LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY SEPTEMBER 8, 2025
LATROBE, PENNSYLVANIA

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:33 p.m.
Mayor Bartels informed all that an Executive Session was held to discuss litigation matters.
Mayor Bartels asked all to rise for the Pledge of Allegiance.
Mayor Bartels asked all for a moment of silence.
Secretary to Council read Roll Call:

Deputy Mayor Ralph Jenko – absent
Jim Kelley – present
Ann Amatucci –present
Bridget DiVittis – absent
Lenor Rivera – present
Dawn Vavick – present
Mayor Eric Bartels - present

Also, present were the following: Sue Trout, City Manager; Lee Demosky, Solicitor; Scott Wajdic, Public Works Director; John Brasile, Fire Chief; Josh Mayro and Andy Matheny, Code/Zoning Officers and Robert Daerr, Police Captain.

Mr. Kelly moved to approve the meeting minutes from the Regular Meeting on August 11, 2025, and the meeting minutes from the Special Voting Meeting on August 25, 2025, seconded by Mrs. Amatucci. Motion carried 5-0.

Motion to present and approve bills. Ms. Vavick made the motion, seconded by Ms. Rivera. Motion carried 5-0.

BILLS PRESENTED FOR PAYMENT

Total Expenses	$	687,998.43
Total Payroll	$	174,352.97
GRAND TOTAL	$	862,351.40

CITIZENS' REQUEST (related to agenda)

Resident Patty McDonaugh, from 735 Spring Street, asked why The City of Latrobe is using storm water funds to purchase a truck for $61,000 and if it was needed. Mrs. McDonaugh stated she looked at The City of Latrobe website and did not see where Scott Wajdic was the Manager of the stormwater department. Mayor Bartels stated this issue would be addressed later in the meeting and will give Mr. Wajdic a chance to explain the details.

COMMITTEE REPORTS

Public Safety and Fire Committee – Kelley, Vavick and Amatucci– No report.

Finance Committee – Bartels, Jenko and Kelley – No report.

Public Works Committee – DiVittis, Vavick and Rivera – No report.

Personnel Committee – Bartels, Amatucci, and Jenko – No report.

Strategic Planning Committee – Amatucci, Rivera and Jenko – No report.

Events Committee – Amatucci, Rivera and Vavick – Ms. Vavick spoke on the great turnout with the Italian Festival. Also Ms. Vavick stated the unveiling of the Art Center's murals were shown during the Night Market on September 3rd.

GLSD Student Showcase Committee – Bartels, Vavick and DiVittis – No report.

BOARD AND AUTHORITY REPORTS

LMA – No report.

Zoning and Hearing Board – No report.

Library – Mrs. DiVittis – No report.

Park and Recreation – Ms. Vavick reported that the pool is now closed and the Park n' Rec Fall brochure was late getting out due to publishing issues.

DEPARTMENT REPORTS

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"

Police Department

Police Captain, Robert Daerr – Captain Daerr reported that the department had 430 calls for service, 200 police interactions via walk ins and phone calls. There were 500 targeted businesses, parks and residential area checks along with 1,155 police interactions. There were 4 arrest warrants served, 1 overdose investigation and 1 Narcan incident. There were 12 accident investigations, 67 traffic stops, 5 traffic citations issued, 208 parking citations and 16 criminal arrests increasing the year-to-date total to 148. There was 1 aggravated assault and 3 simple assaults. Five non- traffic, 1 burglary, 1 theft, 3 DUI's, 1 Narcotic, 5 domestic disturbances, and 1 death investigation. Also, 9 mental health. Captain Daerr stated the department was at the Italian Festival, only 2 individuals were cited for public drunkenness, and it was a nice event.

Mayor Bartels asked about the mental health calls. Captain Daerr explained that one person was "302'd" and others were of that nature.

Ms. Vavick thanked the police department for coming to the pool daily. Having the police presence made the summer incident free with no problems. Everyone felt the pool was a great family place to go to all summer.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported income from the Transfer Station was up for the month of August. Spring paving had been completed and fall paving was bid out today, Derry Construction was the low bidder, and they will be notified. There were stormwater repairs due to flooding.

Mrs. Amatucci and Ms. Vavick asked about the stickering of the garbage and recycling containers. Both have been receiving calls from residents, due to the confusion as to when the containers were to be left out. Also, some residents were unable to put their receptacles out and wondered if the sanitation department would come back to sticker the ones missed. Scott explained that he had 4 employees doing the stickering and they would get the ones that were missed.

Finance

City Manager, Sue Trout – Mrs. Trout stated the budget to actual report for August 31, 2025, showed revenues of $5,923,317, which was 79.8 percent of budget and expenses were $5,322,943, 71.7 percent of budget. Revenue over expense was $600,374. Payroll for the month of August was $174, 352.97 and budget to actual was 66.7 percent through August. Mrs. Trout reported the city was at 79.8 percent of revenue and 71.7 percent of expenses, so revenues were 13 percent more than expected and expenses were 5 percent more than budgeted for this time of the year. Mrs. Trout said that the city will be mindful of spending.

Fire Department

Fire Chief John Brasile – Chief Brasile stated the department had a total of 69 alarms for the month of August. Also, the department was at The Italian Festival and worked in the Kid's Zone and the nonviolent prevention table.

Code/Zoning

Code Enforcement Officers Josh Mayro and Andy Matheny – Josh Mayro stated for the month of August there were 11 citations, 20 permits were issued and 11 zoning letters. For the vacant property program there are 39 vacant properties that have not been registered and at the certified letter stage. A Zoning and Hearing Board meeting was held on August 19th and there were 2 cases covered. A variance was approved for 2000 Sylvan Avenue, for a 5.57-foot rear setback. This is the same property that was approved for a subdivision last month. A variance was denied at 323 Miller Street, for a large private garage, with maximum coverage, as an expansion of nonconforming use. Zoning and Hearing Board Solicitor, David DeRose, is handling the variance for 323 Miller Street. Mr. Mayro thanked Mr. Matheny for coverage while Mr. Mayro was at PCO Academy for a week in July. The department was short-staffed and there were a high number of walk-in customers.

Ms. Vavick asked about the Ligonier Street property. Mr. Mayro reached out to the property manager, Lauren Santiage, but did not get an immediate response. Ms. Santiage had been cited for not maintaining the property. Mr. Mayro did state that Ms. Santiage did say to contact her directly so she will be able to remedy the problem quickly.

Ms. Rivera asked, regarding the variance application for Miller Street, if there is a solution for what the property owner is asking for or do they just deny it. Mr. Mayro said the property owners are going to appeal. The building was once a candy warehouse and it's a 45 percent lot coverage. They wanted to go to 80 and that is by constructing a 14-foot-tall concrete ramp on the outside of the building. This would be right up against the property line, an excessive amount of coverage, which is why it was denied. The owner wants to use the top floor to park cars, and a ramp is needed to get the cars there. The ramp was not described as being safe, if they gave a better plan of how the ramp would be safe and functionable then it would be reviewed again.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to pay $61,375.15 from the Stormwater fund for the 2025 Ford Truck. This truck is assigned to Scott Wajdic. Mrs. Amatucci made the motion seconded by Mr. Kelly. Motion carried 5-0.

Mrs. Trout stated the new truck will be utilized by Mr. Wajdic but will be used for stormwater purposes and other city business.

Mayor Bartels asked the age of the current truck being replaced. Mr. Wajdic said the truck is a 2012, it broke down and was brought back on the city's roll off truck. The truck is showing its age but salvageable. Once fixed it will be offered for sale. Mr. Wajdic stated he is the Storm Water Manager, and it's not posted on the website, which will be corrected.

Mrs. Amatucci said using the stormwater funds to pay for the truck was a smart move because the city will not incur interest charges and saving taxpayers money.

Ms. Vavick asked if the city was permitted to use stormwater funds to purchase the vehicle. Mrs. Trout response was yes, it's allowable.

MOTION

Motion to advertise for three full-time sanitation positions in the Public Works department. This is part of the planning for in-house garbage pickup. Ms. Rivera made a motion seconded by Mrs. Amatucci. Motion carried 5-0.

Mrs. Trout explained the in-house garbage pickup will start in January of 2026 and time to ramp up the operation to get prepared. Also, the city will be out there to educate the residents on what's coming.

Mayor Bartel asked if these positions will be posted on the website. Mrs. Trout stated she can do that.

Mr. Kelley asked if the hiring of the sanitation workers were included in this year's budget. Mrs. Trout answered yes, the wages are covered for October, November and December.

Ms. Vavick asked if anything was heard about the grant. Mrs. Trout answered not yet but heard the timeframe would be October to November.

MOTION

Motion to approve the fall 2025 paving bids. These were due September 8th at 1pm. Mr. Kelley made a motion seconded by Ms. Vavick. Motion carried 5-0.

Mrs. Trout stated the low bidder, with a qualified proper bid bond, was Derry Construction in the amount of $104,222.50.

Mr. Wajdic spoke on Derry Construction being the lowest bidder and a letter will be sent out to accept their bid.

MOTION

Motion to approve the winter maintenance bids for sidewalks and parking lots as a contracted service. These were due September 8th at 1 pm. Mr. Kelley made a motion seconded by Mrs. Amatucci. Motion carried 5-0.

Mrs. Trout stated this is a contracted service used during the wintertime. Only one bid was received, and it was from McMahan Construction LLC. The bid was set up to list equipment and hourly rates for different pieces of equipment used for the salting and plowing in the locations required.

Mr. Wajdic commented that McMahon Construction did the winter maintenance last year and their rates had increased by 3 percent for this year.

The motion to approve the contract with Muni-Link for stormwater bill was tabled. The monthly cost would be $930 with a $2,000 implementation fee.

Mrs. Trout stated that Mr. Jenko requested to investigate another software package that may prove to be cheaper and she agreed to look into it.

ADMINISTRATION AND FINANCE:

Motion to designate representatives to the Westmoreland County Tax Collection Commission (WCTCC) as follows: Susan Trout as the delegate, Ann Amatucci as the alternate delegate and

Ralph Jenko as the second alternate. The Commission meets on issues associated with Westmoreland County wide collection of Earned Income Tax. Ms. Vavick made a motion seconded by Ms. Rivera. Motion carried 4-1.

Mrs. Trout stated this is the entity that serves as a body that reviews the earned income tax collection and currently our county collector is Berkheimer. They meet and discuss issues associated with county wide collection.

Mayor Bartels asked if this is the normal part of the process. Mrs. Trout answered yes.

MOTION

Motion to approve the Investment Policy statement for The City of Latrobe Police Pension Plan for Commercial Bank and Trust. The policy statement sets parameters and expectations as to how the investment allocation for the fund is invested. Mrs. Amatucci made the motion seconded by Mr. Kelly. Motion carried 5-0.

Mrs. Trout explained the policy statement sets parameters and exceptions as to how the investment allocation for the fund is invested for a police pension fund for future liabilities associated with pensions for police officers. They set up target allocations that they try to meet and then try to stay within those tolerances. Mrs. Trout suggested setting up more frequent meetings to monitor these investments with the bank.

Mayor Bartels asked if this was decided with the approval of the police. Mrs. Trout stated this is decided by you. The city is responsible because it's a defined benefit pension plan, so the benefit totally rests with the city to provide for the police officers.

Mrs. Amatucci asked Mrs. Trout if the meetings would be set up by her, for accountably. Mrs. Trout replied she will set up the meetings with the bank.

MOTION

Motion to approve the 2026 Minimum Municipal Obligation (MMO) for Police Pension Plan for $200,421. This calculation is required and prepared in conjunction with Act 205. Ms. Rivera made the motion seconded by Ms. Vavick. Motion carried 5-0.

Mrs. Trout explained this must be approved at this meeting and is included in the 2026 budget. This is a reduced number from last year's MMO and we do receive state aid to offset the cost.

Mrs. Amatucci asked in addition to the $200,000 would it offset the cost. Mrs. Trout stated the money comes in and then it's utilized to pay the MMO's for both pension plans. Sometimes it covers it but it's all determined on state aid unit value.

MOTION

Motion to approve the 2026 Minimum Municipal Obligation (MMO) for the non-uniformed pension plan for $8,907. This calculation is required and prepared in conjunction with Act 205. Mrs. Amatucci made the motion seconded by Mr. Kelley. Motion carried 5-0.

Mrs. Trout stated this calculation is required and prepared in conjunction with Act 205. This is with the plan the city has with PMRS for our non-uniform personnel. This increased from the prior year, it has been zero, but it is now $8,907. This has to do with market conditions, increases in payroll, and the status of the plan. This will have to be budgeted for 2026.

MOTION

Motion to approve contract with APX Net, A reseller and distributor of Verizon to provide a dedicated fiber line and provide internet for administration, police, and parks and recreation replacing our current service. Mrs. Amatucci made the motion seconded by Mr. Kelly. Motion carried 5-0.

Mrs. Trout explained she has been meeting with LV Tech to discuss ways to provide better internet service, more reliable service, and most importantly service in case of an emergency for our workforce, primarily the police department. This would be more cost-effective and a better dedicated line so that we have reliable internet.

Ms. Vavick asked about the fire department's service. Mrs. Trout stated the fire department is a separate issue that will be addressed. It will be a separate line, but details are getting worked out.

RESOLUTION 2025-30

Motion to adopt Resolution 30 to apply for a Local Share Account Category 4 Facilities Program Grant for the demolition of a blighted property at 319 Main Street and the construction of a parking lot. This is a combined application with our partner The Latrobe Foundation. Ms. Rivera made a motion seconded by Mrs. Amatucci. Vote 5-0.

Mrs. Trout explained The Latrobe Foundation owns that property and the city, along with the foundation, want blighted properties removed. This grant would qualify under the parameters should the city be awarded the grant. Mrs. Trout clarified that this is a combined grant process.

RESOLUTION 2025-31

Motion to adopt Resolution 31 to apply for Community Development Block Grant (CDBG) funding for handicapped accessibility to city hall. Mr. Kelly made a motion seconded by Ms. Vavick. Vote 5-0.

Mrs. Trout stated this grant funding is due September 30th and is still working with the engineers to figure out the best course of action, but it's either going to be handicap accessibility to city hall and some city handicap ramps or both.

RESOLUTION 2025-32

Motion to adopt Resolution 32 for submission of a demolition application to the Westmoreland County Redevelopment Authority and Westmoreland County to seek grant funding to remove blighted properties at 415 Fairmont Street and 319 Main Street. Mr. Kelley made a motion seconded by Ms. Rivera. Vote 5-0.

Mrs. Trout explained 415 Fairmont is owned by the Land Bank. They did an analysis and it's beyond repair. They would like to seek demolition money but the city would need to agree. And 319 Main Street, it's on here in two different formats on this agenda, hoping that to secure one pot of money or the other. They're both blighted structures. So, 319 Main is Latrobe Foundation and 415 Fairmont, Land Bank is asking the city to approve it. It's not our intent to just keep knocking buildings down. These are ones that need to be demolished.

RESOLUTION 2025-33

Motion to adopt Resolution 33 approving an annual fee as authorized by the PA 2021 Act 50 and The City of Latrobe Code Chapter 94 Wireless Communication Facilities in the right of way and sets an annual permit fee of $270. Mrs. Amatucci made a motion seconded by Mr. Kelley. Vote 5-0.

New/Unfinished Business:

Ms. Vavick wanted to verify that National Night Out will be on Wednesday, September 19 from 5:30 – 8:00 P.M. at the stadium.

Solicitor's Report

No report.

CITIZENS REQUEST:

None.

City Manager's Report

Mrs. Trout spoke on having regular meetings with administrative staff for distribution of duties. Also, Mrs. Trout had been meeting with Gibson Thomas to understand all the eligible grant programs for potential city projects and the best grant sources per project. Mrs. Trout, Mr. Wajdic and Ms. McGregor attended an MS4 meeting and reviewed MS4 reporting and ideas to mitigate outputs. Mrs. Trout and Mr. Wajdic examined the Spring Street Sidewalk Project that's been ongoing and met with property owners there. This project started out as a gas company project installing a new line beneath the sidewalk that was a brick sidewalk. The goal was to replace the brick sidewalk with a concrete sidewalk, tie an existing roof drain beneath the sidewalk to the street and then restore the sidewalk to a better condition. There have been ongoing concerns over there. Mr. Wajdic walked with the contractor and provided a list of items that haven't been completely fulfilled. There's some back filling along the edges that needs completed. There were concerns from the residents that were addressed. There are some final things that are ongoing the city would like to get complete before starting on the opposite side of the street. There's a time frame when the next side will start. Mrs. Trout also mentioned there had been some amazing celebrations in the last month between the Yellow Tie Gala, the Banana Split Festival, the Shop Hop and the Italian Festival. They were wonderful community celebrations. They went off without a hitch and were well planned. A lot of really good feedback from the residents. Mrs. Trout worked on the 2026 MMOs and was glad they were done in a timely manner. Mrs. Trout has been meeting with several bankers and getting all the banking solidified with the accounts. The audit team returned, and the city is trying to finalize the 2024 audit. Opst is providing a final list for completion. Also, there are ongoing meetings with LV Tech, our current technology consultant. These are ongoing but busy work that's been happening.

Mayor's Report

Mayor Bartels wanted to thank those who worked, served, and made the festivals successful. It was another great summer, and the city brings more people every year to some of these events. Mayor Bartels stated this provides challenges, public safety types of challenges, movement and flow of our visitors and guests and our residents and appreciates all the hard work. The committees work to offer suggestions for improvement or tighten everything up and that is much appreciated. You don't hear it enough.

The Regular Meeting of the Council adjourned at 7:28 P.M. with a motion by Mrs. Amatucci seconded by Mr. Kelley. All in favor. Motion carried 5-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary