

LATROBE CITY COUNCIL AGENDA

June 9, 2025 | 6:30 PM

Municipal Building, Council Chambers

1. Call to Order
 2. Pledge of Allegiance
 3. Moment of Silence
 4. Roll Call / Open
 5. Approval of Minutes for the May 12, 2025 and the May 27th Special Voting Meeting.
 6. Approval of Fiscal Department Reports. Finance Report by Tim Pisula.
 7. Citizen's Request related to Agenda Items.
 8. Committee Reports:
 - a. Public Safety & Fire Committee – Kelley, Vavick, Amatucci
 - b. Finance Committee – Bartels, Jenko, Kelley
 - c. Public Works Committee – DiVittis, Vavick, Yuhaniak.
 - d. Personnel Committee – Bartels, Jenko, Amatucci
 - e. Strategic Planning Committee- Amatucci, Yuhaniak, Jenko.
 - f. Events Committee – Amatucci, Yuhaniak, Vavick
 - g. GLSD Student Showcase Committee – Bartels, DiVittis, Vavick
 9. Board/Authority Reports
 10. Department Reports
 - a. Police
 - b. Public Works
 - c. Fire
 - d. Code Enforcement
- A. Public Works / Personnel**
1. Motion to accept Resignation of Councilman William "Bill" Yuhaniak.
 2. Motion to advertise to fill vacancy for City Council Position
 3. Motion to accept the resignation of Timothy Pisula effective June 13, 2025 with his five days' vacation to be paid out with his final pay on June 27th, 2025.
 4. Motion to Advertise the Financial Directors Position for hire
 5. Motion to hire _____ for the Grants, Administration Clerical position.
 6. Motion to approve the terms of the proposed loan to purchase two (2) sanitation vehicles and direct those terms to appear in ordinance to be prepared and advertised.
 7. Motion to approve employment contract with Director of Public Works (Interim City Manager), Scott Wajdic, subject to Mayor and Solicitor approval.
 8. Motion to approve employment contract with Chief of Police (Interim City Manager), Richard Bosco, subject to Mayor and Solicitor approval.
 9. Resolution for the City of Latrobe to enter a contract with DBB to lease a copier/ printer for use at the Department of Public Works for a term of 60 months at a monthly payment of \$132.77 and other terms and conditions contained in the June 4, 2025 quotation
 10. Resolution for the City of Latrobe to remove Tim Pisula, Terry Carcella and Karen Meholic from all First Commonwealth Banking Accounts and to add Richard Bosco and Finance Director _____ as administrators for online banking and credit card accounts at First to Commonwealth Bank
 11. Resolution for the City of Latrobe to accept the Hold Harmless Agreement with Lehigh Steel for the Fourth of July Celebration Fireworks display.
 12. Motion to accept donation of \$15,000.00 for deposit into the City of Latrobe's Police Department donation account to be used for the purchase of a side-by-side utility vehicle to augment the Police Department's police services and drone program.
 13. Motion to purchase a side-by-side vehicle from a Costars certified dealer with the vehicle options to be determined by the "Chief of Police" or to issue request for proposals for a side-by-side utility vehicle if a costars dealer is unavailable.

B. ADMINISTRATION AND FINANCE DEPARTMENT

1. Motion to approve Collective Bargaining Agreement with AFSME Local 83.
2. Motion to approve the City Agreement with Ken Jones / John Hancock to administer the 457B plan for all city employees

C. New / Unfinished Business:

New Business

- D. Solicitors: Report
 - E. Citizens Requests (open forum)
 - F. City Manager's Verbal
 - G. Mayor's Report
 - H. Adjournment
-

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CONFIDENTIAL

Richard Bosco

From: Bill Yuhaniak
Sent: Wednesday, May 28, 2025 9:06 AM
To: Richard Bosco
Cc: Eric Bartels; Dawn Vavick; Ann Amatucci; Bridget Divittis; Ralph Jenko; James Kelley
Subject: Resignation from Council

Good morning All,

I am writing this to inform you that due to personal family reasons, I must give up my seat on Latrobe City Council effective June 9,2025 making the June monthly meeting my last. I will be summiting a written letter to Eric and returning my stuff in the next couple of days. Thank you all for the experience of city government, it was very educational and enjoyable, it was a pleasure working with you all in helping make our city a wonderful place to call home.

Sincerely Bill.

#3



June 2, 2025

Mr. Richard Bosco,
Interim City Manager
City of Latrobe
901 Jefferson Street
Latrobe, PA 15650

RE: My Resignation

Dear Chief Bosco,

As we discussed this morning, I am resigning from my position as Director of Finance and Administration for the City of Latrobe. My intention is to provide the City with two (2) weeks' notice; and that would have me in the office on a regular basis until Friday, June 13, 2025.

Since I will have accrued five (5) days paid time off, I will be technically on vacation the week of June 16th with my last pay being made on Friday, June 27, 2025.

Later today under separate cover, I will provide you with a status update that we can use to manage the transition and delegation of certain duties.

This was a difficult decision for me, as I will be returning the Threshold as their Fiscal Director. The Agency's Executive Director wants to retire this summer and felt that she couldn't do so without my returning to them.

Thank you for your understanding about this. I can reassure you that I will do everything reasonably possible to make this an orderly transition and to provide any support the City may need from me beyond 6/13/2025.

Sincerely,

Timothy J. Pisula

Timothy J. Pisula, Director
Finance & Administration
901 Jefferson Street
P.O. Box 829
Latrobe, PA 15650

Phone: 724.539.8548
Fax: 724.537.4802
Mobile: 412.551.0011
eMail: tpisula@cityoflatrobe.org
Web: www.CityofLatrobe.com

Monthly Statistics and Criminal Investigations

May 2025

- 449 Calls for Service 05/01/2025 to 05/30/2025 (documented in RMS / YTD 2004)
- 200 police interactions via walk in / phone (not documented in RMS / YTD 1000)
- 354 targeted business, parks, and residential area checks
- 1003 total police interactions for the month
- 3868 total police interactions for the calendar year
- Arrest Warrants Served – 3
- **Overdose investigations – 0**
 - Narcan administered to patient - 0
 - 0 open / active overdose investigations
- Accident Investigation – 8**
- Traffic Stops – 108**
- Traffic Citations Issued – 33**
- Parking Citations Issued - 323**
- **Criminal Arrest – 14 (YEAR TO DATE 98)**
 - Aggravated Assault - 2
 - Simple Assault –1
 - Other - 1
 - non-traffic – 6
 - Theft - 1
 - DUI -1
 - Narcotics –2
 - Sex Offenses - 0
 - Weapons Offences –1
- **Death Investigations - 0**
 - Natural – 0
 - Suicide - 0
 - Homicide – 0
 - Overdose – 0
- CALLS**
 - Domestic Disturbance – 13
 - Pending DUI -3
 - Sex Offences -1

City of Latrobe Police Department

Monthly Activity Brief – May 2025

Police Activity Totals

- **Total Police Interactions (May): 1,003**
 - 449 calls for service (RMS)
 - 200 walk-in/phone contacts (non-RMS)
 - 354 targeted patrol checks (business, park, residential)
- **Year-to-Date Police Interactions: 3,868**

Criminal Enforcement

- **Arrests (May): 14**
 - **Aggravated Assault: 2 (YTD: 3)**
 - **Simple Assault: 1 (YTD: 8)**
 - **Theft: 1 (YTD: 10)**
 - **DUI: 1 (YTD: 6)**
 - **Narcotics Offenses: 2 (YTD: 6)**
 - **Weapons Offense: 1 (YTD: 3)**
 - **Other Charges: 6 (YTD: 62)**
- **Year-to-Date Criminal Arrests: 98**
- **Warrants Served (May): 3**
 - **Year-to-Date: 23**

Traffic Enforcement

- **Traffic Stops (May): 108 (YTD: 965)**
- **Traffic Citations Issued (May): 33 (YTD: 204)**
- **Parking Citations Issued (May): 323 (YTD: 1,134)**

Crash Investigations

- **Motor Vehicle Accidents Investigated (May): 8**
 - **YTD Total (All Accident Types): 37**

Calls for Service – Key Categories

- **Domestic Disturbances (May): 13 (YTD: 47)**
- **Pending DUI Investigations (May): 3 (YTD: 8)**
- **Sex Offense Reports (May): 1 (YTD: 6)**
- **Overdose Incidents (May): 0 (YTD: 0)**
- **Death Investigations (May): 0 (YTD: 0 for natural, suicide, homicide)**

Community Engagement

- **Officers participated in the Fred Days community event, which was well-attended and positively received, marking a successful outreach initiative.**

Health & Safety

- **Narcan Administrations (May): 0 (YTD: 0)**
- **Open Overdose Investigations: 0**

City of Latrobe

Department of Public Work

May 2025 Monthly Report

Street Maintenance:

- Assisted by the Sanitation Department with roll-off operations (we are tracking this).
- Patched and repaired potholes throughout the city.
- Traffic Signs/Signals and Parking:
- Installed/repared (7) Traffic Street Signs.
- Replace stop signs 3 with post.
- Parking meter repairs. change out batteries, Repair loose post
- Street Patching.

Sanitation:

- Total Tonnage across the scale for the month 644.75 up from 552.96
- Total tonnage to the land fills 747.09 down FROM 757.99
- Total number of boxes 44 down from 52- rented for the month.
- Transported 85 trips up from 64 Roll off boxes to the landfill:
- Took in 106 down from 135 tires this month.
- Cut up 75 tires for disposal.
- Repair of 2- 40-yard and
- 41 down FROM 36 Refrigerant items in.

Collection Sanitation

The office has been set up and is functioning for both the assistant and adman.
A budget is being worked on and updated as we go through the set up process

Vehicle and Property Maintenance:

- Conducted routine maintenance and inspections of City Vehicles.
- 3 Fire trucks were serviced and inspected and 2 highway trucks.
- Maintain and service 4 police cars.

STORM:

SOME BASINS WERE repaired and pipes changed out.

One basin at the parking lot across from dance land will be repaired causing problems in that lot.

Some Engineering WORK ON JOANNE DRIVE IS BEING CHANGED

Grants have been submitted for some storm projects.

Director's Note.

Guys have been working on the police renovation's

A meeting is set with Derry twp and Solicitors for the Lincoln Ave paving project

Spring paving will begin on or around the 16 th June 5, 2025

Other streets will be added for the fall paving project as well

Summer help started in the last week of May.

Just notified that the Swiffer grant is moving forward

May 2025

Item sales

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

Item	Category	Unit	Units Sold
Bulk refuse	Refuse	Ton	644.75
Regular		Ton	644.75
A)Car tire (off rim)	Small Items	ea	72
Regular		ea	72
B) Car tire (on rim)	Small Items	ea	8
Regular		ea	8
C) Lt/Truck tire 16" (off rim)	Small Items	ea	14
Regular		ea	14
D) Lt/Truck tire 16" (on rim)	Small Items	ea	10
Regular		ea	10
F) Refrigerant Item	Small Items	ea	41
Regular		ea	41
Total		multiple	

May 2025

1,975

SALES

\$60.69

AVG. GROSS SALE

\$119,872.01

GROSS SALES

\$116,421.72

TOTAL COLLECTED

Item sales

Filtered By Item: A)Car tire (off rim), B) Car tire (on rim), Bulk refuse, C) Lt/Truck tire 16" (off rim), D) Lt/Truck tire 16" (on rim), F) Refrigerant Item, G) Garbage Stickers/sheet, I) 30 yard roll-off, E) Commercial Truck Tires, EE) Farm Tractor Tire, Bulk adjust, H) 10 yard roll-off, HH) 10 yard roll-off (NO CARD), II) 30 yard roll-off (NO CARD), Upcharge, UPNC) Upcharge (NO CARD), W) E-Waste, LL) Day Charge (NO CARD), L) Day Charge, Scrape Metal, HH1) 15 yard roll-off, HH2) 15 yard roll-off (NO CARD)

Item	Category	Unit	Units Sold	Gross Sales
Bulk adjust	Refuse	ea	831	\$7,181.40
.01		ea	13	\$244.40
.02		ea	14	\$246.40
.03		ea	30	\$492.00
.04		ea	33	\$501.60
.05		ea	56	\$784.00
.06		ea	66	\$844.80
.07		ea	75	\$870.00
.08		ea	62	\$644.80
.09		ea	73	\$671.60
.10		ea	53	\$424.00
.11		ea	76	\$516.80
.12		ea	61	\$341.60
.13		ea	56	\$246.40
.14		ea	60	\$192.00
.15		ea	58	\$116.00
.16		ea	45	\$45.00
Total		multiple		\$107,059.95

Item	Category	Unit	Units Sold	Gross Sales
Bulk refuse	Refuse	Ton	644.75	\$77,370.00
Regular		Ton	644.75	\$77,370.00
H) 10 yard roll-off	Roll-Off Boxes	ea	1	\$370.00
Regular		ea	1	\$370.00
HH) 10 yard roll-off (NO CARD)	Roll-Off Boxes	ea	10	\$3,700.00
Regular		ea	10	\$3,700.00
HH1) 15 yard roll-off	Roll-Off Boxes	ea	1	\$400.00
Regular		ea	1	\$400.00
HH2) 15 yard roll-off (NO CARD)	Roll-Off Boxes	ea	1	\$400.00
Regular		ea	1	\$400.00
I) 30 yard roll-off	Roll-Off Boxes	ea	7	\$3,150.00
Regular		ea	7	\$3,150.00
II) 30 yard roll-off (NO CARD)	Roll-Off Boxes	ea	18	\$8,100.00
Regular		ea	18	\$8,100.00
L) Day Charge	Roll-Off Boxes	ea	8	\$80.00
Regular		ea	8	\$80.00
LL) Day Charge (NO CARD)	Roll-Off Boxes	ea	93	\$930.00
Regular		ea	93	\$930.00
A) Car tire (off rim)	Small Items	ea	72	\$288.00
Regular		ea	72	\$288.00
B) Car tire (on rim)	Small Items	ea	8	\$40.00
Regular		ea	8	\$40.00
C) Lt/Truck tire 16" (off rim)	Small Items	ea	14	\$70.00
Regular		ea	14	\$70.00
D) Lt/Truck tire 16" (on rim)	Small Items	ea	10	\$60.00
Total		multiple		\$107,059.95

Item	Category	Unit	Units Sold	Gross Sales
Regular		ea	10	\$60.00
F) Refrigerant Item	Small Items	ea	41	\$1,435.00
Regular		ea	41	\$1,435.00
G) Garbage Stickers/sheet	Small Items	ea	8	\$40.00
Regular		ea	8	\$40.00
UPNC) Upcharge (NO CARD)	Upcharge	ea	9	\$1,353.25
Regular		ea	9	\$1,353.25
Upcharge	Upcharge	ea	4	\$2,092.30
Regular		ea	4	\$2,092.30
Total		multiple		\$107,059.95

#5

City of Latrobe
901 Jefferson St. Latrobe, PA 15650

Employment Application

It is unlawful to discriminate against individuals making an application for employment on the basis of race, color, religion, gender, national origin, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, having a GED rather than a high school diploma, and any other protected class under federal/state/municipal law

Applicant Information

Name Leanne Gressler
SSN 172-66-4979 Phone 724-493-7938
Current Address 217 Dickens St
Latrobe PA 15650

Position Applying for

Position Grants, Code and Enforcement Clerk Indicate Status Full time Part time
Hours and days available (Monday thru Saturday) 9am - 4pm Mon-Fri
Date available to start new position 6/1/25 Wage requirement _____

Educational Background

Highest grade complete (please circle) High School 9 10 11 (12) College 1 2 3 4
Last school attended Triangle Tech City Greensburg State PA
Highest degree earned high school diploma Course of study Business Computer Applications
State any special and/or technical training you have received _____

Employment Information

List your past and/or current employment over the past 10 years

Most Recent Employer

Starting date Sept 2017 Ending date _____ Currently employed

Employer's address 1816 Lincoln Ave Ludrope PA 15650

Phone 724-539-4200 Position Secretary Pay Rate Hourly Salary

Reason for leaving _____

May we contact this employer Yes No Supervisor's Name Fred Benning

Previous Employer

Starting date _____ Ending date _____

Employer's address _____

Phone _____ Position _____ Pay Rate Hourly Salary

Reason for leaving _____

May we contact this employer Yes No Supervisor's Name _____

Previous Employer

Starting date _____ Ending date _____

Employer's address _____

Phone _____ Position _____ Pay Rate Hourly Salary

Reason for leaving _____

May we contact this employer Yes No Supervisor's Name _____

General Information

Have you been convicted of a felony or plead guilty to a felony in the past ten years Yes No

This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. A conviction record will not necessarily be a bar to unemployment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.

If yes, please describe fully the criminal conviction(s) listing the nature of the offense(s) and your rehabilitation since the time of conviction

References

Please list three references (do not include relatives)

Name Karen Clair

Relationship friend, previous co-worker

Address Fairmont St Leetrobe PA 15650

Phone 724-972-5327 Email Address _____

Name Melissa McElhenny

Relationship friend, previous co-worker

Address Summill Run Rd Greensburg PA 15601

Phone 724-454-3043 Email Address _____

Name Scott Soliday

Relationship friend and co-worker

Address _____

Phone 724 875-1000 Email Address _____

Signature of Applicant Jeanne Jespers

Date 5/22/25

EMPLOYEE INFORMATION

EMPLOYEE NAME: Leanne Cassler Gender M F
 Address: 217 Dickens St Lutrope PA 15650
Street City State Zip

Home Phone #: 724-493-7938 SSN: 17266-4979
 Birthdate: 07/05/1979 Hire Date: _____
 Date of Marriage: 07/03/1999 Occupation: _____

DEPENDENT INFORMATION

Spouse's Name: _____ Gender M F
 Birthdate: _____ SSN: _____
 Spouse's Employer and address: _____
 Spouse's Insurance Carrier and Group Number: _____

Spouse's Benefits through employer: (check all that apply)

<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Dental
<input type="checkbox"/> Vision	<input type="checkbox"/> Drug

CHILDREN

Name	Gender M/F	Birthdate	SS#	School/College (if applicable)

Employee Signature

Date

Human Resources Signature

Date

CONFIDENTIAL

City of Latrobe
Background Check Authorization

Print Name: Leanne Frances Gesster
(First) (Middle) (Last)

Former Name(s)/Dates Used: Leanne Mullen 1979-1999
(Name) (Date)

Current Address Since: 01/2001 211 Dickens St Latrobe PA 15650
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: 02/1999 307 1/2 Lloyd Ave Latrobe PA 15650
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: 1984 836 Strawcutts Rd Derry PA 15627
(Mo/Yr) (Street) (City) (State/Zip)

Social Security Number: 172-66-4979 Date of Birth: 7/5/79

Telephone Number: 724-493-7938 Driver's License #/State: 25692046/PA

The information contained in this application is correct to the best of my knowledge. I hereby authorize the City of Latrobe and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history; education background; character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records; birth records; and any other public record.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to the City of Latrobe or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the City of Latrobe, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: Leanne Gesster Date: 5/22/25

Leanne Gessler
217 Dickens St.
Latrobe PA 15650
(724)493-7938
lgessler217@gmail.com

To whom it may concern,

I am writing to express interest in the available full time Grants, Code and Enforcement Clerk position. I was recently informed about this position from my friend and former co-worker, Rob Daerr. The skills and clerical experience that I possess would make me an excellent candidate for this position. I am highly motivated and always looking for opportunities for personal growth..

My previous experience as both an employee and volunteer has included clerical work. I am familiar with various types of office equipment and most computer software. I have timekeeping knowledge and am proficient in time tracking software. I help coordinate coverages and scheduling for a staff of 90 people at my current position. I also have customer service experience. I feel that I am organized, able to multitask and work well with others.

I am interested in this opportunity to be able to expand my horizons. Although I am not familiar with all aspects of this job, I am a fast learner and easily adaptable. Thank you in advance for your consideration.

Sincerely,
Leanne Gessler

217 DICKENS ST
LATROBE PA 15650
(724) 493-7938
lgessler217@gmail.com

LEANNE GESSLER

SUMMARY

Hardworking individual with 25 years clerical and customer service experience. Acknowledged for being reliable, dedicated and committed to achieving goals in both personal life and professional. Specializes in good communication skills and a positive work ethic.

EXPERIENCE

Greater Latrobe School District – *Senior High School Secretary*

SEPT 2017-PRESENT

- Worked in all schools within the district, permanently at Senior High since 2020.
- Worked at central admin building in several different offices assisting with various tasks
- Worked in other district offices such as technology (chromebook distribution) and nurses office (health screenings)
- Familiar with all aspects of both the full and part time secretary positions

Latrobe Elementary School – *PTO President*

SEPT 2015 - MAY 2018

- Oversaw all committees and volunteers within the organization
- Worked with all school employees, parents and students
- Planned and coordinated all major events during the school year
- Acted as a leader and guide to all PTO members

EDUCATION

Business Careers Institute (Triangle Tech), Greensburg PA

SEPT 1997 - JANUARY 1998

Attended classes for MS Word and Excel, typing, shorthand, English, Computer Applications and Accounting

Derry Area High School, Derry PA

JUNE 1997 - HIGH School Diploma

SKILLS

- Able to multitask
- Works well with others
- Familiar with various computer programs and office equipment
- Excellent problem solver
- Good organizational skills
- Positive work attitude
- Precise attention to detail
- Collected and audited timesheets for payroll
- Coordinated substitute staffing and coverages
- Organized large events
- Maintained and organized employee and office records
- Strong communication skills



City of Latrobe Police Department

901 Jefferson St. Latrobe, PA 15650



May 27, 2025

To Whom It May Concern:

I am pleased to write this letter of recommendation for **Mrs. Leanne Gessler**, who is applying for the Administrative Clerk position within the City of Latrobe. I had the privilege of working alongside Mrs. Gessler for over three years, during which time I observed her exceptional professionalism, dedication, and work ethic.

Mrs. Gessler served as an Administrative Secretary at Latrobe High School, Baggaley Elementary, and Mountain View Elementary. In each of these roles, she conducted herself with integrity and consistently performed her duties with excellence. She was always punctual, dependable, and maintained a professional demeanor in all interactions.

She demonstrated a strong ability to work independently, consistently completing tasks with little or no supervision. Her attention to detail, organizational skills, and cooperative attitude made her a valued member of every team she joined. Mrs. Gessler's contributions were not only dependable but also elevated the standard of administrative support wherever she served.

Based on my direct experience, I have the utmost confidence in Mrs. Gessler's abilities and believe she would be an asset to any department within the City of Latrobe. I fully support her application and recommend her without reservation.

If you require any additional information, please feel free to contact me at the number or email listed above.

Sincerely,

Robert W. Daerr

Captain

City of Latrobe Police Department

June 6, 2025

Chief Richard Bosco
City of Latrobe
901 Jefferson Street
Latrobe, PA 15650

Dear Chief Bosco:

It is my absolute pleasure to recommend **Mrs. Leanne Gessler** for the position of **Grants, Code and Enforcement Clerk** with the City of Latrobe. During my tenure as Superintendent of Schools for the Greater Latrobe School District, I had the opportunity to supervise and collaborate with Mrs. Gessler and witnessed first-hand the extraordinary value she brings to any organization.

Since joining the District as an Administrative Assistant in **2017**—and serving **full-time at Greater Latrobe Senior High School since 2020**—Leanne has consistently distinguished herself through unparalleled professionalism, warmth, and results-driven initiative. Her ability to **juggle multiple priorities flawlessly**—from coordinating substitute staffing and daily classroom coverages to managing payroll with pinpoint accuracy—speaks volumes about her **organizational acumen** and **precise attention to detail**.

Leanne's **technical fluency** spans a wide range of computer programs and office equipment, allowing her to streamline workflows and train colleagues with ease. Whether she is **maintaining confidential employee records**, generating time-sensitive reports, or troubleshooting software issues, she demonstrates an **innate problem-solving gift** paired with a calm, positive demeanor that immediately reassures those around her.

Beyond technical skill, Mrs. Gessler is a natural collaborator. She is widely respected for her **strong communication skills**, approachable manner, and instinctive knack for building consensus across the office. I have seen her **lead the planning of large-scale school events**—from commencement ceremonies to community outreach nights—where her **meticulous organization** ensured every detail was thoughtfully executed and every stakeholder felt heard.

The Grants, Code and Enforcement Clerk role requires accuracy, diplomacy, and the ability to interpret and act upon complex regulations. Leanne excels in precisely these areas. Her successful stewardship of intricate payroll functions and policy-driven documentation shows a proven capacity to grasp and apply nuanced guidelines with absolute fidelity. Pair that expertise with her **unshakeable positivity and work-with-anyone mindset**, and you have an employee who will elevate both the efficiency and culture of your office.

In short, Mrs. Gessler is a professional of the highest caliber—**adaptable, trustworthy, and relentlessly dedicated to excellence**. I recommend her enthusiastically and without reservation. Should you need any additional information, please feel free to contact me at (724) 244-9408 or michael.porembka@gmail.com.

Thank you for considering this outstanding candidate. I am confident that Leanne will exceed your expectations and become an invaluable asset to the City of Latrobe.

Sincerely,



Michael Porembka
Retired Superintendent of Schools, Greater Latrobe School District
(Current) Director of School Engagement and Success, New Story Schools

From:OLS At:20250603 12:38:34 To:LTP651 MSN:1DE80019F6

▶ Forward as AM

[Copy to AM Form](#)

PennDOT Driver Response

Query: DRI/PA.NAM/GESSLER,LEANNE.DOB/19790705

Driver Information

Driver License Number:
25092046

Expires:
2027-07-06

Suspension:
NO

Driver Name:
GESSLER,LEANNE F

Date of Birth:
1979-07-05

Social Security:
XXXXX4979

Height:
504

Gender:
F

Eye Color:
BLU

- ▶ Request Driver History
- ▶ Request Emergency Contact
- ▶ Request Full SSN

Expanded Name:
First : LEANNE
Middle: F
Last : GESSLER

Address:
217 DICKENS ST
LATROBE, PA 15650

Driver License

Issue Date:
2023-06-28

Expiration Date:
2027-07-06

Suspension:
NO

Record Type
REG LICENSE

License Class
C = SINGLE VEH <= 26,000

Restrictions
1 = CORRECTIVE LENSES

Duplicate Count:
N/A

Real ID Status:
NONE

Veteran Status:
NOT DECLARED

Organ Donor:
NO

#6



May 22, 2025

Scott,

Listed below is the quote you requested to finance the Co-Stars 025-E22-391 Trucks for Quote # RSSQ42570:

Purchase Price	\$463,479.00
Down Payment	\$ 89,000.00
Financed Amount	\$374,479.00
Estimated Payment Years 1-4	\$ 85,279.42
Estimated Payment Year 5	\$ 85,279.40
Estimated Interest	\$ 51,918.08
Closing Costs on Titled Vehicle	\$ 125.00
Tax-Free Interest Rate	4.49%

Please let me know if I can be of further assistance.

Pat

Patricia Torrance
Senior Vice President
Lincoln Road Office Manager
NMLS #777453

Email: ptorrance@cbthebank.com
Tel: 724-537-9980
Fax: 724-537-9982

Commercial Bank & Trust of PA
1920 Lincoln Avenue
P.O. Box 429
Latrobe, PA 15650
www.cbthebank.com

#7

TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN

Scott Wajdic

And

City of Latrobe
3-year Contract

1. The Borough of Latrobe, operating as a municipal corporation under the name "City of Latrobe" (hereinafter "Latrobe" or "City of Latrobe" or "City"), is governed by a Home Rule Charter and Code adopted March 9, 1995, as amended.
2. Scott Wajdic (hereinafter "Wajdic") was appointed to be Latrobe's Director of Public Works.
3. Through this Agreement, the parties wish to memorialize the terms and conditions of Wajdic's employment as Public Works Director, Storm Water Manager. The term of this agreement is July 1, 2025 and continues to June 30, 2028 - a (3) year contract term (hereinafter "Term").

DUTIES AS DIRECTOR OF PUBLIC WORKS

4. It is understood that Wajdic is hired as an at-will employee and has no just cause protection during the term. This contract will set forth Wajdic's compensation and benefits during the term so long as he is employed. During the Term, Latrobe agrees to continue employing Wajdic in the position of Public Works Director for the City of Latrobe, subject to the Organizational Chart of the City of Latrobe, the Home Rule Charter and Code adopted March 9, 1995, as amended (hereinafter "Code"), and all other applicable statutes, ordinances, rules and regulations as may be adopted, altered and/or amended from time to time. Wajdic agrees to faithfully and dutifully perform the duties of the position of Public Works Director and not to accept any other employment other than in accordance with this Agreement. Wajdic is not an employee subject to the provisions and benefits of the AFSME collective bargaining unit and is not a member of the union.
5. During the Term, Wajdic shall report and be responsible to the Manager of the City of Latrobe ("Manager") for the performance of the function of the Public Works Department. The Manager shall outline work performance goals which Wajdic is expected to meet. Periodically, but not less than monthly, Wajdic shall outline to the Manager, or, if so designated by Latrobe City Council (hereinafter "Council"), to the Council, the steps he is taking to meet and achieve the work performance goals outlined by the Manager and/or Council. Wajdic shall outline, in writing, any work performance goals. It is understood and agreed that these work performance goals are an integral part of Wajdic's job duties and shall be an essential and material consideration in determining Wajdic's future as Public Works Director at the expiration of the Term.

6. In general, Wajdic is expected to work a minimum forty (40) hour work week which will allow him to closely monitor the work, morale and performance of the public works department. As a salaried supervisory employee with oversight responsibilities, Wajdic will adjust his work schedule to the amount and type of work which needs to be performed, organized and directed, and will not, necessarily, work a readily standardized work week. Wajdic may set his own work schedule subject to modification and approval by the Manager. Wajdic shall also generally coordinate his schedule and work to accommodate the scheduling and staffing requirements necessary to efficiently operate and manage the Transfer Station Operations.
7. Wajdic agrees that he shall be considered an "exempt" manager under the Fair Labor Standards Act, the Pennsylvania Wage Payment and Collection Law and Pennsylvania law and other applicable wage payment laws and shall not be entitled to compensation time or overtime.

SALARY

8. Subject to the salary approval requirements of the Code, the City shall pay Wajdic beginning June 30, 2025, a salary of \$97,990.20. Thereafter, salary adjustments will occur as follows:
 - July 1, 2026: \$102,399.77
 - July 1, 2027: \$107,007.76

BENEFITS

Note: any accrued sick, personal and vacation accumulated prior to this contract will be honored until that time is exhausted subject to the terms of this Agreement.

9. During the Term, Wajdic shall receive the following employment benefits:
 - a. Sick Leave. Wajdic shall be entitled to Thirty (30) paid sick days, annually. Sick leave shall only be used when Wajdic is sick and unable to work. Unused sick days shall not be paid, accumulated or carried over from year to year. The City will provide a short-term disability policy of six months' duration with a 30-day waiting period.
 - b. Personal Leave. Wajdic shall be entitled to ten (10) paid personal leave days, annually. Unused personal leave days shall not be paid, accumulated or carried over from year to year.
 - c. Vacation Days. Wajdic shall be entitled to twenty-five (25) paid vacation days twenty-five (25) days on the third year, annually. Unused vacation days shall not be paid, accumulated or carried over from year to year.
 - d. Bereavement Leave. Wajdic shall be entitled to up to four (4) paid bereavement leave days. Unused bereavement leave days shall not be paid, accumulated or carried over from year to year.
 - e. Health Insurances. Wajdic and his dependents shall be provided with the health insurance **coverage** that are provided to other full-time employees under the prevailing City of Latrobe plan(s).
 - f. Shoes and Equipment. Latrobe will provide Wajdic with such uniforms, shoes and equipment as approved by the Manager.
 - g. Pension. Wajdic is currently enrolled in the existing PMRS pension plan. Wajdic will remain enrolled in the existing PMRS pension plan.

- h. The City shall contribute monthly five percent (5%) of Wajdic's monthly salary to the City's 457(b) Deferred Compensation Plan throughout the term of this Agreement. Said contribution serves as compensation for the time Wajdic serves as manager at the Stormwater Department.
- i. Life Insurance. Wajdic shall be provided Life Insurance providing a death benefit to a beneficiary designated by Wajdic in the total amount of not less than Fifty Thousand and 00/100 (\$50,000.00) Dollars.
- j. Holidays PTO: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day.

MISCELLANEOUS

- 10. During the Term, Wajdic may attend such professional training, conferences and seminars as the Manager and Council in their discretion. Additionally, during the Term, Wajdic shall be reimbursed for professional dues and subscriptions to such organizations and periodicals as the Manager may approve in his discretion.
- 11. During the Term, Wajdic shall be permitted to transport the public works vehicle normally assigned to him from his home to his place of employment, and vice versa, provided that said vehicle is not needed for use by the Public Works Department. Said vehicle shall be used for official business only and shall not be used for personal or private use by anyone. Wajdic shall never operate said vehicle while under the influence of drugs or alcohol, at any levels.
- 12. This Agreement sets forth the complete, integrated understanding and agreement of the parties. No prior or subsequent oral understandings shall be binding on either party. No amendment or modification of this Agreement shall be binding unless the same is reduced to a written amendment of this Agreement and approved by Wajdic and Council.
- 15. If any term of this Agreement shall be determined by a court to be illegal or unenforceable, the remainder of this Agreement shall remain unaffected thereby.
- 16. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. If any clause or provision of the Agreement shall be deemed invalid or unenforceable, then the remainder of the Agreement shall remain in full force and effect.

WITH THE INTENT TO BE LEGALLY BOUND, this Agreement has been approved at a duly convened public meeting of the City of Latrobe Council, and the parties have executed their respective signatures hereto.

ATTEST:

Secretary

Mayor, Eric Bartels

WITNESS:

Scott Wajdic, Director Public Works
/ Stormwater Manager

#8

POLICE CHIEF' S COMPENSATION AND PERSONNEL BENEFITS AGREEMENT

THIS POLICE CHIEF' S COMPENSATION AND PERSONNEL BENEFITS AGREEMENT

1. The Borough of Latrobe, operating as a municipal corporation under the name "City of Latrobe" hereinafter "Latrobe" or "City of Latrobe" or "City", is governed by a Home Rule Charter and Code adopted March 9, 1995, as amended.
2. Richard M. Bosco (hereinafter "Bosco") is a police officer and was appointed to be Latrobe's Chief of Police on May 8, 2023, pursuant to Resolution 23-2023
3. Through this agreement the parties wish to memorialize the terms and conditions of Bosco's employment as Chief of Police which shall commence on July 1, 2025, and continue through December 31, 2028. The term of this Agreement is July 1, 2025 and continues to June 30, 2028.
4. The position of Chief of Police is not subject to the City of Latrobe Police Collective Bargaining Agreement ("Police Collective Bargaining Agreement"), and pursuant to the Pennsylvania Law 43 P. S. § 218 (the " Police Chief' s Act") it is the intent of the City to provide Bosco with all of the benefits provided to police officers pursuant to the Police Collective Bargaining Agreement.
5. In general Bosco shall be considered a "working chief" and is expected to work a minimum forty (40) hour work week which will allow him to closely monitor the work, morale, and performance of the police department. It is agreed that "working chief" shall mean that in addition to his administrative duties, Bosco shall patrol the city on a regular basis. As a salaried supervisory employee with oversight responsibilities, Bosco will adjust his work to the amount and type of work which needs to be performed, organized and directed, and will not, necessarily, work a readily standardized work week. Bosco may set his own work schedule. Bosco shall also generally coordinate his schedule to efficiently operate and manage the police department.
6. Periodically, but not less than monthly, Bosco shall outline to the City Manager, or, if so, designated by Latrobe City Council (hereinafter "Council"), to the Council, the steps he is taking to meet and achieve the work performance goals and obligations as outlined by the City Manager in the job description and/or Council's requests as long as they follow the described job description. It is understood and agreed that these work performance goals

are an integral part of Mayro's job duties and shall be an essential and material consideration in determining Bosco's future as the Chief of Police at the expiration of the Term.

7. Bosco agrees that he shall be considered an "exempt" manager under the Fair Labor Standards Act, the Pennsylvania Wage Payment and Collection Law and other applicable wage payment laws and shall not be entitled to compensation time or overtime.
8. It is the desire of the City to establish the compensation and personnel benefits of Bosco during the tenure of his Police Chief's Compensation and Personnel Benefits as Chief of Police.

NOW, THEREFORE, in consideration of the foregoing, and intending to be legally bound, the City and Bosco hereby agree as follows:

1. **SALARY**: Subject to the salary approval requirements of the Code, the City of Latrobe shall pay Bosco an annual base salary of \$112,500 during year one of the term. Thereafter, salary adjustments will occur as follows:

- Second year of the term: \$117,000.00
- Third year of the term: \$121,680.00

In addition, Bosco shall receive all percentage increases established in the Police Collective Bargaining Agreement in effect at the time of his appointment and any future Police Collective Bargaining Agreements. Such percentage increases shall be based upon his annual base salary.

2. **CLOTHING ALLOWANCE**: An allocation shall be provided to Bosco for suitable clothing and uniforms. In addition, the city agrees to cover the cost of providing Bosco with a dress uniform associated with the position of Chief of Police. All uniform costs are subject to approval of the City Manager.

3. **HOLIDAY/PERSONAL DAYS**: Bosco shall receive fourteen (14) paid holidays and fifteen (15) personal days.

4. **VACATION**: Bosco shall receive fifteen (15) paid vacation days.

5. **SICK LEAVE**: Sick leave shall be provided in accordance with the applicable time allotted to the senior member of the Police Collective Bargaining Agreement.

6. **BEREAVEMENT LEAVE**: Bosco shall receive Bereavement Leave in accordance with the applicable time allotted to the senior member of the Police Collective Bargaining Agreement.

7. HEALTH/MEDICAL INSURANCE: Bosco shall receive a five-hundred-dollar (\$500) stipend monthly in lieu of Health and Medical insurance in accordance with the applicable Police Collective Bargaining Agreement. Bosco and his dependent spouse shall receive dental and vision insurance that are provided to the other full-time city employees under the prevailing City of Latrobe Plans.

8. LIFE INSURANCE: Bosco shall be provided a Life Insurance Policy providing a death benefit to a beneficiary designated by Bosco in the total amount of not less than Fifty Thousand (50,000) Dollars.

9. PROFESSIONAL LIABILITY INSURANCE: The City agrees to indemnify Bosco from any civil action resulting from the performance of his duties as Chief of Police and shall provide Bosco with professional liability insurance coverage in an amount not less than \$1,000, 000.00 per incident.

10. RETIREMENT BENEFIT: The City shall contribute on a monthly basis five percent (5%) of the Chief's monthly salary to the City's 457(b) Deferred Compensation Plan throughout the term of this Agreement. Said contribution also serves as compensation for the time Bosco served as Interim City Manager.

11. VEHICLE: Bosco shall be provided with a City-owned vehicle of his choice equipped with emergency lights and siren, radio equipment, and any other new technology that may be assigned to police department vehicles. Bosco shall be entitled to use the vehicle for commuting to and from work and for official business.

12. PROFESSIONAL DEVELOPMENT: Bosco shall be entitled to attend professional development conferences during each calendar year as approved by the City Manager, and subject to budget appropriations. Costs to be reimbursed by the City shall include registration, travel, lodging, and sustenance. The City shall also pay the dues and membership fees for professional/ law enforcement organizations as approved by the City Manager.

13. CONFLICTS: Bosco is entitled to the protection of the Pennsylvania Police Tenure Act, 53 P.S. § 812, regarding suspension, removal, termination, or demotion. If the Council approves a statement of charges to suspend, remove, terminate, or demote Bosco, Bosco has the right to appeal such charges within thirty (30) days after service of such charges to the Council. In the event of a timely appeal by Bosco, Council will conduct a hearing in accordance **with** the Pennsylvania Local Agency Law, 2 Pa.C.S. §101, et. seq., and issue a written decision regarding the appeal, which is subject to judicial review pursuant to a Pa.C.S. §§751-754. If Bosco does not file a timely appeal of the charges to the Council, the discipline imposed by such charges shall be final.

14. APPLICABLE LAWS: Nothing in this Agreement shall be construed to limit or otherwise restrict any right or privilege to which Bosco may otherwise be entitled pursuant to any other ordinance, law, rule, or regulation.

15. This Agreement sets forth the complete, integrated understanding and agreement of the parties. No prior or subsequent oral understanding shall be binding on either party. No amendment or modification of this Agreement shall be binding unless the same is reduced to a written amendment of this Agreement and approved by Bosco and Council.

16. If any term of this Agreement shall be determined by a court to be illegal or unenforceable, the remainder of this Agreement shall remain unaffected thereby.

17. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. If any clause or provision of the Agreement shall be deemed invalid or unenforceable, then the remainder of the Agreement shall remain in full force and effect.

WITH THE INTENT TO BE LEGALLY BOUND, this Agreement has been approved at a duly convened public meeting of the City of Latrobe Council, and the parties have executed their respective signatures hereto.

ATTEST:

Secretary

Eric Bartels,
Mayor

WITNESS:

Richard Bosco,
Chief of Police

#9

RESOLUTION NO. 2025-_____

**APPROVING CONTRACT WITH DOING BETTER BUSINESS TO
PROVIDE OFFICE TECHNOLOGY SERVICES**

WHEREAS, Doing Better Business (“DBB”) has presented a proposal to the City of Latrobe offering its services, pursuant to the terms of a proposal, attached hereto and marked as Exhibit “A”; and,

WHEREAS, the City of Latrobe desires to enter an Agreement for the term of five (5) years which includes the following services:

- Sharp BP-50C26 Full-Color Workgroup Document System
- Center Exit Tray (required if no finisher installed)
- Fax Expansion Kit
- Right Side Exit Tray
- Stand/2 x 550-sheet Paper Drawers

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

SECTION 1. That Doing Better Business proposal, attached hereto and marked as Exhibit “A”, is approved and authorized pending final modification and approval by the Interim City Manager and Solicitor.

SECTION 2. That the Mayor, Interim City Manager and/or Secretary of the City of Latrobe and any other proper City officer be and are each hereby authorized and directed to execute the contract and to do every other act required to carry into effect this resolution and the contract approved hereby.

RESOLVED IN COUNCIL this _____ day of June, 2025.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

By:

Secretary

Eric Bartels
Mayor

#10

RESOLUTION NO. 2025-_____

APPROVING REMOVAL OF TIMOTHY PISULA, TERRY CARCELLA AND KAREN MEHOLIC FROM ACCOUNT AT FIRST COMMONWEALTH BANK

WHEREAS, the City of Latrobe desires to remove Timothy Pisula, Terry Carcella and Karen Meholic from the online banking and credit card accounts at First Commonwealth Bank; and,

WHEREAS, City of Latrobe desires to add Chief of Police and Interim City Manager, Richard Bosco, and the Finance Director as administrators for the online banking and credit card accounts at First Commonwealth Bank.

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

SECTION 1. That the City of Latrobe approves the removal of Timothy Pisula, Terry Carcella and Karen Meholic from the online banking and credit card accounts at First Commonwealth Bank.

SECTION 2. That the City of Latrobe approves adding Richard Bosco and the City's Finance Director as administrators for the online banking and credit card accounts at First Commonwealth Bank.

SECTION 2. That the Mayor, Interim City Manager and/or Secretary of the City of Latrobe and any other proper City officer be and are each hereby authorized and directed to execute the contract and to do every other act required to carry into effect this resolution and the contract approved hereby.

RESOLVED IN COUNCIL this _____ day of June, 2025.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

By:

Secretary

Eric Bartels
Mayor

#(1)

RESOLUTION NO. 2025-_____

APPROVING 4TH OF JULY FIREWORKS HOLD HARMLESS AGREEMENT

WHEREAS, each year Latrobe 4th of July Celebration, Inc., a Pennsylvania Non-Profit Corporation, holds a fireworks display celebrating the Fourth of July; and,

WHEREAS, Lehigh Specialty Melting, Inc. permits the use of its land to conduct the fireworks display; and,

WHEREAS, each year, Lehigh Specialty Melting, Inc. requests certain entities to indemnify and hold it harmless for any liability or damage resulting from the fireworks display; and,

WHEREAS, the City has been requested to execute a Hold Harmless Agreement for the Latrobe 4th of July Fireworks Display, attached hereto as Exhibit "A"; and,

WHEREAS, the City desires to authorize the City Mayor and/or Manager to sign the above described Agreement and provide the certificate of insurance referenced in the attached Agreement.

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

SECTION 1. That the Council of the City of Latrobe authorizes the City Mayor and/or Manager to sign the Hold Harmless Agreement, attached hereto as Exhibit A, on behalf of the City for the July 4th fireworks display, proposed by Lehigh Specialty Melting, Inc., in form attached hereto.

RESOLVED IN COUNCIL this ____ day of June, 2025.

ATTEST:

COUNCIL OF THE CITY OF
LATROBE

By:

Karen Meholic
Secretary

Eric Bartels
Mayor