

**LATROBE CITY COUNCIL
SPECIAL VOTING MEETING
MONDAY NOVEMBER 24, 2025
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Special Meeting of Latrobe City council at 6:38 p.m.
Mayor Bartels informed all that an Executive Session was held to discuss a personnel matter.
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
Lenor Rivera – present
Bridget DiVittis – present
James Kelley – absent
Ann Amatucci – present
Mayor Eric Bartels – present

Also, present were the following: Sue Trout, City Manager; Lee Demosky, Solicitor; Richard Bosco, Chief of Police; Scott Wajdic, Public Works Director; and Andy Matheny, Code/Zoning Officer.

CITIZENS' REQUEST (related to agenda)
None.

MOTION

Motion to introduce an ordinance of the 2026 City Budget of all funds. Mr. Jenko made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

Mrs. Trout passed out a proposed budget for 2026 and explained that the budget was built with all revenues and expenses from city funds. Mrs. Trout stated the departments tried being realistic with all revenues and expenses using history as a guide and looking at the current allocations for the future and existing contracts. The main funds that are included in the budget are the general fund, the capital fund, the liquid fuels fund, and the stormwater fund. The minor funds with less activity are the fire insurance loss fund, the credit card account, the payroll fund, the police evidence account, the police fundraising account, and the Westmoreland County tax account. In this process of preparing the budget and talking with staff and members of the Finance Committee, some bank accounts have been closed and were longer needed in the budget. The budget has been streamlined with operations in the planning of the budget. Meetings took place with department heads along with lengthy discussions on what was needed and what they would like to see to make their departments operate effectively. In this draft budget are revenues and the expenses of the general fund. The revenues are \$7,526,008 and the expenses are

\$7,506,258.06, leaving revenues over expenses of \$19,749.94. The budget includes salaries in accordance with the collective bargaining agreements and contracts, expenses associated with taking over in-house sanitation collection and capital improvement items needed, which include the leases on all trucks and the paving program. Other items that were budgeted were in liquid fuels the street lighting, road salt, and traffic signal maintenance. The stormwater fund will pay for items associated with stormwater expenses. The budgeted revenue highlights that this budget is based on \$21.5 mills with no reason for a tax increase. Also included are a 96% collection rate and the library portion of .0002 of the assessed value of collection which reduces off the \$21.5 mills. There's earned income tax revenue of \$1,650,000, local service tax of \$150,000, parking revenue of \$175,000 and in sanitation anticipated revenues of \$905,000 for residential collections and \$450,000 for commercial. There is a plan to generate \$1,050,000 of revenue from the transfer station operations. On the expense side the largest expenses are salaries and benefits. Hospitalization increased by 7%, dental premium to 7.5% and vision 6%. This budget includes payments for the new employees for their benefits as well, along with including two full-time code enforcement officers that began midway through the 2026 year. Also budgeted is a finance director position for 2026 and payments for the bond issue in the general fund budget that we're required to pay. The bond issue goes through the year 2037 and is a part of the general fund budget. There are plans to purchase a new scale at the transfer station, along with installing a water line and sprinkler system. Grants were applied for, and the city will have no idea what will be approved but did budget some grant matches through the capital fund. Built in the stormwater fund are revenues of \$450,000 based on the \$90 ERU residential unit fee. Mrs. Trout felt this was a realistic budget with input from everybody involved in the process specifically department heads, employees and council members. This is a budget that's balanced with no tax increase and with no decrease in city services, despite the increased salaries and benefits.

Mr. Jenko thanked Mrs. Trout for all her hard work, explaining the budget in detail and the execution of various funds.

Mayor Bartels stated the budget was a learning process for him and now has a greater understanding of the operation.

MOTION

Motion to introduce an ordinance of the 2026 City Fee Schedule. Ms. Rivera made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

Mrs. Trout explained the request is for fees charged at the transfer station and some clarification of fees that haven't been on our website, as part of the code book, but have been approved at meetings. Also added are the fee schedules from TKL, our third-party reviewer of our building permits. The fees would be added as part of the fee ordinance and then the fee schedule itself.

Mrs. Trout passed out documents explaining the fee schedule listed and what is being requested for the 2026 rates, and the rates charged from TKL. There are also fees determined by the code official and were part of the abandoned and vacant property ordinance whenever it was introduced. Per the fee ordinance the flat rate services are being requested for increases. Mrs. Trout referred to the current fee schedule, and the 2026 rate that the city is proposing. An example used stated a 10-yard cubic box is \$370 flat rate for 3 tons of materials for 10 days. Then the fee of \$10 each day over the 10 days. The city is proposing \$395 flat rate for 3 tons of material for 10 days and then a fee of \$10 each day over 10 days and \$70 per ton over 3 tons. The rates increase from \$400 to \$425 and a 30-yard cubic box from \$450 to \$475. The transfer station under municipal waste will go from \$120 per ton to \$130 per ton and 300 pounds and under from \$20 to \$22. Under the stormwater, what we do is add the information on the way we charge via the ordinance, which is a discount for installing a 100-gallon rain barrel or a cistern, and/or planting two native trees with trunks of two inches in diameter. The fee was missing for the stormwater equivalent unit fee; it should be \$90 for the commercial fee. The residential fee was listed but not commercial, adding it will clarify the fee structure.

Ms. Vavick asked if there would be an increase in residential garbage service.

Mrs. Trout stated there will not be an increase.

RESOLUTION #2025-36

Motion to approve Resolution 2025-37 for a grant application for the Local Share Account Program, which is open until November 30, 2025, for construction of a bioretention pond near James Street for \$473,700 to manage stormwater more effectively. If awarded the grant which is a statewide competitive grant, the city's responsibility of project funds is \$39,475 and could be paid with stormwater or capital funds. Ms. Vavick made the motion seconded by Mr. Jenko. Vote 6-0.

Mrs. Trout explained that this budgeted capital grant matches out of the capital fund. Not knowing if this grant will be approved, but this will be something that will help with stormwater management, and this will need to be submitted by Wednesday to meet the deadline.

Mr. Jenko asked where on James Street is the pond located.

Mr. Wajdic gave directions to the location of the pond.

MOTION

Motion to accept the resignation of city Councilman James Kelley effective immediately. Ms. Amatucci made the motion seconded by Mr. Jenko. Motion carried 6-0.

Mr. Jenko stated that Mr. Kelley was a fixture of city government for many years.

Mrs. Amatucci commented on the amount of knowledge he had.

Mayor Bartels spoke with Mrs. Kelley and stated that Mr. Kelley is not doing well. He wanted to stay on until this term ended but couldn't. Mayor Bartels asked everyone to keep his family in their prayers, and Mr. Kelley especially. There's gratitude for all the work and wealth of knowledge he had and was able to recall at meetings and to better understand many tasks he worked through for a long time.

MOTION

Motion to accept the resignation of Kathleen Kelley, Ph.D. from the Planning Commission effective December 31, 2025. Mr. Jenko made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

NEW/UNFINISHED BUSINESS:

None.

PUBLIC COMMENT:

None.

The Special Meeting of the council adjourned at 7:07 P.M. with a motion from Mrs. Amatucci seconded by Ms. Rivera. All in favor. Motion carried 5-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary