local 629 Collective Bargaining Unit desire to have a Council Secretary position, which would receive a \$1.25 per hour rate increase; and,

WHEREAS, in order to create the Council Secretary position, the parties determined that it was necessary to enter into a Memorandum of Understanding approving the same; and,

WHEREAS, the City desires to approve the Memorandum of Understanding.

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

SECTION 1. That the City of Latrobe approves the Memorandum of Understanding with the AFSCME AFL-CIO Council 83 Local 629 Collective Bargaining Unit, as more specifically identified in Exhibit A, hereto.

SECTION 2. That the Manager and Mayor of the City of Latrobe and any other proper City officer be and are hereby authorized and directed to sign the Memorandum of Understanding and any and all documents and to take any action necessary to carry into effect this Resolution.

RESOLVED IN COUNCIL this 9th day December 2024.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

By:

Karen Meholic
Secretary

Eric Bartels
Mayor

**MEMORANDUM OF UNDERSTANDING
AMENDING ARTICLE XIII REGARDING COUNCIL SECRETARY AND
ARTICLE XV REGARDING MEDICAL BENEFITS**

Made this 12th day of November, 2024 by and between the City of Latrobe, Pennsylvania, Employer, and the AFSCME ALF-CIO, Council 83, Local 629 by and through its Collective Bargaining Unit, collectively referred to as Union.

WHEREAS, the City of Latrobe and Union entered into a Collective Bargaining Agreement, effective July 1, 2022 through June 30, 2025; and,

WHEREAS, the City of Latrobe and Union have come to an agreement to create a new Council Secretary position and have therefore agreed to approve this Memorandum of Understanding, amending Agreement Article XIII to effectuate the same.

The parties agree that this document is approved and amends the parties' Collective Bargaining Agreement, Article XIII as follows:

SECTION 1: The parties agree that the following provision shall be added to Article XIII, Section 1:

At the discretion of the City Manager, there may be a Council Secretary position. Said position, if created, shall be filled by a member of the Clerical Unit, and if so, said Clerical Unit employee shall receive a \$1.25/hour increase to be added to their base hourly rate of pay. The position will be offered to the most senior and qualified employee. If a more senior or more qualified employee declined the position, Management has the right to assign the position to a less senior employee who is qualified.

SECTION 2: Article XV of the Collective Bargaining shall be amended to provide Medical Benefits to employees on the following terms effective January 1, 2025:

ARTICLE XV Medical Benefits

Section 1

- A. Effective January 1, 2025, the City will provide medical insurance on the terms as set forth herein. A summary of benefits is attached as Exhibit 1. Any employee requesting details of the current offer will notify the City Secretary of their request. The City Secretary will then provide to the employee details of the current plan within ten (10) business days.
- B. Co-pays for Emergency Room will not be reimbursed unless the patient is admitted. Employee contributions for health care will be as follows, except as modified herein for employees hired after January 1, 2025.

Effective	Single	Couple	Family
1/1/25	\$30	\$40	\$40
1/1/26	\$30	\$40	\$40
1/1/27	\$30	\$40	\$40

Eligible employees will be offered the choice of enrolling in the Deductible Buy-Down Health Care Plan or an Opt-Out Credit of \$500 if they waive coverage.

The Deductible Buy-Down Health Care Plan will consist of a \$500 deductible that applies to both individuals only and family coverage. The Employee will be responsible for satisfying the first \$500 of the individual/family deductible and the City of Latrobe will reimburse the remaining deductible after the first \$500 is satisfied by the employee and/or their family.

Both the employee and spouse, if enrolled, must complete each screening activity to receive the deductible credit (no partial credits will be provided). Dependent children are not eligible to earn deductible credits. Deductible Credits are applied after the claims are processed for each screening activity. Screening activities will be automatically applied to the Employee Deductible Credit. If a screening activity is not automatically posted, the Employee may submit proof the activity was completed directly to the third-party administrator of the Deductible Buy-Down Plan.

All health care expenses applying to the deductible will be submitted to and processed by the insurance carrier first. The insurance carrier will reimburse the provider directly, less any amount pertaining toward the Employee's deductible. The insurance carrier will notify a third-party administrator of the Deductible Buy-Down plan, who will then adjudicate the expenses against the Employees' current Deductible amount (\$500 or less, depending on screening activities completed) The Employee will then be responsible for paying the remaining balance owed to the provider.

Employees will be provided a Deductible Credit Card Statement, either paper or electronically, at least every quarter reflecting all activity, including all credits and the current net Employee Deductible.

During each annual enrollment period, Employee's will be provided the option to also "Buy-Down" the deductible in \$100 increments through payroll deduction contributions. The cost for each \$100 increment will be determined by the third-party administrator prior to the start of each annual enrollment period.

Employees will be able to "Buy-Down" the \$500 deductible through payroll deduction contributions, as described below, or by completing the following health care related activities:

Activity	Deductible Credit
1. Biometric Screening (once per year)	-\$150
2. Medical Preventive Exam (once per year)	-\$125
3. Dental Preventive Exam (twice per year)	-\$50
4. Vision Preventive Exam (once per year)	-\$50

- C. Each employee who retires at the age of 62 shall receive the coverage stated above (Section 1, A.) completely paid for by the City until the employee reaches the age of 65.

Out-of-Network Deductible: The Out-of-Network Deductibles are the sole responsibility of the employee.

Section 2 The City will provide a dental and vision program, the cost of which will be paid by the City.

Section 3 The City will pay the cost of carrying group life insurance; AD&D plan, upon each employee covered by this Agreement during active employment in the amount of \$25,000. For employees retiring during the life of this contract, the life insurance shall be reduced to \$15,000 on the date of retirement. For purposes of this Section, "retirement" shall mean actual retirement according to the provisions in effect for retirement at normal retirement age or early retirement.

Section 4 If any employee elects not to participate in the prevailing medical coverage plan provided by the City, the employee shall be paid up to 50% of the monetary equivalent for husband-wife medical coverage under the prevailing plan or no more than \$800 per month.

Section 5 If healthcare costs increase more than ten percent (10%) in any given year of the contract, the city reserves the right to open negotiations only pertaining to Article XV Benefits. A negotiation committee will be set up with the same procedures used to negotiate a contract.

Section 6 Health Care Coverage for employees hired after January 1, 2025

For any new employees hired by the City after January 1, 2025, the new employees shall contribute toward the cost of the health care premiums as follows:

Example Costs	<i>20% of cost</i>	
OPTION A	Monthly Cost	
Description	HC Cost	Employee Cost
Employee	\$830	\$0
Employee + 1 Child	\$1,400	\$280
Employee + Children (2 or more)	\$1,700	\$340
Employee (Family)	\$2,400	\$480
Employee + Spouse	\$2,270	\$454

*No other deductible or payments required

SECTION 3: The remainder of the Collective Bargaining Agreement shall remain in full force and effect. The City and the Union will continue to negotiate and finalize the remaining terms of a new Collective Bargaining Agreement effective July 1, 2025.

WITNESS our hands and seals the day and year first above written.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

Karen Meholic
Secretary

By: _____
Eric Bartels
Mayor

WITNESS:

AFSCME AFL-CIO, Council 83, Local 629

By: _____

Name: _____

Title: _____

CHANGING SEASONS

HEATING & COOLING LLC
 3657 STATE ROUTE 982
 LATROBE, PA 15650

Estimate

Date	Estimate #
3/12/2024	819

7

Name / Address
City Of Latrobe Public Works 901 Jefferson Street Latrobe PA 15650

Project

Description	Qty	Cost	Total
Transfer Station---		22,235.00	22,235.00
Front Office Area-- Install 3 Ton Mini Split System / One high wall head in each office (2- 12k & 1- 18K) / Condensate pumps, Refrigerant lines, outdoor wall bracket, control wiring, disconnect and surge protection **** customer will supply main power feed to my disconnect / 30 amp 2 pole **** (1)--Bryant® Ductless 36000 Btuh Heat Pump Multi-Zone Outdoor Unit (208/230V) Item: 38MGHBQ36DA3 (2)--Bryant® 619AHBQ12XA3 - 1 Ton Ductless Heat Pump High Wall Fan Coil Unit (208/230-1-60) (1)--Bryant® 619AHBQ18XA3 - 1.5 Ton Ductless Heat Pump High Wall Fan Coil Unit (208/230-1-60) System start up and Test Parts & Labor---- 11,050.00 Rear of Building / Break Room Remove old system and replace furnace, electrical, gas line connections, condensate drain, Supply and Return duct			
		Total	

Customer Signature



LATROBE
PENNSYLVANIA

CITY OF LATROBE

Administration and

Finance Department

901 Jefferson Street

P.O. Box 829

Latrobe, PA 15650

(724) 539-8548

(724) 537-4802 fax

9

November 18, 2024

PA Department of Community & Economic Development
301 Fifth Avenue, Suite 250
Pittsburgh, PA 15222

Attention: Mr. George Newsome
Local Government Policy Specialist

Subject: Letter of Intent

Dear Mr. Newsome:

I am submitting the attached Letter of Intent to utilize Peer Services to obtain a financial consultant. The project is to have a financial consultant do a six-month financial projection.

The City is currently seeking to hire a Finance Officer in 2025.

I appreciate your consideration and assistance in this matter.

Sincerely,

Terry Carcella
City of Latrobe Manager



LETTER OF INTENT

This Letter of Intent is submitted to the Governor's Center for Local Government Services to request technical assistance. By submitting this request, the municipality agrees to cooperate with the Center.

The governing body must approve this request for assistance by motion prior to submission. No resolution is required.

Complete and return the form either by mail or email to ra-dcedclgs@pa.gov. Center personnel will evaluate the request to determine the level of assistance. The contact person designated below will receive all future information regarding this request.

PLEASE COMPLETE THE FOLLOWING

1. TYPE OF TECHNICAL ASSISTANCE BEING REQUESTED:

- | | | |
|---|---|---|
| <input type="checkbox"/> Police Regionalization | <input type="checkbox"/> Council of Governments/
Intergovernmental Cooperation | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Police Management | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Administrative/Secretary |
| <input type="checkbox"/> Fire Regionalization | <input type="checkbox"/> Uniform Construction Code | <input type="checkbox"/> Home Rule |
| <input type="checkbox"/> Fire Services | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Boundary Change |
| <input type="checkbox"/> Emergency Medical Services (EMS) | | <input type="checkbox"/> Other: _____ |

2. ARE YOU CURRENTLY A PART OF ANY INTERGOVERNMENTAL AGREEMENT?

Yes No

If yes, describe briefly:

STMP 2024 Study

3. DESCRIPTION OF PROJECT:

The situation the City is facing is that the current Finance Officer is retiring in April 2025.

CHIEF ELECTED OFFICIAL (PRINT)

Municipality: City of Latrobe Federal ID#: 25-6000395

County: Westmoreland

Name: Eric Bartels Title: Mayor

Municipal Address: 901 Jefferson Street, Latrobe, PA 15650

Signature: _____ Date: December 9, 2024

CONTACT PERSON

Name: Terry Carcella Title: City Manager

Address: 901 Jefferson Street, Latrobe, PA 15650

Phone: 724-539-8548 x1001

E-mail: tcarcella@cityoflatrobe.org

SIGNATURE AND VERIFICATION

I hereby certify that the governing body, at a public meeting held on _____, has approved this Letter of Intent.

Attest (Secretary)

December 9, 2024

Date

2025 Council Meetings

January 2 January 13	Council Council	(Re-org Meeting & Agenda)
February 10 February 24	Council Agenda	
March 10 March 24	Council Agenda	
April 14 April 28	Council Agenda	
May 12 May 27	Council Agenda	(Tuesday)
June 9 June 23	Council Agenda	
July 14 July 28	Council Agenda	
August 11 August 25	Council Agenda	
September 8 September 22	Council Agenda	
October 13 October 27	Council Agenda	
November 10 November 24	Council Agenda	
December 8 December 22	Council Agenda	

2025 Holidays

January 1	Wednesday	New Year Holiday
January 20	Monday	Martin Luther King Jr.
February 17	Monday	President's Day
April 18	Friday	Good Friday
May 26	Monday	Memorial Day
June 19	Thursday	Juneteenth
July 4	Friday	Independence Day
September 1	Monday	Labor Day
October 13	Monday	Columbus Day
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day after Thanksgiving
December 24	Wednesday	Christmas Eve
December 25	Thursday	Christmas Day



Click or tap here to enter text.
POST OFFER SCREEN

Candidate Name _____ Date: _____

JOB INFORMATION: Based on the Physical Job Analysis of a [Click or tap here to enter text.](#)

Resting Heart Rate: _____ Resting Blood Pressure _____
American College of Sports Medicine Projected (90%) heart rate: _____

Max HR during test is (220-age) x 90%. If HR exceeds this number provide a 2-minute rest and slow the pace

Musculoskeletal Screen	WNL	Comments
Upper Quarter ROM Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Upper Quarter Strength Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lower Quarter ROM Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lower Quarter Strength Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cervical Spine ROM	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lumbar Spine ROM	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Instructions for tester: Complete all forms and scan into Raintree. Send ONLY Page 2 to Employer Contact as RESULTS page. Employers should not receive HR/BP or Musculoskeletal Screen Data. HR/BP and MSC Screen are for record keeping and safety screening only.

Resting HR: max 100

**Resting BP: Systolic <160mmHg
Diastolic <100mmHg**

Take the HR and BP first. If guidelines are exceeded, wait 5 minutes and retest (employee might be nervous). If levels remain high with three measurements, stop the test and notify the employer.

Max HR during test is (220-age)x90%. If HR exceeds this number provide a 2 minute rest and slow the pace

POST OFFER SCREEN EMPLOYER REPORT PAGE

Candidate Name _____ Date: _____

JOB INFORMATION: Based on the Physical Job Analysis of a [Click or tap here to enter text.](#)

Candidate was unable to participate in job specific activities on this date due to **Medical Risk** after completing screening procedures.

Non-Material Handling Critical Demand Test	Overall Test Met		Comments
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
UBE for 5 min at LV 2.0 (Simulate Driving)			
Reaching Forward 10x			
Reaching Overhead 10x			
Bending at waist 10x			
Squatting 10x			

Material Handling Critical Demand Test	Overall Test Met		Comments
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Lift 50lb Box Floor to 32 inches 5x			
Lift 50lb Box Overhead 1x			
Carry 50lb Box at waist height for 10ft 5x			
Push/Pull 50lb 10ft 5x			

Summary: **PASS** **FAIL** **MEDICAL RISK**

Based on material and non-material handling skills essential to the functions of this position.

Tester: _____

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") entered into as of the ~~4th~~ day of ~~October, 2025~~ (the "Effective Date"), by and between City of Latrobe ("Company"), and Phoenix Rehabilitation and Health Services, Inc., with its principal office located at 2000 Westinghouse Drive, Suite 200, Cranberry Twp., PA 16066 ("Provider").

WITNESSETH THAT:

WHEREAS, Company desires to contract with Provider in order for Provider to perform those services set forth on Exhibit A attached hereto ("Services") for those individuals identified from time to time by the Company ("Participants");

WHEREAS, Provider has available sufficient staffing of qualified, licensed individuals and support staff to provide the Services as required by Company;

WHEREAS, Company and Provider believe that the consummation of this Agreement will help provide Participants access to health care services, including post offer screens, and will further permit Company to effectively address the needs of the Participants; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound hereby, the receipt, adequacy and legal sufficiency of which is hereby acknowledged, intending to be legally bound, the parties agree as follows:

1. Control of Employees. In entering into this Agreement, the parties recognize that the individuals utilized by Provider to provide Services under this Agreement shall be and remain employees of Provider or an affiliate of Provider, and shall in no way be considered employees of Company.

2. Term and Termination. This Agreement shall become effective on the Effective Date and shall continue in full force and effect until the two year anniversary thereof, and thereafter shall continue in force from year to year, unless either party hereto shall notify the other party, in writing, at least thirty (30) days prior to the terminate of this Agreement. Notwithstanding the foregoing, this Agreement may be terminated at any time before the end of the term as follows:

(a) If either party shall default in the performance of any material term or condition of this Agreement and such default shall continue for a period of 30 days after the non-defaulting party gives written notice to the defaulting party describing the nature of the default.

(b) Upon the mutual written agreement of Company and Provider.

(c) Upon thirty (30) days' written notice by either party to the other party with or without cause.

3. Amendment. This Agreement may be amended at any time by mutual consent of both parties and the amendment shall be in writing stating its effective date and shall be executed in the same manner of this Agreement.

Exhibit A

Services

Post-Offer Employment Test. Provider will provide a physical assessment to a prospective employee of The City of Latrobe following the test protocol provided by Company. Provider is responsible for the safety of subjects/patients and the accurate reporting of test results. Company agrees that Provider assumes no responsibility for the design of the test protocol or employer's use of the data. Accurate and current job analyses are the Company's responsibility. The test protocols to be included within this agreement are included in Attachment A.

November 11, 2024

Terry Carcella
City of Latrobe
901 Jefferson Street
Latrobe, PA 15650

Re: Prevailing Wage Reimbursement Change Order

Dear Terry:

Tudi Mechanical Systems (TMS) was awarded the job to replace the HVAC air handling units and retrofit lighting to LED for the City of Latrobe in May 2024. This project was facilitated through the COSTARS cooperative purchasing program, which eliminates the need for a formal bidding process. When we questioned if the project required PA state prevailing wage, we were informed that it was NOT required.

Fast forward to October 2024, at which time the project was near completion. TMS was only then notified by the City of Latrobe that the CFA Grant required a Prevailing Wage Rate Determination from the PA Dept of Labor. Historically, the wage determination would be outlined in the bid request, but TMS was advised this was not required.

Since the prevailing wage was not a condition for the contract and TMS was only made aware after the work was nearly completed, we are issuing this change order to capture the additional costs incurred to meet the grant requirements for the City of Latrobe.

Feel free to contact me at 412.812.2173 or Jim.Duch@Tudi.com with questions.

Sincerely,



Jim Duch
Vice President of Sales

Tudi Mechanical Systems, Inc.

343 Munson Ave
Mc Kees Rocks, PA 15136-2721
Phone: (412) 771-4100 / Fax: (412) 771-7737
E-mail: accounting@tudi.com
Website: www.tudi.com

Invoice: 161349

Department: Commercial Projects
Page: 1
AcctNo: 134246
Job ID: SVC2405-18
Date: 11/11/24

Bill-To:

City Of Latrobe
901 Jefferson St
Latrobe, PA 15650-1809

Location Address:

City Of Latrobe
901 Jefferson St
Latrobe, PA 15650-1809

Customer PO:

Contact: Invoice Submittal

Terms: 30 day net

Due Date: 12/11/24

Request / Comments:

CFA Grant - Prevailing wage requirement
Change Order

Thank You For Your Business.

Remit To:

Tudi Mechanical Systems, Inc.
343 Munson Avenue
McKees Rocks, PA 15136
Phone: (412) 771-4100
Fax: (412) 771-7737

Amount:**\$55,756.00**