

LATROBE CITY COUNCIL MEETING

Special Meeting

November 6, 2023 6:30 PM

Call To Order

Citizens Public Comment.

1. Republic Sanitation Collection 1 year option existing contract.
2. 2024 General Fund Budget Options A & B
3. City of Latrobe Fee Schedule Draft. (Sanitation Fees)
4. 2024 Liquid Fuels and Capital Reserve Budget.
5. Resolution of Participation / Development of Intergovernmental Cooperation Organization

Citizens public comment.

Adjournment

Account	Date	Source	JE Reference	Description	Debit	Credit	Balance
01 426 440 000 Collection / Transportation				Beginning Balance			0.00
	2/03/2023	A/P	3-0674-9674012	ALLIED WASTE SERVICES GARBAGE	81,229.35		81,229.35
	2/08/2023	A/P		COLLECTION/TRANSPORT ALLIED WASTE SERVICES	83,394.08		164,623.43
	3/08/2023	A/P		Garbage Collection/Transport ALLIED WASTE SERVICES	83,407.88		248,031.31
	4/05/2023	A/P		GARBAGE COLLECTION/TRANSPORT	83,788.42		331,819.73
	5/17/2023	A/P		ALLIED WASTE SERVICES GARBAGE SERVICE/PICKUP	83,831.09		415,650.82
	6/14/2023	A/P		ALLIED WASTE SERVICES GARBAGE COLLECTION	83,804.79		499,455.61
	7/12/2023	A/P		ALLIED WASTE SERVICES GARBAGE COLLECTION	83,988.67		583,444.28
	8/09/2023	A/P		ALLIED WASTE SERVICES GARBAGE COLLECTION & TRANSPORT	84,325.09		667,769.37
	9/06/2023	A/P		ALLIED WASTE SERVICES GARBAGE & COLLECTION	84,180.19		751,949.56
	10/18/2023	A/P		ALLIED WASTE SERVICES SEPT COLLECTIONS & TRANSPORT	83,552.23		835,501.79
01 426 440 000 Collection / Transportation				Ending Balance	835,501.79	0.00	835,501.79
Report Total					835,501.79	0.00	835,501.79

2023 Actual Payments to Republic to date 10 Payments

\$835,502 paid to Republic 2023 Actual Payments

Nov. est. \$81,225

Dec. est. \$81,225

Est. Total \$997,950

2024 Increase of 15% \$149,692

2024 estimated costs \$1,147,642

GARBAGE BAG PICK UP
CITY

scotts version

	A	B	C	D	E	F	G
1				2024	2025	increase	2026
2	Customers	PRICE	INTAKE	X 4 QRTS		\$3.00	
3	2250	69	155,250	621,000	621,000	72	648,000
4							
5	Labor			150,000	156,375		163,021
6	FUEL			12,000	13,200		14,520
7	Landfill			105,000	125,000		135,000
8	Non collect			71,415	71,415		71,415
9	Admin			20,000	21,000		22,000
10	Truck			41,000	41,000		41,000
11	MISC, Maint			12,000	16,000		18,000
12							
13							
14							
15	TOTAL			209,585	177,010		183,044

A

City Trash Collection Plan Budget

426.440 Collection/Transportation Breakdown

Commercial	291,300	(24,275/mo x 12)
Recycling	291,648	(7.94 x 3,061 = 24,304.30) <i>recycling service for all 3,061 customers</i>
Toters	134,107	(13.78 x 12 x 811) <i>recycling service for 811 toter customers</i>

2024 Total **717,055** *refer to page 8 of budget*

*above numbers include 15% increase for 2024

City Income Bag Service - Income

\$621,000	2,250 accounts @ \$69/qtr - \$276/yr
(71,415)	11.5% non-collection rate
<u>\$549,585</u>	
(150,000)	2 employees with health care
<u>\$399,585</u>	
(98,000)	tonnage / fuel
<u>\$301,585</u>	
(214,380)	recycling costs for 2,250 accounts to Republic
<u>\$87,205</u>	
(20,000)	admin. Billing
<u>\$67,205</u>	net profit (splitting the cost of labor at \$45,000)

Options

Increase Commercial Refuse Collection Rates

Income Line 364.330 - a 5% increase would be +\$23,250

A 10% increase would be +\$46,500 (even dollars for cost of split labor)

B

Republic Collection - ALL

2023

Jan-Sept. actual income	751,950	
Oct-Dec. estimated income	<u>246,000</u>	
	997,950	
15% increase 2024	<u>149,692</u>	
	1,147,642	refer to page 8 of budget

2024

364.300 residential income	839,000	refer to page 2 of budget
364.330 commercial income	465,000	refer to page 2 of budget
Total Gross Income	1,304,000	
Less 11.5% non-collected	(150,000)	
Estimated Net Income	1,154,000	
426.440 Republic charges	1,149,941	
Net	4,059	
City Expense	(110,000)	Labor 1.5 @ \$90K + \$20K (invoice & collection)
Net Loss	(105,941)	on Sanitation
 Total Budgeted Deficit	 (151,942)	 refer to page 10 of budget

Options

A. Raise rates - 31% increase from 2024 proposed - Residential Sanitation

2250 bag accounts	\$810,000	\$90/qtr. - \$360/yr	additional income \$210,330
811 totter accounts	\$324,400	\$100/qtr. - \$400/yr	
	\$1,134,400		

AND / OR

B. General Fund - Savings

Balance (\$151,942) from General Fund Savings to balance

AND / OR

Increase commercial rates by 15% +\$69,750 (from \$465,000 (line item 364.300) to \$534,750

CITY OF LATROBE FEE SCHEDULE

SANITATION FEE SCHEDULE

2024 TRASH BAG STICKER COST	\$5.00 FOR A SHEET OF 12 STICKERS - PER UNIT COST IS \$.42 PER STICKER
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2024 RESIDENTIAL SANITATION RATES (BASE ACCOUNTS AS OF OCTOBER 2023)

BUDGET PLAN A:

BAG SERVICE	\$69.00 PER QUARTER - \$621,000 INCOME YEAR GROSS
TOTER / CART SERVICE	\$85.00 PER QUARTER - \$275,740 INCOME YEAR GROSS*
*811 TOTER / CART	HIGHER COST PAID TO REPUBLIC

BUDGET PLAN B:

BAG ACCOUNTS	\$90.00 PER QUARTER
TOTER / CART	\$100.00 PER QUARTER
*** ADDITIONAL INCOME	\$210,330.00

****3061 ACCOUNTS AFTER OCTOBER**

****2250 BAG ACCOUNTS**

**** 14 CITY CUSTOMERS IN DERRY AND UNITY TOWNSHIP WILL REMAIN CUSTOMERS,
BUT WITH SERVICE BY Toter / CART ONLY. ONLY ONE IS CURRENTLY A Toter /
CART CUSTOMER.**

****CITY CANNOT OPERATE BAG SERVICE OUTSIDE MUNICIPAL BOUNDARIES.**

2024 COMMERCIAL SANITATION RATES INCREASE:

BUDGET PLAN A ☐ 5%
 ☐ 10%

BUDGET PLAN B ☐ 15%

****UCC APPEAL BOARD (UNIFORM CONSTRUCTION CODE)**

- \$1500 - MONIES NOT USED WILL BE RETURNED TO THE APPLICANT

***** 2024 STORMWATER FEE - \$90.00 PER ERU**

*** RETURN CHECK FEE - CURRENT \$20.00 RECOMMENDATION - \$35.00

*** LIEN LETTERS - CURRENT \$15.00 RECOMMENDATION - \$25.00

*** EVENT PERMITS - CURRENT \$20.00 RECOMMENDATION - \$25.00

*** SOLICITATON PERMITS - \$10.00 / PER PERSON / PER DAY

RECOMMENDATION - \$15.00 / PER PERSON / PER DAY

PARKING PASS RATES 2024 RECCOMENDATIONS

MONTHLY PASSES

- PARKING GARAGE - PARKING GARAGE ONLY
 - \$45.00 A MONTH - NO CHANGE
- LOT PASSES - USED IN LOTS: A, B, D, E, F, G, H, I, J, K
 - \$40.00 A MONTH - NO CHANGE
- LOT A - USED ONLY IN THIS LOT (REMOTE LOT)
 - CURRANT - \$15.00 A MONTH **RECOMMENDATION - \$20.00 A MONTH**
- NCR - (NATIONAL CHURCH REGISTRY)
 - \$15.00 A MONTH - NO CHANGE
- RESIDENT PASSES -
 - \$15.00 A MONTH - NO CHANGE

**** PARKING PASSES WILL NO LONGER HAVE A DISCOUNT FOR CITY RESIDENTS.

PERMIT SPACES

- PARKING GARAGE
 - \$55.00 A MONTH - NO CHANGE

- STREET PERMITS
 - \$45.00 PER MONTH

- KINDERSCHULL - MCKINLEY AVE 5 SPACES
 - \$15.00 PER SPACE - NO CHANGE

PARKING TICKET RATES

	CURRENT	RECOMMENDED
OVERPARKED METER	\$5.00	\$10.00
24 HOURS WILL INCREASE FINE TO	\$10.00	\$15.00
72 HOURS WILL INCREASE FINE TO	\$30.00	\$40.00

*** RECOMMENDED FEES WILL INCREASE AT THE PRINTING OF NEW TICKETS

*** CURRENT TICKET INVENTORY IS AT 8,000 TICKETS

ROLL OFF BOX RATES

10 CUBIC YARD BOX

- \$370.00 - FLAT FEE THAT INCLUDES UP TO 3 TONS OF MATERIAL FOR A 10 DAY RENTAL
- AFTER 10 DAYS, A \$10.00 A DAY FEE IS ADDED FOR EACH ADDITIONAL DAY AND \$.0535 FOR EACH ADDITIONAL POUND.

RECOMMENDATION - \$.06 FOR EACH ADDITIONAL POUND

- MATERIALS ACCEPTED ARE HOUSEHOLD WASTE ONLY, NO SHINGLES OR DEMO

15 CUBIC YARD BOX

- \$400.00 - 5 DAY RENTAL UP TO 5 TONS
- OVERAGE FEE IS \$65.00

30 CUBIC YARD BOX

- \$450.00 - INCLUDES 5 TONS OF MATERIAL FOR THE FIRST 5 DAYS, THEN \$10.00 PER DAY AND \$50.00 PER TON FEE FOR WEIGHT OVER 5 TONS

RECOMMENDATION - \$65.00 PER TON FEE FOR WEIGHT OVER 5 TONS

- MATERIALS ACCEPTED ARE MUNICIPAL AND CONSTRUCTION DEMOLITION ITEMS

2024 Zoning & Code Fee Structure Proposed Changes

Repairs – Current \$15 for first \$1000, \$2.00 for each additional \$1000

Proposed - \$20 for 1st \$1000, \$5.00 for each additional \$1000

Sidewalk – Current \$30 Proposed \$35

Demolition – Current \$30.00 for 2000 sq ft or less, \$10 for each additional 1000 sf,

Proposed \$35 for 200 sf or less, \$15 for each additional 1000 sf

Zoning permits (signs, decks, fence, shed, garage)

Residential Current 0 - \$5000 \$30 Proposed \$35

\$5001 to \$15,000 \$60 Proposed \$70

\$15,001 to \$35,000 \$100 Proposed \$120

\$35,001 & Over \$4 per \$1000 Proposed \$5 per \$1000

Commercial Current \$0 to \$10,000 \$50 Proposed \$60

\$10,001 to \$35,000 \$100 Proposed \$120

\$35,001 & up \$4.00 Per \$1000 Proposed \$5 per \$1000

Zoning Occupancy - Current \$15 Proposed \$20

Driveway – Current \$20 Proposed \$25

Curb Cut - Current \$30 Proposed \$35

Fire pit - Current \$15 Proposed \$20

Land Development - Current \$75 + Engineering Proposed \$100

Subdivision - Current \$25 per parcel Proposed \$30

Mobile Home Removal - Current \$10 + current tax owed Proposed \$20

Capital Projects 5-Year Plan

DRAFT

Project or Vehicle	2023	2024	2025	2026	2027	2028	Dept
Scale Extension		56,000					Sanitation
Water Line		33,000					Sanitation
Sprinkler system			35,000				Sanitation
Garage Door Compactor							Sanitation
Open Boxes		10,000	12,000				Sanitation
Compactors		11,000	12,000				Sanitation
Excavator Tracks			2,500			3,200	Sanitation
Roll off Truck 24		order		185,000			Sanitation
Roll off Truck 26						order	Sanitation
F-550 # 29 2014				order	100,000		Sanitation
10 Yard Boxes			10,000	10,000	10,000	10,000	Sanitation
Truck #4 Pickup 012 4X4		order	85,000				All
Truck # 5 Pickup w/Lift Gate 4x4		order		85,000			Mechanical
Truck # 8 8 Ton Dump Plow		order	150,000				Highway
Truck # 1 Highway Plow	order	85,000					Highway
Truck # 9 Highway Plow			order		150,000		Highway
Cat Backhoe			order	165,000			Highway
Roller 2005			45,000				Stormwater
Lawn Mower			4,500				Building & Grounds
Craft Craico Sealer Unit		order		20,000			Highway
Seal Pavement at TS			2,500				Building & Grounds
Unit #3 Air Handler		47,850					
Electric Box Replacements (4)		30,000					
Keystone Blight Grant Program		67,500					
Admin. Floor Replacements		25,000					
Police Vehicle Replacement				56,000		60,000	
Police Drone Program		30,000					
SW Utility Truck		85,000					Stormwater

Liquid Fuels

DRAFT

Account No.	Account Name	2021	2022	2023	2024
Highway Aid-Fund - Revenue					
35.341.000.000	Interest Earnings	140.00	1.70	270,000.00	270,000.00
35.355.050.000	Liquid Fuels Tax	565,172.00	570,000.00	269,900.00	195,000.00
	Current Balance			539,900.00	465,000.00
	Highway Aid Fund Revenue Totals	565,312.00	570,001.70		
Highway Aid-Fund - Expenditures					
35.431.317.000	Minor Equipment - Liquid Fuels	1,500.00	2,500.00	5,000.00	0.00
35.431.261.000	Major Equipment Purchases	37,643.06	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	10,500.00	10,000.00	12,000.00	12,000.00
35.431.361.000	Street Lighting - Liquid Fuels	98,000.00	95,000.00	95,000.00	95,000.00
35.431.445.000	Storm Sewers & Drains	0.00	0.00		
35.431.338.000	Repair of Tools & Machinery	5,000.00	5,000.00		
35.431.263.000	Maintenance & Repairs - Roads	15,000.00	15,500.00	250,000.00	300,000.00
35.431.264.000	Highway Construction & Projects	100,000.00	100,000.00		
35.431.301.000	Miscellaneous	0.00	0.00		
	Highway Aid Fund Expense Totals	332,643.06	329,944.00	427,000.00	472,000.00
	Liquid Fuels Fund Income	232,668.94	240,057.70	112,900.00	-7,000.00

**Resolution for Participation
Development of Intergovernmental Cooperation Organization**

November 13, 2023

WHEREAS, the municipalities of the Central Westmoreland area of Westmoreland County participated in the Reimagining Our Westmoreland facilitated process.

WHEREAS, a principal objective through that process is to seriously conduct intergovernmental activities with intergovernmental cooperation and the sharing of services.

WHEREAS, the municipalities of the Central Westmoreland area are committed to establishing an ongoing intergovernmental cooperation organization in order to achieve ongoing intergovernmental activities with cooperation and the sharing of services.

WHEREAS, the municipalities of Central Westmoreland area of Westmoreland County intend to formally establish an intergovernmental cooperation organization for the purpose of conducting joint consideration, planning and implementation of intergovernmental services.

THEREFORE, the City of Latrobe will collaborate with the other municipalities to envision the structure of the intergovernmental cooperation organization, to include the name, means of administration and financing, and the drafting of the bylaws and establishing ordinance under the Pennsylvania Intergovernmental Cooperation Law (53 Pa. C.S.A & 2301), and direction for initial functions and programming.

THEREFORE, upon completion of these tasks, the City of Latrobe will formally and officially consider adoption of the establishing ordinance.

Adopted this 13th day of November 2023 by the City of Latrobe Council of the City of Latrobe.

Attest

Karen Meholic, Secretary

Eric Bartels, Mayor

LATROBE CITY COUNCIL AGENDA

November 13, 2023 | 6:30 PM

Municipal Building, Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Approval of Minutes from the October 10, 2023, Regular meeting.
6. Approval of Fiscal Department Reports and Payroll for the month of September
7. Citizen's Request related to Agenda Items.
8. Committee Reports
 - a. Public Safety & Fire Committee – (Kelley, Forish)
 - b. Finance Committee – (Bartels, Jenko, Kelley)
 - c. Public Works Committee – (Forish, DiVittis)
 - d. Personnel Committee – (Bartels, Jenko)
 - e. Renovation Committee – (Jenko, Forish, Yuhaniak)
 - f. Events Committee – (Amatucci, Yuhaniak)
 - g. GLSD Student Showcase Committee – (Bartels, DiVittis)
9. Board/Authority
10. Department Reports
 - a. Public Works – (Wajdic)
 - b. Police – (Bosco)
 - c. Fire – (Brasile)
 - d. Code Enforcement / P C Report – (Weimer)
- A. PUBLIC WORKS DEPARTMENT:**
 - 1 Motion to Approve Public Works GLSD Salt Agreement.**
 - 2 Motion to approve one year contract extension to Republic Services.**
- B. ADMINISTRATION AND FINANCE DEPARTMENT:**
 - 1. Resolution for purchase of Sanitation Collection Vehicle and Investment of Certificate of Deposits from General Fund.**
 - 2. Motion to approve Centaur 31 Settlement with City of Latrobe.**
 - 3. Motion to approve City Fee Schedule for 2024.**
 - 4. Motion to advertise 2024 City Budget.**
- C. PLANNING AND DEVELOPMENT DEPARTMENT:**
 - 1. Resolution for Records Destruction.**
 - 2. Amatucci Parking Request on Washington St.**
 - 3. Motion for free Xmas parking on street & Lot H.**
- D. New / Unfinished Business:
- E. Solicitors Report:
- F. Citizens Requests (open forum)
- G. City Manager's Verbal:
- H. Mayor's Report
- I. Adjournment

Eric Bartels, Mayor

Terry Carcella, City Manager