

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, JULY 13, 2026
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 legal 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 – present
Dawn Vavick –present
Sam Leach – absent
Lenor Rivera – present
Eric Hauser – present
Ann Amatucci - present
Mayor Eric Bartels – present

Also, present were the following: Hannah Sterrett, Assistant City Manager; Lee Demosky, Solicitor; Richard Bosco, Chief of Police; Robert Daerr, Police Captain; John Brasile, Fire Chief; Scott Wajdic, Public Works Director; Melanie McGregor, Assistant Public Works Director, and Josh Mayro Director of Code & Zoning.

Ms. Vavick moved to approve the meeting minutes from the Regular Meeting on June 8, 2026, and seconded by Mr. Hauser. Motion carried 6-0.

Mr. Hauser moved to approve the presentation and review of bills, along with fiscal reports, seconded by Ms. Amatucci. Motion carried 6-0.

Assistant City Manager, Hannah Sterrett, explained the manager's finance report with a breakdown on all funds. The General Fund report through June 30, 2026, reflects total revenues of \$4,550,051.40, representing 60.5% of budgeted revenues. Total expenses were \$3,989,450.57, which is 53.6% of budgeted expenditures. Revenues over expenses were \$560,600.83 and the city should be at 50.0% of our budget through June 2026.

Ms. Sterrett stated the Stormwater Fund, Liquid Fuels Fund, Capital Fund and Police Fundraising account month to month reports were included in council's packet for review. Total bills paid for June 2026 for all funds was \$791,137.11.

Ms. Sterrett also explained these reports reflect the first half of the year the city is in good standing but will continue to monitor purchasing activity throughout the remainder of the year.

CITIZENS' REQUEST (related to agenda)
None.

COMMITTEE REPORTS

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

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

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

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

Events Committee – Amatucci, Vavick and Leach – Ms. Vavick thanked the fire, public works and the police department for a successful 4th of July celebration.

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

BOARD AND AUTHORITY REPORTS

LMA – No report.

Zoning Hearing Board – No report.

Library – No report.

Park and Recreation – Ms. Vavick reported that the department is currently working on the fall and winter catalog. The July 3rd 5-mile run was accomplished despite the hot evening; there were no incidents of heat exhaustion. The recent heat has led to increased attendance at the pool. She thanked the police department for their presence at the pool, noting that it has helped reduce potential issues and maintain a safe environment.

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 – "E"

Tax Collector's Report See attachment "F"

Police Department

Chief Bosco reported the department had 138 calls for service, 200 police interactions via walk ins. The department patrolled and targeted 300 targeted businesses, parks and residential area checks. School escorts and arrivals will resume later in August. There were 938 police

interactions and 2 arrest warrants served. There were 10 traffic accidents investigated, 49 traffic stops with 6 citations given and 289 parking citations issued. Also, 19 individuals were arrested, 2 assaults, 1 sex offense, and 4 DUI's. Lastly, 2 narcotic arrests, 16 domestic disturbance calls, 21 assists for other police agencies and 13 mental health calls.

Chief Bosco said he would also like to echo Councilwoman Vavick's recognition of the fire and public works department for the outstanding support they provided to the police department during the many activities held around July 3 and 4. He stated that the events went very smoothly overall. While there were a few medical emergencies that required attention, there was no civil unrest.

Chief Bosco stated that, considering the estimated crowd of approximately 40,000 people, the event was a tremendous success. He noted that heavy rain in the afternoon reduced attendance at the park, as the combination of extreme heat and the onset of rain resulted in a smaller crowd than in previous years. Despite the weather, he said the fireworks display received overwhelmingly positive feedback and was very well received by those who attended.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported that the "Highway Lane Change" signs had been received for the upcoming transition of parking on Main Street from the right side of the street to the left side. Mr. Wajdic mentioned that vacation season had begun for the department. Despite reduced staffing, there will be sufficient manpower for removal of parking meters and to paint the center line on Jefferson Street.

Mr. Wajdic explained that there will be colored tiles between the 2 centered yellow painted lines and it will be 18-inches-wide. He noted that it would not be as wide as the center line on Chestnut Street.

Mr. Wajdic reported that additional signage would be installed on Ligonier Street near Latrobe Steel. The new signs are intended to direct pedestrians to use the angled crosswalk rather than crossing from corner to corner. He noted that the signage had arrived with the other materials and that the project is a shared effort.

Also, paving bids will be coming in the week of July 20th.

Ms. Vavick asked how the residents would be notified of the new traffic patterns.

Chief Bosco answered notifications will be put out on Savvy Citizens and the information will be posted on the police and public works department webpages.

Finance

Ms. Sterrett stated in addition to the financial reports, the 2025 financial audit remains in progress, and the city anticipates the audit to be completed in August. Also, she reported that the

finance committee met last month to discuss strategies for capital planning, and those details will be forthcoming.

Fire Department

Fire Chief, John Brasile – Chief Brasile reported that the 4th of July festivities went off unscathed. Mr. Brasile thanked the public works and police departments for their assistance in responding to flooding at Steve's Garage and the surrounding area. He reported that the Fire Department pumped water from the affected area, while Public Works Director Scott Wajdic provided a backhoe and a roll-off container to assist with the cleanup and flood response.

Chief Brasile reported that Firefighter Lee Caruso submitted his resignation. Mr. Caruso stated that he is leaving the department to devote more time to his growing business. His final day with the department will be July 31, 2026. Chief Brasile reported that he will serve in the position until a replacement driver is hired. He stated that applicants must be able to operate a 50-foot ladder truck, operate a fire hose, and dispatch emergency calls. The position is expected to start at \$21.00 per hour and includes medical benefits and paid vacation.

Mr. Jenko stated that council would have to approve his resignation.

Mr. Demosky replied that the city manager will put it on the next agenda.

Code/Zoning

Director of Code & Zoning, Josh Mayro – Mr. Mayro reported 9 building permits, 8 zoning and repair permits, and 9 zoning letters were issued. Mr. Mayro reported that the most common building permits issued during the month were for solar panel installations. He also noted reports of solicitors operating without the required soliciting permits, adding that the issue is not unique to the city but is affecting many municipalities. Mr. Mayro stated that when reports of unpermitted solicitors are received, he will contact the companies to ensure they obtain the required permits. He also reported that the department received five Right-to-Know requests: three for payment records, one for building permit information, and one for code violation information.

For code enforcement, Mr. Mayro reported that the department opened 21 cases, closed 36 cases, identified 73 new violations, resolved 35 violations, and logged 153 enforcement-related events. He also reported that the Zoning and Hearing Board held a hearing on June 30 to consider a request for lot coverage and setback relief for a residence on Gertrude Street. The Zoning and Hearing Board unanimously approved the variance request. He added that the board's next meeting is scheduled for July 29 to consider a variance request for a proposed hospital sign on Mellon Way. They requested sign height and size relief.

Mr. Mayro mentioned that the Planning Commission did not meet in June. He added that a meeting has been scheduled for August 3 to review a land development proposal for Adelphoi at 1119 Village Way.

Mr. Mayro introduced intern Jayden Rubright, noting that this was his first council meeting. He stated that Mr. Rubright had completed the citywide property assessment and will now begin comparing the findings with the county's five-year-old property assessment.

Mayor Bartels welcomed Mr. Rubright and remarked that he had heard positive things about his work.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to approve the hiring of Maximus Wilson as a City of Latrobe Police Officer. Mr. Hauser made the motion seconded by Ms. Rivera. Motion carried 6-0.

Maximus Wilson was sworn in by Mayor Bartels, who administered the oath of office. Mr. Wilson was a student at Greater Latrobe School District and a recent graduate from the police academy. He was working at Trafford Borough Police Department before joining the Latrobe Police Department.

ADMINISTRATION AND FINANCE

MOTION

Motion to submit an application for the COPS Hiring Program grant for hiring of a police officer. This is a three-year program grant which pays a maximum of \$125,000 per officer position. Mrs. Amatucci made the motion seconded by Mr. Jenko. Motion carried 6-0.

MOTION

Motion to enter into an agreement with Adelphoi Education, Inc. for a Campus Resource Officer for services provided from August 1, 2026, through July 31, 2029. This agreement provides an enhancement to security, emergency preparedness and crisis response for the education programs at the Robindale Headquarters Campus. Mrs. Amatucci made the motion seconded by Mr. Jenko. Motion carried 6-0.

Mayor Bartels asked Chief Bosco if there is anything in these duties that are going to differ in any way from the standard agreements.

Chief Bosco replied that the salary rate will change.

MOTION

Motion to introduce Ordinance No. 2026-08 amending Chapter 98 of the City Code titled Administration and Enforcement repealing condemnation of buildings and structures section 98-3 (A) and (B), 98-9, and 98-12. This is being done to eliminate outdated processes that conflict with the Uniform Construction Code specifically 2021 IPMC Section 111. Mr. Hauser made the motion seconded by Ms. Vavick. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-09 amending Chapter 108 of the City Code titled Administration and Enforcement repealing Chapter 108 in its entirety as it contains outdated processes that conflict with the Uniform Construction Code 2021. Mrs. Amatucci made the motion seconded by Ms. Rivera. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-10 amending Chapter 117 of the City Code titled Construction Codes, Uniform updating, correcting and/or deleting sections 117-1, 117-2, 117-3, 117-6 and 117-9 and adding section 117-10 title repair permits to establish uniform permitting process for specified repair, maintenance and replacement activities not regulated under the PA Uniform Construction Code and consistent with the standards set forth in the 2021 International Property Maintenance Code. Mr. Rivera made the motion seconded by Mr. Jenko. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No 2026-11 amending Chapter 121 of the City Code titled Electrical Standards and repealing the Chapter in its entirety as it contains outdated processes that conflict with the Uniform Construction Code. Mr. Hauser made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-12 amending Chapter 132 of the City Code titled Property Maintenance to update Chapter 132 to formally adopt the 2021 International Property Maintenance Code and to revise all existing local amendments so that section references, numbering, and administrative provisions accurately corresponding to the 2021 edition of the Code, thereby ensuring clarity, enforceability, and consistency within the city's property

maintenance regulations. Mr. Jenko made the motion seconded by Ms. Vavick. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-13 amending Chapter 137 of the City Code titled Mechanical Standards and repealing the chapter in its entirety as it contains outdated processes that conflict with the Uniform Construction Code. Ms. Rivera made the motion seconded by Mr. Jenko. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-14 amending Chapter 147 of the City Code titled Plumbing Standards and repealing the Chapter in its entirety as it contains outdated processes that conflict with the Uniform Construction Code. Mr. Jenko made the motion seconded by Mr. Hauser. Motion carried 6-0.

MOTION

Motion to introduce Ordinance No. 2026-15 amending Chapter 275 of the City Code titled Fire Limits and Fireproof Construction of the City Code repealing the chapter in its entirety as it contains outdated processes that conflict with the National Fire Protection Agency (NFPA). Mrs. Amatucci made the motion seconded by Ms. Rivera. Motion carried 6-0.

Ms. Vavick asked Chief Brasile if he was comfortable with these changes.

Chief Brasile explained that Chapter 275 dates to the 1970s and that construction codes have since changed.

MOTION

Motion to introduce Ordinance No. 2026-16 amending Chapter 279 of the City Code titled Fire Prevention Standards replacing the existing Chapter 279 in its entirety to ensure consistency with current National Fire Protection Association (NFPA) fire safety requirements, improve administrative and enforcement procedures, and enhance public safety by reducing hazards and ensuring safer occupancy conditions throughout the community. Ms. Rivera made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

Mrs. Amatucci wanted to confirm that this was the ordinance that's being replaced.

Chief Brasile answered yes that the proposed changes coincide with the Uniform Construction Code, which Mr. Mayro and Mr. Matheny worked to update.

Ms. Rivera asked if this would be a B-A standard ordinance.

Chief Brasile answered that the B-A standard goes from 101 to 5,000 and not all the city's ordinances will fall under construction or fire safety, and the fire department will be covered.

MOTION

Motion to enter into an agreement with Muni-Link to provide notifications to our customers in the form of emails. The cost is \$3.00 per 1000 messages sent and a one-time \$75 initial set up fee. This will assist us with communication when we have interruptions or changes of service for trash and recycling pickup. Messages can be targeted to certain areas as needed. Mr. Jenko made the motion seconded by Ms. Vavick. Motion carried 6-0.

Assistant Public Works Director Melanie McGregor explained that residents have requested better communication since the city began its in-house trash collection service. While updates are posted on Facebook, Savvy Citizen, and the City of Latrobe's website, she noted that not all residents have internet access. Ms. McGregor explained that Muni-Link can provide robocall and mass email notifications to customers. The service includes a one-time setup fee of \$75 and a cost of \$3.00 per 1,000 messages sent. Ms. McGregor added that notifications can be targeted at specific neighborhoods or streets, allowing the city to notify only those residents affected by delays or service changes. She also stated the notifications are cost effective and will be able to reach the residents that weren't getting notified on garbage updates.

Ms. Vavick felt this was a great way of communicating with the elderly and would eliminate a lot of headaches.

Mrs. Amatucci asked whether notifications would be sent by email or text message.

Ms. McGregor explained that setting up the texting system is a lengthy process, so the department will use email and robocalls in the meantime.

Ms. Vavick said the messaging system will be beneficial during the holiday season.

Mrs. Amatucci questioned the cost of the notification module and Mayor Bartels pointed out the cost on the first page of the Notification Agreement which stated \$.06 per whole minute increments for the phone calls.

New/Unfinished Business:

A reminder was mentioned for two upcoming hearings, both scheduled for July 27, 2026. One is for the alley vacation at the alley located between Toner and Penn Streets between lots 220-338 on 6th Avenue and 7th Street. And a hearing scheduled for an intermunicipal liquor license transfer and a Special Voting meeting.

Mr. Hauser is concerned about the date change with Steeler Fest and feels there may be a glitch with the farmer's market taking place the same day.

Chief Bosco stated the time change was new to him and was only discussed briefly at the last meeting.

Mr. Hauser asked what time Steeler Fest would start and Captain Daerr answered 3 p.m.

Mrs. Amatucci thanked the city staff for their prompt response whenever she contacted them. Mr. Jenko thanked the Code Enforcement Department for their efforts in reviewing outdated guidelines as part of the ordinance update process. He stated that the updates have been overlooked for decades.

Solicitor's Report:

No report.

CITIZENS REQUEST:

None.

City Manager's Report:

Mayor Bartels commended the public works, fire, and police departments for their hard work and dedication during the July events.

The Regular Meeting of the Council adjourned at 7:28 P.M. with a motion by Mr. Hauser seconded by Mrs. Amatucci. All in favor. Motion carried 6-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary