

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 8, 2025
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:33 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

Ann Amatucci –present

Bridget DiVittis – present

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; John Brasile, Fire Chief; and Josh Mayro and Andy Matheny, Code/Zoning Officers.

Mrs. DiVittis moved to approve the meeting minutes from the Regular Meeting on November 10, 2025, and the Special Voting Meeting on November 24, 2025, seconded by Mrs. Amatucci. Motion carried 6-0.

Ms. Rivera moved to approve the presentation and review of bills, seconded by Ms. Vavick. Motion carried 6-0.

BILLS PRESENTED FOR PAYMENT

Total Expenses	\$	643,725.19
Total Payroll	\$	176,160.49
GRAND TOTAL	\$	819,885.68

Justin Marchewka, a Certified Public Accountant from Opst Associates, presented the 2024 audit and a government financial statement for The City of Latrobe. He did a summary of the pages in the audit report with the title page and table of contents being the first few pages. The next three pages were the Independent Auditor's Report which was an unqualified and clean audit report. Based on audit procedures, the firm obtained reasonable assurance that the responsibility of the city and management for the preparation and fair presentation of the financial statements. Opst's responsibility was to obtain reasonable assurance that the city was free from material misuse. Mr. Marchewka went through some of the pages of the audit and told council members to read the pages on their own. Mr. Marchewka spoke on pages six through nine, the financial highlights and the government financial statements. Assets of the city exceeded its liabilities by \$6,174,098. The city's net position decreased by \$324,475 and the city's unrestricted net position decreased by \$189,702. By the end of the year, the city's governmental funds reported were combined ending fund balances of \$3,926,785 and fiduciary funds balance of \$8,249,006. Long term debt decreased by \$224,177 and outstanding long-term debt was \$2,717,948. The real

estate tax millage rate was 21.5 mills for 2024 and 2023. A decision to omit the Management Discussion & Analysis was decided against in the past, the analysis would provide an overview of the city's finances for the year and make a comparison of finances to the prior year. This is management's chance to discuss this but there are some municipalities that don't. This was a suggestion from the firm to add to the report. Mr. Marchewka spoke about what happened during the year 2024, that's outside general accounting disclosures and what's required in the financial statement. This was the comparison of the last prior year, what change happened, and what went on in the city. He also stated if anything needed changed, to let the firm know. As for the government-wide statement, total assets at the end of 2024 were \$11,041,551. The total deferred outflows of resources were \$920,851. This relates to pension and bond funding, which is a technical accounting requirement that's past outflows of cash or loans that must be recognized over time. Same goes with the deferred inflows under the liabilities. Total liabilities were \$4,976,144. This left the city with a total net position of \$6,174,098. On page eleven lists the statement of activities for the year which are total government and primary government. Expenses were \$9,234,044 and charges for services were \$3,996,561. Other grants and contributions were \$794,853. Total primary government net expenses were \$4,442,630. Total general revenues for the year were \$4,118,155 with a change in net position of a negative \$324,475. Page twelve lists governmental funds. The accounting for these were a bit different and this is the report that would agree to the city's DCED report. Total assets were \$4,385,229. Total liabilities were \$458,444. Page thirteen shows the total net fund balance of \$3,926,785. On page fourteen there is a reconciliation between the two of the net positions. This is the timing of when you recognize certain expenses. This fund is more of a cash basis. When the cash came and went is when the city reports it as an expense or income. Whereas in the government-wide, it's the period in which it should be recognized, for example you buy a truck in the government-wide; you depreciate it over five years in the fund but in the fund reporting you expense it all in that year.

On page fourteen is the income statement of the government-wide was \$8,847,398 with expenditures of \$9,430,531. Excess expenditures were \$583,133. On page fifteen is the reconciliation between the government-wide reporting and fund reporting. Page sixteen is the end of the year balance with a net position of \$8,249,006. Page seventeen the net increase of \$537,969 for the year was appreciation of their value. Pages eighteen to thirty-seven are the required disclosures under Generally Accepted Accounting Principles which just go into further technical accounting details and policies behind the reported numbers in the statements. There were no new accounting pronouncements or disclosure items for the city this year. Page thirty-nine are the required supplemental disclosures and the comparison of the general funds budget to actual for the year. Pages forty and forty-one are required for a ten-year history on the non-uniform pension plan. Pages forty-two and forty-three, same required ten-year show of the police pension plan information. Pages forty-five and forty-six are the level down detail, the total general fund that is in the regular financial statements. This just shows the tract funds that make up the general fund. Pages forty-seven and forty-eight are the total of government funds further back in the statement, this just provides a little bit more of a breakdown of what makes up that fund.

Mrs. Trout thanked Mr. Marchewka for all his hard work and gave thanks to Kayla, from Opst, as well.

Mayor Bartels asked if there is a page in the audit that shows the net change year by year.

Mr. Marchewka said there isn't but on page seven is the summary of net position for years 2023 and 2024.

Mr. Jenko noted that the audit report had The City of Latrobe listed as a borough.

Mr. Marchewka stated there is not a way to change it in the system but could reach out to the state and have it changed from a borough to a city. Legal documents may have to be submitted.

CITIZENS' REQUEST (related to agenda)

Dustin McMullen, president of Seton Hill University's Student Government Association and a senior biology major, spoke in favor of approving the Latrobe Industrial Development Authority request to approve a resolution for a new bond financing project for Seton Hill University. Mr. McMullen came to offer the Seton Hill student body support of a \$37.5 million bond issued to the construction athletics facility on the campus, as well as renovations to Sullivan Hall. He stated student athletes make up about one-third of Seton Hill's undergraduate student population and compete across twenty NCAA Division II teams. This project would impact more than five hundred students. Space on campus for practices is often at a premium, and this proposed facility would provide additional indoor practice space that would be appreciated, especially with snow on the ground. Mr. McMullen is a member of the men's track and field team and expressed excitement regarding the 200-meter indoor track, along with practice areas for field events that will give teams its first on-campus facility. With a turf field, locker room space for several teams and a wrestling practice room, this new facility will attract new student athletes and continue the momentum of Seton Hill's athletics competing on the national stage. The renovation of the historic Sullivan Hall will provide modern classrooms and lab spaces for academic programs in healthcare, business, entrepreneurship, computer science, and cybersecurity. Both projects will help Seton Hill continue to be a leader in economic development. The college already produces about \$194 million annually in economic development for the state, and with these building projects, there is hope that more students will enroll here and increase the economic growth even more.

COMMITTEE REPORTS

Public Safety and Fire Committee – Vavick and Amatucci– Ms. Vavick expressed her appreciation for all the help received from Mr. Brasile and the Latrobe Fire Department during the Holly Jolly Event.

Finance Committee – Bartels and Jenko – Mr. Jenko reported the budget is coming up.

Public Works Committee – DiVittis, Vavick and Rivera – Ms. Vavick thanked the Public Works Department on their help and making the town events possible.

Personnel Committee – Bartels, Amatucci, and Jenko – Mayor Bartels stated a swearing in of an officer will take place.

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

Events Committee – Amatucci, Rivera and Vavick – Ms. Vavick reported the Holly Jolly was successful. Also, The Turkey Trot had over 1300 participants, a new record for Parks and Recreation.

GLSD Student Showcase Committee – Bartels, Vavick and DiVittis – Mayor Bartels stated nominees were received from the school district and this will be on the agenda for the reorganization meeting in January.

BOARD AND AUTHORITY REPORTS

LMA – Mr. Bollinger reported a meeting was held and there will be an increase in rates. Water rates will be \$3.25 per 1,000 gallons for residents and \$4.25 per 1,000 per gallon for commercial customers. Wast water will be \$5.00 per 1,000 gallons.

Zoning and Hearing Board – No report.

Library – Mrs. DiVittis – No report.

Park and Recreation – Mayor Bartels stated the same as Ms. Vavick, the Turkey Trot Race had many participants.

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 347 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 887 police interactions and 5 arrest warrants served. There were 9 traffic accidents investigated, 60 traffic stops with 10 citations given and 206 parking citations issued. Also, 1 homicide, 2 aggravated assaults, 2 weapons, 4 thefts and 4 narcotics investigations. Lastly, 7 domestic disturbance calls 5 assists for other police agencies, 7 mental health and 2 vehicle thefts.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported the department received information from Westmoreland County Cleanways on recycling Christmas trees after the holidays. The

trees are chipped into mulch and used for community parks. Leaf collections will still take place as long as the weather is warm. The new garbage trucks are out collecting garbage due to Republic Services missing residential pick-up service. Also, the sanitation department will be sending out letters to all residents with new service dates.

Ms. Vavick asked if all residents would get a letter.

Mr. Wajdic replied yes.

Mr. Jenko thanked Mr. Wajdic for getting the Christmas decorations up.

Finance

City Manager, Sue Trout – Mrs. Trout stated revenues through November 30th showed \$7,466,508.22 which was 100 percent of what was budgeted. Expenses were \$7,754,267.43 which was 104.5 percent over budget, leaving expense over revenue of \$287,759.21. Mrs. Trout explained the amounts included \$176,160.49 for the two payrolls in November. The city should be at 91 percent of revenue and expense and at 100 percent, which is 9 percent over revenue. But the city is at 104.5 percent on expenses, which is 13.5 percent more. With all the changes that took place during the year and corrections with the accounting, this was expected.

Fire Department

Fire Chief John Brasile – Chief Brasile stated this time of year presents problems for the department with space heaters and alternative heating. Mr. Brasile urged residents who need to use alternative heating to keep items a safe distance away from the heating appliances. When a house catches fire, Mr. Brasile can't stress enough the importance is of having paid drivers. They are on site within two minutes and the fire can be knocked down quickly. The department has had a lot of issues, real Christmas trees are a problem and if they're not properly hydrated, and people using faulty wiring. A real Christmas tree will catch fire in a matter of minutes. When they do, it reaches temperatures of 600 to 700 degrees in two minutes. Mr. Brasile urged residents to use caution with space heaters and Christmas trees. He encouraged residents to stay safe, everyone wants to have a nice holiday with nice decorations, but this also poses problems in public health, and the department works to keep the holiday going and he urged everyone to do the same.

Code/Zoning

Code Enforcement Officer Josh Mayro – Josh Mayro reported for permits, the department had four Right-to-Know requests and seven zoning letters. A Planning Commission was not held but the fence ordinance update is in its final stages and council will be emailed to go over the documents ahead of time. Mr. Mayro stated he is building a list of topics for next year for the commission to talk about and to keep them busy. There was not a Zoning Hearing meeting in November but there will be one on December 16th where two different variance requests will be discussed. The Code Enforcement software training has gone well with the next training on the 22nd of December. At the last meeting, someone brought up data migration from our previous software

and was able to do so. The department did it once for free. Mr. Mayro will make sure when the migration is done, code will be ready to be out of that software. For special projects, The Uniform Construction Code is likely to adopt the 2021 series, hopefully in January. Mr. Mayro stated he will pre-write an ordinance change and hopefully it will be completed by the end of the month.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to swear in Ryan Campbell as a City of Latrobe full-time police officer. Mr. Campbell had completed the Academy, passed his MPOETC exam and received the Presidential Award from the Academy. Ms. Vavick made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

Mr. Campbell was sworn in by Magistrate Tamara Mahady, who administered the oath of office.

Chief Bosco stated that it was a privilege to hire Ryan. He was the Commission's recommendation to receive the Presidential Award out of the Westmoreland County Community College and the department was proud of him, Mr. Bosco is looking forward to working with him.

MOTION

Motion to approve the hiring of Zachary Riggle as a full-time sanitation worker pending pre-employment testing results. Ms. Rivera made the motion seconded by Mrs. DiVittis. Motion carried 6-0.

Mrs. Trout stated the sanitation department had an opening since one of the recent sanitation workers that was hired had given his two-week notice. Jonathan Carfang will be leaving and with the past interviews on the sanitation positions Mr. Riggle was next on the list.

ADMINISTRATION AND FINANCE:

MOTION

Motion to approve the 2024 audit report as presented by Opst and Associates, LLC. Mrs. Amatucci made the motion seconded by Mr. Jenko. Motion carried 6-0.

Mrs. Trout stated the audit report was reviewed with staff and in detail with Jim Koshinsky and the city is comfortable with the presentation.

MOTION

Motion to approve Ordinance 2025-03 with amendments as presented for the 2026 budget. Mr. Jenko made a motion seconded by Mrs. Amatucci. Motion carried 6-0.

Mrs. Trout stated at the last council meeting, a long budget report about the presentation and introduction of the ordinance for the 2026 budget of all funds was given. Since that introduction, there has been some information that's come up that required change. Mrs. Trout went through line items and requested some items to be changed. The real estate that was proposed in the 2026 budget was \$1,325,000. Mrs. Trout wanted to lower that to \$1,320,000 because the assessed value came from Westmoreland County. It was lower than what was originally intended with the budget. The original assessed value was \$64,278,000, and the new assessed value that they provided was \$64,072,270. Based on our millage rate and the percentage of collection, Mrs. Trout wanted to lower that number by \$5,000. That would bring the total revenue from \$7,526,008 to \$7,521,008, down to \$5,000. On the expense side, Mrs. Trout wanted to lower the workers' comp premium. The budget for the introduction was \$75,000. Mrs. Trout wanted to take that down to \$60,000. This was based on the insurance proposals from the meetings that were held with all the agents and brokers in the last few weeks. Numbers came down. Also, under general liability for fire, the original intended was \$65,000 as part of our premium. That number came in closer to \$56,000, Mrs. Trout wanted to lower that. The insurance for the fire department for the volunteers through State Workers Insurance Fund was budgeted at \$18,000. That premium came in at \$22,000 with a \$4,000 increase. The fleet insurance was wrapped into the general liability numbers, so the fleet insurance went down from \$60,000 to \$0. And the general liability insurance was budgeted at \$100,000 and that came in closer to \$120,000 because the fleet was included in one number. That takes the expenses from \$7,506,258.06 to \$7,446,258.06. With the changes, the revenue and expense go from \$19,749.94 up to \$74,749.94. This reflects more of the reality of what's expected but gives a little bit more of a cushion. With these amendments to the original budget, as well as the original budget message and all the information contained in the original budget message, all the same information and all the ancillary funds after the general fund, it all remains.

Mrs. Amatucci thanked Mrs. Trout for all her hard work.

Mayor Bartels thanked Mrs. Trout as well, especially with the uncertainty that was presented to council at the beginning of the budget process.

MOTION

Motion to approve Ordinance 2025-04 which is the 2026 fee schedule. Ms. Rivera made the motion seconded by Ms. Vavick. Motion carried 6-0.

MOTION

Motion to approve handicapped parking space and sign request at 1907 Sloan Avenue as requested by Joanne Vantine. Mrs. Amatucci made the motion seconded by Mrs. DiVittis. Motion carried 6-0.

MOTION

Motion to approve the Westmoreland County Transit Authority local share assessment and agreement for 2025-2026. The agreement calls for our share to match state and federal funds to provide mass transit for the City of Latrobe at an estimated cost of \$1,197. Mrs. Amatucci made the motion seconded by Ms. Vavick. Motion carried 6-0.

Mrs. Trout stated this is an annual agreement.

RESOLUTION 2025-38

Resolution 2025-38 to approve the Latrobe Industrial Development Authority (LIDA) request to approve a resolution in relation to a bond financing project for Seton Hill University. The project is expected to involve about \$35 million dollars in bond financing to allow Seton Hill University to construct a new athletic center on campus and to renovate some older buildings on campus, including Sullivan Hall. Mr. Jenko made the motion seconded by Ms. Vavick. Vote 6-0.

Ms. Vavick asked why Latrobe council is to approve this resolution for Seton Hill.

Dan Hudock, attorney with Latrobe Industrial Authority, explained that there are primarily two active entities in the county, the Westmoreland County IDA and the Latrobe IDA. And these entities are vehicles that allow different businesses, non-profits, to get favorable government financing, or government-backed, so to speak, financing. When an entity like Seton Hill wants to borrow money and get a favorable rate using tax-exempt bonds, they must pick one or the other to go through. They can either go through the Westmoreland County IDA or the Latrobe IDA. The Latrobe IDA has been around for probably more than 50 years. I think its purpose has changed over the years. Maybe when there was more heavy industry in the area and different financing vehicles with different tax codes and so forth, maybe there was a different type of borrowing. But this is tax-exempt municipal bond financing that will be issued through IDA. And the borrower is Seton Hill, and they will be paying everything back. There is no liability for the governmental entity. The City of Latrobe takes on no liability. One of the boxes you have to check for this process is that the highest elected official, and it's always been that the mayor didn't want to sign off on this unless all of council would weigh in on it, but the highest elected official for where the IDA is formed has to approve it, and then the highest elected official for where the project is. The IDA will also go before the county to get their approval from the county commissioners. The application will be sent to the state of Pennsylvania. Once approved, this will meet IRS regulations and allow the bonds to be tax-exempt. There is no liability for the City of Latrobe or for the IDA, which is a separate entity, but it was sponsored by you guys 50-some years ago. That's a common question we get, why? There have been other Seton Hill projects that have gone through the IDA, Latrobe IDA. It's a vehicle for favorable financing for individuals.

Mayor Bartels stated this was a vote of confidence that's trusted with the leadership of Seton Hill making a good decision.

MOTION

Motion to approve the 2025-2026 Federal Community Development Block Grant (CDBG) agreement for a total award of \$80,000 for the removal of architectural barriers and ADA ramp reconstructions at seven locations north of Depot Street. The city has been selected to be included in Westmoreland County's 2025 CDBG program for this initiative. Mrs. Divittis made the motion seconded by Ms. Rivera. Motion carried 6-0.

Mayor Bartels asked if there was a matching requirement.

Mrs. Trout answered a portion will be paid to the engineer.

New/Unfinished Business:

Solicitor's Report

No report.

CITIZENS REQUEST:

Joe Regan, President of the Pennsylvania Fraternal Order of Police, was asked to address council regarding a law enforcement incident, on November 15, 2025, that involved members of the City of Latrobe Police Department and specifically the actions and conduct of the City of Latrobe Police Chief Richard Bosco. The Latrobe Police Department had assisted a call with the State Police. A criminal investigation was initiated by the State Police regarding their protocols and procedures. Pennsylvania Fraternal Order of Police is aware that there has been an increase in officer involved shootings throughout the Commonwealth and the country. As of December 1st of this year, three hundred fourteen officers have been shot and wounded and forty-three had succumbed to their injuries in the United States, including four here in Pennsylvania. To prepare our members, the Pennsylvania Fraternal Order of Police offers training to its local lodges and municipal departments following a critical incident policy developed by the Pennsylvania State Troopers Association that has been negotiated with the Commonwealth. Since 2022, Pennsylvania Fraternal Order of Police has offered over fifty training sessions that educate members regarding the important steps of criminal investigations along with their due process rights. Bargaining unit representatives are instructed on the proper procedure in assisting an officer during this time, including crucial critical incident stress management. This policy and other similar policies have since been adopted by many law enforcement agencies across the state. The Westmoreland County Chiefs of Police Association provided this same training in October of this year for their members and local law enforcement officers. The seminar was well attended and included a presentation from the District Attorney, Chief Zicarelli. Mr. Regan stated Chief Bosco did not attend. He also stated it is important to note the Westmoreland County District Attorney's Office has adopted this use of policy. Had this shooting occurred in

the City of Latrobe, the District Attorney's Office would have investigated and utilized this policy. Recruiting and retaining law enforcement officers is at its hardest, the leadership and respect within the ranks are invaluable. The qualities matter to the forty thousand members of the Pennsylvania Fraternal Order of Police, that includes Westmoreland Fraternal Order of Police Lodge 23 who represent the Latrobe Police Department, along with Frank Kelly Memorial Fraternal Order of Police Lodge 62, representing members of the State Police Troopers. Mr. Reagan encouraged the mayor and council members to review the incident and determine if changes are necessary. He also stated that there are concerns with the investigation of officers involved in a critical incident in the related department policy and the investigating agency.

City Manager's Report

Mrs. Trout reported that the city successfully transferred assets to the new 457 program and four of the city's employees involved with the new program were briefed on the benefits. Also, work on the final installation of the new fiber optic line was completed the week of December 1st.

Mr. Jenko asked what happens with a disruption of service.

Mrs. Trout stated the fiber optic line is just for the city and so far, there haven't been any problems since the installation.

Mayor's Report

Mayor Bartels that the Turkey Trot had a great turnout and thanked everyone who worked and volunteered for the event. Light up night and Holly Jolly was a success and was pleased with the turnout. Mayor Bartels commented on how beautiful the Christmas tree was as well as the city's decorations. He thanked the employees for putting up all the decorations and encouraged everyone to have a safe and fun holiday season.

The Regular Meeting of the Council adjourned at 7:37 P.M. with a motion by Mrs. Amatucci seconded by Ms. Rivera. All in favor. Motion carried 6-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary