

LATROBE CITY COUNCIL
MONDAY, MARCH 11, 2019
LATROBE, PENNSYLVANIA

Mayor Rosemarie Wolford called to order the Regular Monthly Meeting of Latrobe City Council at 6:30 P.M.

Mayor Rosemarie Wolford asked all to rise for the Pledge of Allegiance.

Mayor Rosemarie Wolford asked all for a moment of silence.

The City Secretary read Roll Call:

Deputy Mayor Gerald Baldonieri – present

Eric Bartels – present

Robert Forish – absent

Ralph Jenko – present

Jim Kelley – present

Christine Weller – present

Mayor Rosemarie Wolford – present

Also present were the following: Brittney Reay, Associate Solicitor; Larry Kerr, Partner; Mike Gray, Director of Public Works; John Sleasman, Chief of Police; John Brasile, Fire Chief.

Mr. Baldonieri moved to adopt the February 11, 2019 minutes, second by Mrs. Weller. Vote 6-0.

BILLS PRESENTED FOR PAYMENT

Total Expenses \$293,652.15

Total Payroll 137,476.90

GRAND TOTAL \$431,129.05

REPORTS OF CITY OFFICERS FROM FEBRUARY 2019

Treasurer's Report

See attachment "A"

Police Report

See attachment "B"

Public Works Report

See attachment "C"

Fire Report

See attachment "D"

Code Report

See attachment "E"

Tax Collector's Report

See attachment "F"

Mrs. Weller moved to approve the reports and bills presented for payment, second by Mr. Bartels. Vote 6-0.

CITIZENS' REQUESTS (related to agenda)

None.

COMMITTEE REPORTS

Finance Committee – Kelley, Wolford

No report.

Public Safety and Fire Committee – Forish, Kelley

No report.

Public Works Committee – Baldonieri, Bartels

No report.

Personnel Committee – Baldonieri, Jenko, Wolford

No report.

Events Committee – Weller

No report.

GLSD Student Showcase Committee – Bartels

No report.

BOARD/AUTHORITY REPORTS

Latrobe Municipal Authority – No report.

Library Board – No report.

Parks & Recreation – No report.

Revitalization

Ralph Jenko reported on the following:

- Scotty G's renovation is on track; the Wayfinding Sign project is beginning; the vegetable garden is open and any one interested in renting space can fill out a form on the Revitalization website; the strip of lights between City Hall and Main Street are functioning again; and Jocelyn's renovation is complete.

DEPARTMENT REPORTS

Public Works Department – Mike Gray, Director of Public Works

- 1) Gibson-Thomas advised that there is a flood mitigation grant program funded through DCED to be used in lieu of the Army Corp of Engineers funding source for existing repairs at Unity Run.
- 2) Advised residents to contact the Public Works Department to report potholes or both streets and alleys.
- 3) Street sweeping has begun and will continue throughout the year weather permitting.
- 4) The final Josephine Street project repairs put on hold due to weather issues will resume by the end of the month.

Mayor Wolford questioned the status of the new roll-off truck. Mike advised that the truck could be ready by the end of August if ordered soon. He also stated one of the current Public Works trucks is completely out of service due to a cracked frame. Ralph Jenko questioned when the money would be needed to purchase the truck and was advised not until the truck has been delivered and put in service. Mike advised this was a Costars purchase and would not have to be bid. Jim Kelley questioned whether a bid process would be beneficial to which Wayne Jones stated that Mike had procured three estimates which were very close in price. Mayor Wolford determined that the March agenda meeting will also be a special voting meeting to address this issue.

Police Department – John Sleasman, Chief of Police

- 1) A meeting was held with the school district to discuss potential resolutions to traffic issues at the new Latrobe Elementary School with the following suggestions: Reducing the speed limit at certain times at Ligonier Street and Lincoln Street; installing a stop sign on Lincoln Street at Cherry Street; and placing limitations on parking at certain areas. Mike Gray advised that Gibson-Thomas has begun the required traffic study and once that data is available, there will be a better understanding of how to proceed. Public Works has installed “School Ahead” notifications signs, and Chief Sleasman has not been made aware of any additional issues with traffic and parking.
- 2) The revised window tinting quote to include the interior back door to the Police Department increased from \$735 to \$905. Jim Kelley raised a concern about tinting the front entrance door to the Police Department located in the lobby of the City Building, citing concern of transparency and if there was a situation within the Police Department which would require help but not be visible due to the tint. Chief Sleasman stated that regardless if there was a situation, the police station is on lock-down and no one would be able to enter to help.

Fire Department – John Brasile, Fire Chief

- 1) Reported an incident on Saturday at the new elementary school when someone accidentally pulled the fire pull station during a sporting event in the gym. He stated there were no keys in any of the three Knox-Boxes on site to get in the building and to

reset the alarm and pull station. He did advise that there are now master keys in all of the Knox-Boxes.

Eric Bartels congratulated Fire Chief Brasile on 35 years of service to the Fire Department.

Code Enforcement – Ann Powell, Code Enforcement Officer

No report.

ADMINISTRATION AND FINANCE DEPARTMENT

RESOLUTION 2019-11

A resolution of the City of Latrobe, Westmoreland County, appointing a member to the Latrobe Zoning Hearing Board. Mr. Kelley moved to adopt this resolution, second by Mr. Baldonieri. Vote 6-0.

Mrs. Weller made a motion, second by Mr. Jenko, to authorize the Administration and Finance Department to schedule the destruction of administration and finance records in compliance with the requirements of the State Records Retention Act. Approved 6-0.

PUBLIC WORKS

Mr. Bartels made a motion, second by Mr. Jenko, to authorize Gibson-Thomas to prepare the bids and all related materials for, and to advertise the City of Latrobe 2019 Hot Mix Paving Project. Approved 6-0.

RESOLUTION 2019-12

A resolution of the City of Latrobe, Westmoreland County, approving the bid of Schultheis Electric to tie poles with Cobra Head street lights into existing meters and install new meters. Mr. Jenko moved to adopt this resolution, second by Mr. Kelley. Vote 6-0.

POLICE DEPARTMENT

RESOLUTION 2019-13

A resolution of the City of Latrobe, Westmoreland County, establishing a handicap parking space on East Second Avenue. Mr. Baldonieri moved to adopt this resolution, second by Mr. Jenko. Vote 6-0.

Mr. Jenko made a motion, second by Mrs. Weller, to authorize the Police Department to purchase and cause for the installation of glass tinting for the front facing windows and the interior police door of the municipal building. Mr. Kelley made a motion to amend the motion to exclude the interior front door, to which there was no second. The original motion was approved 6-0.

Mr. Kelley made a motion, second by Mr. Bartels, to authorize the purchase of additional memory space and security cameras for the municipal building front and back entrances at a cost of approximately \$2,500. Approved 6-0.

Mr. Bartels made a motion, second by Mr. Kelley, to authorize the Police Department to schedule the destruction of police department records in compliance with the requirements of the State Records Retention Act. Approved 6-0.

Mayor Wolford made a motion, second by Mr. Bartels, to amend the agenda to have an executive session to discuss matters of personnel. Approved 6-0.

Council adjourned to Executive Session at 7:08 P.M.

The Regular Meeting of Council reconvened at 8:02 P.M.

Mayor Wolford announced that prior to the Regular Meeting of Council, there was an executive session to discuss personnel matters.

UNFINISHED BUSINESS

None.

NEW BUSINESS

OPEN FORUM FOR CITIZENS' REQUEST

CITY MANAGER'S REPORT

- Mr. Wayne Jones offered his resignation to the City.

Mr. Bartels made a motion, second by Mr. Baldonieri, to accept Mr. Jones' resignation to the City effective March 11, 2019, and approval of the separation agreement. Approved 6-0.

MAYOR'S REPORT

None.

Mr. Kelley made a motion to adjourn, second by Mrs. Weller. Vote 6-0.

Regular Meeting of Council adjourned at 8:04 P.M.

Respectfully submitted,



Holly Peton, City Secretary