

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 12, 2026
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
Dawn Vavick – present
Sam Leach – present
Lenor Rivera – present
Eric Hauser – present
Ann Amatucci - 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; Josh Mayro and Andy Matheny, Code/Zoning Officers.

Mr. Jenko moved to approve the meeting minutes from the Regular Meeting on December 8, 2025, and the Special Voting Meeting on December 22, 2025, seconded by Ms. Vavick. Motion carried 7-0.

Ms. Rivera moved to approve the presentation and review of bills, along with fiscal reports, seconded by Mrs. Amatucci Motion carried 7-0.

Mrs. Trout explained the bills were from all funds for the month of December and wanted to highlight the general fund revenue and expenses. Mrs. Trout reported total revenues for the year 2025 came in at \$7,778,052.10. This was 5 % more than budgeted on the revenue side, in the general fund. Expenses were \$8,259,196.20, which was 11% over budget. As discussed throughout the year, there were accounting changes in the form of transfers and adjustments which inflated expenses.

Mr. Jenko stated the report may not be accurate, he felt the building and property fees were \$300,000 over, coming from funds that were not considered part of revenue, unless there were balanced revenues and balanced funds against expenditures.

Mrs. Trout replied that it was correcting journal entries for specific line items. It was corrected with the short-term loan issue that occurred with the HVAC system that involved stormwater.

Mr. Jenko stated that without having the fund, for all funds total included in the revenue and expenses, you will get an incomplete picture. The HVAC project is done, and the losses of the funds are not there.

Mrs. Trout responded that she hopes with the new budget, the report will be a little more realistic and show a better picture.

Mr. Jenko asked if Capital Funds would be used for purchases, like the city did with the HVAC system. The money was taken out of a fund and basically the expense showed up as an expense, with no balance in revenue.

Mrs. Trout further explained that the report does balance the general ledger and the cash balance, did balance with the bank statements.

Mr. Jenko asked if a nominal calculation of what the fund balances are, plus revenues, minus the expenses, could be done so there's a better understanding of the reports.

Mrs. Trout stated she would provide the calculations.

BILLS PRESENTED FOR PAYMENT

Total Expenses for December for all funds including Payroll	\$ 857,377.95
General Fund Expenses for 2025	\$ 8,259,196.20
General Fund Revenue for 2025	\$ 7,778,052.10
Subtotal	\$ (481,144.10)

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.

Public Works Committee – Vavick, Rivera 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 announced the 20th annual Comedy Night will be held at Huber Hall on January 31st at 6:30. Tickets are \$25.

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 – Mayor Bartels stated a meeting was held December 6 and the 2026 budget was approved. Also, Unity Township, who are partners with Latrobe Parks and Recreation, held a High Five Campaign fundraiser that was successful in raising money for Parks and Recreation. The Polar Plunge that was held at Keystone Park on January 2 was a success with forty people who were brave enough to jump into the frigid water.

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 reported the department had 289 calls for service, 200 police interactions via walk ins and phone calls. There were 300 targeted businesses, parks and residential area checks, 40 school arrival and dismissal details. There were 829 police interactions and 1 arrest warrant served. There were 10 traffic accidents investigated, 30 traffic stops with 1 citation given and 206 parking citations issued. Also, 1 aggravated assault, 2 simple assaults, 2 indecent exposures, 1 theft, 1 DUI and 1 homicide. Lastly, 8 domestic disturbance calls, 7 assists for other police agencies, 8 mental health and 2 vehicle thefts. Mr. Bosco noted the mental health calls reflect calls that ended with involuntary or voluntary commitment. The actual number of calls is much higher with hospital assistance and welfare checks.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported the department is in winter mode with plowing and salting from the snowstorms. Another round of leaf pick up will happen once the weather breaks. The department will be assisting Latrobe Revitalization with the Christmas pine trees for disposal and chipping them into mulch. Mr. Wajdic stated the City of Latrobe's garbage collection started January 5th from the previously contracted Republic Services and the first week was successful. With the large item pick up a few of the public workers helped the sanitation workers with the disposal of the items. A lot of the residents are switching from bag service to toter service, and the sanitation department will be ordering more toters since the department ran out.

Ms. McGregor stated routes are still being worked out and the sanitation workers missed a few residents; the residents then called and the sanitation workers went back to pick up what was missed. Garbage left in recycling bins were not picked up due to contamination. Residents were informed about what can go into recycling bins.

Ms. Vavick asked if there was a direct sanitation line and Mr. Hauser asked if this number is posted on Savvy Citizens.

Ms. McGregor replied with the number and stated it is listed on Savvy.

Mrs. Trout praised Mr. Wajdic and Ms. McGregor for all their hard work with the sanitation program and Mayor Bartels commented the switch from Republic to do the sanitation has been a 3-year process and it's finally here.

Finance

City Manager Sue Trout commented that her report was discussed earlier in the meeting.

Fire Department

Fire Chief John Brasile -- Chief Brasile stated the year ended with 757 calls and limited drivers but with the new year the department is starting with fully hired help. Mr. Brasile also spoke on calls that were related to weather incidents with down-wires and water line breaks.

Code/Zoning

Code Enforcement Officer Josh Mayro – Josh Mayro reported 10 permits were issued, 14 violation letters of citations and 5 right to know requests, 2 were people requesting information about the right to know requests, 2 were for police reports and 1 for building permits. The Planning Commission did not meet in December, due to Mrs. Kelly's resignation, the commission didn't have a chairman. The Planning Commission will meet next month to decide the new officers for chairman, vice-chairman and secretary. Mr. Mayro also stated he would like to begin discussions on potential ordinance changes at the February meeting and will give an update. There was a Zoning Hearing Board meeting in December and a request at 6th Avenue was granted with a variance for max coverage as well as a rear setback and that may get a home addition. The department granted a variance for a minimum lot size and side setbacks at 2416 – 2418 Ligonier Street. This could split the property with the two houses on it; this subdivision was granted at the Zoning Hearing Board meeting.

Mayor Bartels asked if there would be an update on William Urbanik, from SecondHalf Coach, with his request for handicap parking spots.

Mr. Mayro stated a draft was created and building codes are being reviewed and the request will be brought up at the next council meeting.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to approve Resolution 2026-11 to reappoint Bruce Jones as a member to the Parks and Recreation Board for a three-year term. Mr. Hauser made the motion seconded by Mrs. Amatucci. Motion carried 7-0.

Mrs. Trout stated when the appointments were made at the Reorganization meeting, there was an error when Mr. Jones was previously appointed with the number of incorrect years of the term. Mayor Bartels discovered the error and stated that Mr. Jones was interested in being re-appointed.

MOTION

Motion to approve the hiring of Steven Naeger as a full-time fire department Duty Driver to replace a vacancy at \$21 per hour. Ms. Rivera made the motion seconded by Mr. Leach. Motion carried 7-0.

Ms. Vavick asked when Mr. Naeger would start.

Mr. Brasile stated Mr. Naeger will start January 18th and will be working the midnight shift.

MOTION

Motion to approve the hiring of Jonathan Carfang as a part-time fire department Relief Driver to replace a vacancy at \$17 per hour. Mrs. Amatucci made the motion seconded by Mr. Leach. Motion carried 7-0.

Mrs. Trout stated that Mr. Carfang was briefly a full-time Sanitation Driver at the Transfer Station and left for other full-time employment.

Mr. Brasile reported that Mr. Carfang was a firefighter in North Carolina, has his CDL driver's license, worked for 911 and has dispatching experience.

Mr. Hauser asked if Mr. Carfang took a Pumping Apparatus class.

Mr. Brasile replied that Mr. Carfang went through the class.

MOTION

Motion to approve the Memorandum of Understanding with AFSCME AFL-CIO Council 83 Local 629 for an agreement for the city to pay hospitalization, vision, dental and life insurance benefits to employees after 45 working days of employment and while they are still in the 90-day probationary status of employment. Mrs. Amatucci made the motion for the 360 paid working hour period seconded by Ms. Vavick. Motion carried 7-0.

Mrs. Trout stated there was a discussion with adding not only a 45 working day period, but also a 360 paid working hour period, whichever comes first, given the fact that some new employees can work five days a week, but the sanitation collection employees currently work four 10-hour days a week. With hospitalization benefits, a city employee cannot be added to the insurance until the first day of the following calendar month when they hit their eligibility. Mrs. Trout gave an example with two gentlemen hired on November 10th; they could hit their eligibility to be enrolled into the insurance on February 1st. A gentleman hired on December 22nd would be

eligible April 1st, but the city would have to go back and do the calculations to make sure that those days still stand, whether it's February 1st and April 1st or February 1st and March 1st. Mrs. Trout passed out the updated memorandum with the hours on it. This version discussed the days and hours timeframes and would not negate the 90-day probationary status.

Mayor Bartels stated if council members had questions about this contract to ask the city manager, so a motion is made per the version agreement.

Mrs. Trout stated in the insurance industry, qualifying events mandate when you go on insurance. With the City of Latrobe, as soon as an employee meets eligibility requirements, they go on the insurance following first day of the calendar month. And that's been the standard. In application this of instance a person starts to work on the first day of the month, it's going to be the 3rd month that they will have insurance. With 22 working days in a month, with January and February, that's 44 days. The 45th day goes on in March. When that happens, the employee is going to get the insurance in April. Not necessarily because the new employees that started in November worked 5 days a week because they were being trained. They weren't working a 4-day work week where a sanitation worker that would be coming on board now would most likely be working the 4 days. A calculation of days would be taken into consideration because the employees aren't in the union yet and probationary employees, there wouldn't be a paid holiday. This memorandum is an adjustment to the original, a follow-up to the change in probationary period. Mrs. Trout said if the city approves the memorandum and puts it in either or, whichever decision is made. The employees agreed to these terms but there are concerns specifically about managing the operation. It might be more palatable to measure hours and days get to whatever is fairer.

Mr. Jenko, Mrs. Amatucci and Mr. Leach asked about the start days of probation and verified the number of days that were needed to be worked to receive the benefits and Mrs. Trout confirmed the qualifying event terms.

Mayor Bartels asked Mrs. Trout what she recommended and Mrs. Trout stated she was fine with the hours and days both being included.

Mrs. Vavick felt it's a long time to go without benefits and this was the fairest way to handle the situation.

ADMINISTRATION AND FINANCE:

MOTION

Motion to adopt Ordinance 2026-01 which is the 2026 wage listing for city employees. This ordinance was introduced at the Special Council meeting on December 22, 2025. Mr. Leach made the motion seconded by Mrs. Amatucci. Motion carried 7-0.

Mrs. Trout commented that this ordinance was introduced at the Special Council meeting on December 22nd, 2025, in conjunction with The City of Latrobe code and needs to be brought forward and approved. The list includes the wages for mostly administrative employees. It shows salary ranges as a reminder because union contracts salaries change mid-year. So that's why there

is a range listed for most of them. It also includes the wages for the duty drivers in the fire department and the relief drivers. Everything else falls under the collective bargaining agreements. There have been no changes since it was introduced.

MOTION

Motion to approve two requested handicapped spaces for The SecondHalf Coach, Inc. reserved on the curb of Avenue C near their main entrance. Granting the spaces would give the business two handicapped parking spaces providing access and availability for their clientele. Mr. Hauser made a motion seconded by Ms. Rivera. Motion carried 7-0.

Mr. Jenko wanted to verify that Mr. Urbanik was asking for the parking spaces to be closest to their building where there's a depressed curb and Mr. Hauser answered that Mr. Urbanik was asking to free up the handicapped spots in their lots.

Mr. Wajdic stated one of the handicapped spaces at SecondHalf Coach, is van accessible. It needs to be eight feet wide, so a wheelchair can be used. Giving SecondHalf Coach spaces on Avenue C at the depressed curb will give them two viable spots. And then the other two spots that's down the street, that's to be discussed.

MOTION

Motion to approve SECURE 2.0 optional provisions as an amendment for the plan document for the 457b plan for our volunteer savings plan. Mr. Jenko made the motion seconded by Ms. Vavick. Motion carried 7-0.

Mrs. Trout stated these are IRS changes that we need to adopt as part of the 457 plan that we adopted in August of 2025.

New/Unfinished Business:

Solicitor's Report:

No report.

CITIZENS REQUEST:

None.

City Manager's Report:

Mrs. Trout reported that all the year-end reports are still being reviewed and balanced and the department is making great strides not only with the bank statements, but with the GL accounts. With setting them up for the new year, and the processes involved. Mrs. Trout explained she's been working with Janina Hall on these processes, which included insurance schedules for 2026 where everyone is on the same page as far as payment of expenses. A recertification process for the City Safety Committee was completed, and this will save the city 5 % on our workers' comp

insurance premium. Mrs. Trout and interested employees had a meeting last week with Grant Kern from Edward Jones. This meeting explained the final setup and details of the 457B plan that was approved. Mr. Kern also had a separate meeting at the transfer station and made sure all the employees were aware of this new benefit that's offered to them for personal savings for the future. Also, there was a meeting with the county tax office on their final tax audit and Freida Glass received a very favorable final audit. Mrs. Trout congratulated Mrs. Glass on her hard work. Mrs. Trout, Mr. Wajdic and Miss McGregor worked administratively on all the sanitation changes. Mrs. Trout had some human resource personnel matters that were worked on and went through a process of some payroll changes for the first payroll of this year with general ledger allocations and payroll. A lot going on the finance end. The City of Latrobe is closing out last year and setting up a new one for 2026, but it's still work a in progress.

Ms. Vavick gave praise to Mrs. Trout and stated how grateful she was for Mrs. Trout's hard work and making reports so much easier to understand and read.

Mayor's Report:

Mayor Bartels stated since there wasn't anything interesting on TV this evening that a new tradition should be started with the reading of the City of Latrobe Code Book. He also commented, "Go Steelers"! (The Steelers playoff game is on Monday Night Football).

The Regular Meeting of the Council adjourned at 7:25 P.M. with a motion by Mrs. Amatucci seconded by Ms. Rivera. All in favor. Motion carried 7-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary