

**LATROBE CITY COUNCIL  
REGULAR MEETING OF COUNCIL  
MONDAY, NOVEMBER 10, 2025  
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:32 p.m.  
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  
Jim Kelley – absent  
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; Richard Bosco, Chief of Police; Robert Daerr, Police Captain; Scott Wajdic, Public Works Director; Melanie McGregor, Assistant Public Works Director; John Brasile, Fire Chief; and Josh Mayro and Andy Matheny, Code/Zoning Officers.

Ms. Vavick moved to approve the meeting minutes from the Regular Meeting on October 14, 2025, and the Special Voting Meeting on October 27, 2025, seconded by Mrs. Amatucci.  
Motion carried 5-0.

Motion to present and approve bills. Mrs. Amatucci made the motion, seconded by Mr. Jenko.  
Motion carried 5-0.

City Manager Sue Trout stated the list of the approved bills needed to be paid and all the accounts have been reconciled.

**BILLS PRESENTED FOR PAYMENT**

Total Expenses	\$ 1,989,695.13
Total Payroll	\$ 253,562.35
GRAND TOTAL	\$ 2,243,257.48

**CITIZENS' REQUEST (related to agenda)**

None.

**COMMITTEE REPORTS**

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

Finance Committee – Bartels, Jenko and Kelley – Mayor Bartels reported a draft budget is being

looked over.

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 reported a cash bash was held on November 8<sup>th</sup> which benefited Latrobe Parks and Recreation, Latrobe Art Center and the Adams Memorial Library. Light Up Night will be held December 4<sup>th</sup>, and Holly Jolly Christmas runs from December 4-6 with merchants being open for the event.

GLSD Student Showcase Committee – Bartels, Vavick and DiVittis – Mayor Bartels stated he has been in contact with Mr. Benning at the school district and will be looking at resumes.

Mayor Bartels made an announcement to all council members that the re-organization meeting will be coming up in January of 2026. Two new council members will be replacing Councilman Jim Kelley and Councilwoman Bridget DiVittis. Also, if any council member is interested in switching committees to let him know.

Mrs. Amatucci reminded everyone that the Veteran's Day Parade was cancelled for Tuesday, November 11<sup>th</sup> and the service will be held at the American Legion.

## **BOARD AND AUTHORITY REPORTS**

LMA – Mr. Bollinger reported that the reservoir is still above what it was last year.

Zoning and Hearing Board – No report.

Library – Mrs. DiVittis – No report.

Park and Recreation – Mayor Bartels stated they are working on the budget

## **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 Chief, Richard Bosco – Chief Bosco stated that two of his corporals finished their certifications. Officer Scholl passed his pilot's license to be a part of the drone team and Officer

Sherback finished the DUI standardized field variety testing instructor school. Chief Bosco reported the department had 424 calls for service, a little over 200 police interactions via walk in's and phone calls. There were 5000 targeted businesses, parks and residential area checks, 40 school arrival and dismissal details. There were 1,155 police interactions and 7 arrest warrants served. There were 9 traffic accidents investigated, 66 traffic stops with citations given and 418 parking citations issued. Also, 11 non-traffic citations were issued. There was 1 theft, 4 narcotics investigations and 11 domestic violence calls. Also, 13 assists for other police agencies and 10 mental health.

### Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported the fall paving project has been completed. All the trucks are ready for winter, and salt is replenished and stocked. New license plates have arrived for the two new garbage trucks and they will be out and about in the coming weeks. Leaves are still getting picked up and a few more roads and alleys will be repaired before the weather gets too cold. Mr. Wajdic also stated when the weather warms up the re-painting of the center line on Jefferson will be done.

Ms. Rivera asked if there will be lines painted by the stop signs on Fairmont Street since there aren't painted lines for crossing.

Mr. Wajdic stated there used to be red brick concrete crosswalks, but he would investigate the Fairmont Street crossing.

Mayor Bartels asked if there was an update on Sloan Avenue.

Mr. Wajdic stated a PA One Call was redirected there and the department will try to get it done before the end of the week.

Ms. Vavick asked if the Spring Street sidewalks were completed.

Mr. Wajdic stated the four hundred block of Spring Street isn't finished but the five hundred block is completed.

### Finance

City Manager, Sue Trout – Mrs. Trout stated revenues for October 31, 2025, showed \$7,045,457.76 which was 95 percent of budget, the city should be at about 83.3 percent. Expenses were \$7,445,328 which was 100 percent of budget which is expenses over revenue due to transfers that were occurring. Mrs. Trout stated she is expecting increased revenue from earned income tax for the month of November. Also, payroll for the month of October was \$253,562.35 and the city had three payrolls that month. Mrs. Trout will be meeting with consultant Jim Koshinsky for review of the transfers and there may be changes for adjustment of entries.

Mayor Bartels praised Deputy Tax Collector Freida Glass for an excellent audit back from Westmoreland County.

Mrs. Trout stated that the county owes the City money from the 2024 audit and Mrs. Glass drafted a letter requesting a refund and this will show up as an ACH deposit into our general fund.

### Fire Department

Fire Chief John Brasile – Chief Brasile stated the department had 73 alarms for October and 3 were structure fires. Having the paid drivers is critical with incidents like this, the drivers can get to the scene in 2 minutes, and this saves a lot of fire damage to the structure. The houses were 60% fire damaged but covered by insurance. Mr. Brasile will get the final damage report from the insurance companies. He also reported that the department had finished their ladder testing and passed. This is vital to keep the equipment tested which helps with insurance premiums. With the colder temperatures arriving Mr. Brasile reminded residents that space heaters need to be 3 feet of clearance from any combustible material in your homes. Also, live Christmas trees are not permitted in public buildings or public venues. That's an NFPA standard. The Christmas trees must be artificial or non-combustible. Mr. Brasile stated the department is getting ready for the upcoming Turkey Trot and Holly Jolly.

Mayor Bartels thanked Mr. Brasile and his department for having clean reports from the State Fire Relief Audit and mentioned that Mrs. Trout did a tour of all the fire stations and stated how clean the stations were and everything was in tip top shape.

### Code/Zoning

Code Enforcement Officer Josh Mayro – Josh Mayro stated for the month of October 16 property maintenance citations were issued, 17 permits and 5 private complaints were filed with the magistrate. Also, 6 right to know requests. A Planning Commission meeting was held on October 6th to discuss a subdivision for 2416 Ligonier Street. This was approved and will continue at a zoning meeting that may take place next month. The Fence Ordinance was approved by the Planning Commission. The zoning department received the County Planning Department's approval, and the next step is legal review before it's advertised, and it can be discussed at the next council meeting. For the zoning hearing report, Mr. Mayro and Mr. Matheny met on October 22nd to discuss a special exemption for a public utility installation by the Municipal Authority. They were able to get an exemption under Chapter 166-3 for exemption of city property as they're an arbor agency of the city and their projects for public use.

Mr. Mayro praised Mr. Wajdic from public works on the removal of 3 tons of debris from Wild Cat Way. He also recognized Ms. Rivera and Mr. Whitehouse for their help with working with the zoning department organizing historical citations and permits.

Mayor Bartels asked if the right to know requests were from the same person.

Mr. Mayro stated no, they were from different people. One was for permit records, one for police records, three for liens, code and zoning and one asking for pay scales for municipal employees.

## **PUBLIC WORKS AND PERSONNEL:**

### **MOTION**

Motion to approve the Muni-Link comprehensive cloud-based software contract for stormwater billing. The price would be \$695 per month for 3,500 billing accounts with a \$2,000 implementation, training and data conversion fee. Mr. Jenko made the motion seconded by Ms. Rivera. Motion carried 5-0.

Mrs. Trout explained Muni Link contract had been discussed at past meetings and this will be stormwater billing that is done in house.

Mrs. Amatucci asked if this will be completely accessible, internet wise, or cloud base.

Mrs. Trout explained the stormwater software is cloud base and with the approved fiber line for internet service we will have a better dedicated line and stable service.

### **MOTION**

Motion to approve the Memorandum of Understanding with AFSCME AFL-CIO Council 83 Local 629 for an agreement to increase the employee share of health care premium costs at \$25 per pay. Mrs. Amatucci made the motion seconded by Mr. Jenko. Motion carried 5-0.

Mayor Bartels stated health insurance is required and premiums had increased.

Mrs. Trout stated a meeting was held with the union because of our health care premiums. Mrs. Trout received notification on the increased costs of health care, specifically, Highmark insurance, and spoke with union representatives to do a cost share. The current agreement has trigger language if premiums exceed 10%. The union agreed to a \$25 per pay increase. The level of coverage for a single employee would be pay \$30, and the increase would take them to \$55. If they have family coverage, they pay \$40, with the increase it will be \$65 per pay. The health insurance had increased by 12% for Highmark and 7% for UPMC. Health care costs are rising for all employees, and the city will absorb the costs.

Mr. Jenko stated \$25 is a small part.

## **ADMINISTRATION AND FINANCE:**

### **MOTION**

Motion to approve State Representative Leslie Rossi's Office Lease at the city building until November 30, 2026, at no cost. Ms. Rivera made the motion seconded by Mrs. Amatucci. Motion carried 5-0.

## **MOTION**

Motion to approve the contract with LV Tech, our current IT provider, for a one-year agreement with additional one-year automatic renewal unless cancelled with a 90-day notice for support service of hardware, software and networking systems consisting of 11 servers and 47 desktop and laptop computers for \$83.15 per month per workstation. LV Tech also agrees to provide unlimited phone and remote support Monday through Friday from 7am to 5pm as well as 6 hours per month for after-hours support. They will provide off-site back solutions for servers and desktops. Ms. Vavick made a motion seconded by Ms. Rivera. Motion carried 6-0.

Mrs. Trout explained when discussions took place about the LV Tech agreement that Mr. Jenko asked if Microsoft 365 was included and it is not. LV Tech will still manage Microsoft 365.

Mr. Jenko asked if there was an increase in cost to LV Tech.

Mrs. Trout stated there is a slight increase per workstation. When meeting with LV Tech it was discussed on what was considered a workstation, whether it's a desktop, a laptop, or a unit that is already in place. These are counted as a station that requires upgrades and information. They make sure that email phishing is up to standard, and the city's data is protected.

Ms. Rivera asked about the unlimited phone and remote support, had that always been the case.

Mrs. Trout stated not necessarily, and they charged the city at times. If there's a problem, a call is placed, and a service ticket is provided. With the unlimited phone and remote support, they can remote into our system and clear out a problem. This is included as long as it's between 7 and 5 with those six hours after hours of that process.

Mrs. Amatucci asked if more than six hours for the month of the after-hours, would they charge accordingly.

Mrs. Trout answered that yes, there's a fee in the contract for after hours and it's \$105.34 per hour.

## **MOTION**

Motion to approve the Hoffman's Boarding Kennel Agreement for two years for January 1, 2026, through December 31, 2027, providing dog law enforcement officer services for \$290 per month. After hours, calls are \$120 per call. Mrs. Amatucci made the motion seconded by Mr. Jenko. This motion was a roll call vote 5-0.

Mrs. Trout explained that Hoffman's had increased their price from \$270 to \$290.

Ms. Vavick asked who calls Hoffman's after hours.

Chief Bosco replied that the police department notifies Hoffman's and that the department does 90% of the rescues and uses Hoffman's no more than 2-3 times a year.

## **MOTION**

Motion to approve a subdivision at 207 East 4<sup>th</sup> Avenue. Vanessa Beggs, owner of 207 East 4<sup>th</sup> Avenue, wishes to subdivide the easterly most 18 feet of lot 121 with the intent to transfer the land to her neighbor, Alycia Kirkling. This subdivision will not cause Vanessa Begg's lot to become non-conforming regarding lot coverage and setbacks requirements. The subdivision was approved by the Planning Commission and the Westmoreland County Planning Department. Ms. Rivera made the motion seconded by Ms. Vavick. This motion was a roll call vote 5-0.

## **MOTION**

Motion to advertise the 2026 City budget for all funds. Mrs. Amatucci made the motion seconded by Mr. Jenko. This motion was a roll call vote 5-0.

Mrs. Trout went over the process of the budget and the discussions that took place. Extensive budget sessions with feedback and planned strategies were discussed on capital needs. A lot discussed on operations of each department and what was needed to survive, what can be used to survive, and what's really a want versus a need. Mrs. Trout stated a budget was crafted and wants to advertise a budget for all funds. All city funds were included, not just the general fund, liquid fuels or stormwater. The general fund budget will include revenues of \$7,526,008 and expenses of \$7,506,258, leaving revenues over expenses of \$19,749. There isn't an expected tax increase or decrease in services required with this budget, this is a proposed budget. The budget will reflect an increase from the 2025 budget of \$105,428, or 1.4%, and the city will begin in-house sanitation pickup in 2026. The budget was built on an assessed citywide property value of \$64,278,000 with the current tax millage of 21.5 mills, of which .0002 is allocated to the library based on a referendum vote. The budget includes the salaries account of all types of pay, including base, longevity, overtime, extra hourly pay, comp day pay, buyouts, and types of pay in collective bargaining agreements in our personnel policies. Hospitalization costs are reflected in the budget and would include additional employees that we hired for sanitation services, as well as a 7 % cost increase in premiums, specifically with UPMC insurance, and it also includes the payouts that are required to pay retirees in accordance with agreements. It includes a dental premium increase of 7.5%, a vision premium increase of 6%, and includes an increase in costs of new employees. It includes the two full-time code enforcement officers that began June 1, 2025, due to the need for additional property and code enforcement in tackling blight in the community. It includes hiring a finance director in 2026. Salaries were budgeted in one line, as opposed to being spread across several line items, again, for administration and for a better, clearer understanding. Insurances, like property liability, are not finalized yet for 2026 and still being worked on. This is an overview for the general fund. The capital fund includes a best estimate of grant matches. We have no idea what grants were going to be awarded next year, but we did try to award grant matches as we see could occur. The capital fund includes three annual lease payments for our roll-off truck and our two sanitation trucks, and these would be considered payment two of five-year leases. This budget includes a paving program, a new scale at the transfer station, and a water line and sprinkler system for the transfer station. The stormwater fund has true revenues and expenses budgeted, and the plan is to transfer quarterly

expense reimbursements to the general fund for stormwater operations because we're budgeting expenses from general and showing the transfer quarterly of what reimburses the general fund. Liquid fuels, our allocation, as we were told by the State, is being reduced by over \$10,000. This is due to people traveling less and because of electric vehicles not utilizing gas. Money collected from gas tax has gone down; therefore, our allocation has gone down. The budget includes payments for salt needed to keep our streets clear, streetlight bills to light the streets, traffic signal electricity and traffic signal maintenance to keep the signals operating, and all the costs related to liquid fuels are handled in accordance with the state's liquid fuels program. Paving was taken from the capital fund for 2026 in this proposed plan. Possible grants in 2026 are the Swifer grant, which has not been reflected in the 2026 budget, but hopefully the grant comes through. This budget includes demolition of 319 Main Street and handicapped doors for city hall. It also includes flood management projects for Joanne Drive, Gertrude, James and Cherry Streets, body-worn cameras and bulletproof vests for the police department, we've applied for these grants. The city budgeted a proposed grant match not knowing what will be approved for 2026. The fees in the 2026 fee ordinance were reflected in the budget and will be uploaded into the code so people can access the fees online.

Mayor Bartels wanted to clarify the two full-time code enforcement officers transitioning are part-time, not just full-time positions. He also commented that this budget reflected the challenges from 2025, Interim Chief Bosco's insights, bringing in Mrs. Trout on as our city manager, and all the work that the whole team has done in getting things clarified during the year. Everyone worked hard to put together this budget.

Mrs. Trout stated she would like to introduce the budget at a special meeting at the end of November and hopefully adopt it in December.

### **MOTION**

Motion to advertise the 2026 Fee Ordinance. Mr. Jenko made the motion seconded by Ms. Rivera. This motion was a roll call vote 5-0.

Mayor Bartels asked when the fee schedule will be in place.

Mrs. Trout stated within a few days the fee schedule will be distributed and mostly involves increases at the transfer station.

### **New/Unfinished Business:**

#### Solicitor's Report

No report.

### **CITIZENS REQUEST:**

None.



### City Manager's Report

Mrs. Trout reported she spent a good amount of time working on the 2026 budget, holding budget meetings and hearing the needs of everyone involved. A lot of decisions were made to streamline some banking and close several bank accounts. A meeting was held with LV Tech, again, to make sure service will be streamlined and the fiber line install continues to move forward. The city has worked on getting the 2024 audit completed and waiting on an OPEB report, and some minor journal entry details. The city is still working to implement the 457B plan, a volunteer savings program. There were motions made and approved agreements associated with that previously. The plan is to liquidate through the current carrier by the end of the month and transfer to the new fund with Edward Jones.

### Mayor's Report

Mayor Bartels spoke on being grateful for being re-elected Mayor of Latrobe and thanked those that came out to vote. Mayor Bartels said he was glad for a chance to continue serving the public and appreciated the feedback he received. He also appreciates having great people to work with and bounce ideas off each other and serving the city. Mayor Bartels announced that he was able to represent the city at the Westmoreland Historical Society's annual awards banquet and to see a couple members of our own community being honored there. Paul and Mike Ciotti were acknowledged for historic preservation, and Linda Fox, who accepted an award for the Katherine Mabis McKenna Foundation for historic preservation. Mayor Bartels wished the veterans in the community a Happy Veteran's Day and hoped to see some at the American Legion to honor them. Another event for Saturday, November 15<sup>th</sup> is the Orange Heart Medal Ceremony. Latrobe Community Ministries will hold this ceremony, and this event honors the Vietnam Vets who were exposed to agent orange dioxin.

The Regular Meeting of the Council adjourned at 7:37 P.M. with a motion by Mrs. Amatucci seconded by Mr. Jenko. All in favor. Motion carried 5-0.

Respectfully submitted,

*Janina Hall*

Janina Hall, Council Secretary