

**LATROBE CITY COUNCIL  
REGULAR MEETING OF COUNCIL  
MONDAY AUGUST 11, 2025  
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:31 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  
Jim Kelley – 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; Richard Bosco, Chief of Police; Lee Demosky, Solicitor; Scott Wajdic, Public Works Director; John Brasile, Fire Chief; Josh Mayro and Andy Matheny, Code/Zoning Officers and Beth Straka, Deputy Director of Community Affairs and Police Services.

Mr. Jenko moved to approve the meeting minutes from the Regular Meeting on July 14, 2025, and the meeting minutes from the Special Voting Meeting on July 28, 2025, seconded by Ms. Vavick. Motion carried 7-0.

Motion to present and approve bills. Mr. Kelley made the motion, seconded by Mrs. Amatucci. Motion carried 7-0.

Sue Trout commented on the list of bills that were emailed to the council members. These were looked over and were approved for payment by Mrs. Trout.

**BILLS PRESENTED FOR PAYMENT**

Total Expenses	\$ 1,047,725.36
Total Payroll	\$ 169,505.92
GRAND TOTAL	\$ 1,217,231.28

**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 – Ma commented that the process for the 2026

budget will be coming up.

Public Works Committee – DiVittis, Vavick and Rivera – No report.

Personnel Committee – Bartels, Amatucci, and Jenko – Mayor Bartels stated there's an item on the agenda for the meeting and welcomed the City Manager to her first meeting.

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

Events Committee – Amatucci, Rivera and Vavick – Ms. Vavick spoke on the huge success for Steelerfest. Also, upcoming events are Holly Jolly meeting on August 13. The Banana Split Festival starts on Friday, August 22 with The Yellow Tie Gala in the evening. The Banana 5k Run and final Latrobe Concert Series will be Saturday, August 23. More festivities throughout the weekend. The Latrobe Memorial pool will be closing for the season on August 24.

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

## **BOARD AND AUTHORITY REPORTS**

LMA – No report.

Zoning and Hearing Board – No report.

Library – Mrs. DiVittis – Mayor Bartels stated renovations for the library will be happening soon.

Park and Recreation – Ms. Vavick reported that the department is finishing up on summer events and working on a new brochure which will be out in August.

## **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 that the department had 497 calls for service, 200 police interactions via walk ins and phone calls. There were 500 targeted businesses, parks and residential area checks along with 1197 police interactions. There were 2 arrest warrants served, no overdose investigations and no Narcan incidents. There were 7 accident investigations, 105 traffic stops, 27 traffic citations issued, 284 parking citations and 19 criminal arrests increasing the year-to-date total to 132. There was 1 simple assault. Two non-traffic, 1 theft, 9 DUI's, 2 Narcotics, 3 weapon offenses and 9 domestic disturbances. Two sex offences and 12 mental health.

Mayor Bartels asked about the mental health calls. Chief Bosco explained that the dispatched mental issues are individual residents.

### Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported the Spring Street Project had started and the concrete work started on the 500 block of Spring Street. Also, the city is having problems with Republic Services not picking up garbage. Mr. Wajdic will be looking into getting credit for all the missed pickups. Business at the Transfer Station is up from last month. Mr. Wajdic stated if the missed garbage pickup continues then the public works department can start picking up garbage that's left behind.

Mayor Bartels stated he had been receiving calls on the garbage service and residents are looking forward to the city providing garbage service next year.

Ms. Vavick commented she had been receiving calls as well on the garbage service and how animals are getting into bagged garbage if it's put out too soon or left behind.

Mayor Bartels asked Mr. Wajdic about paving on Taft Street and Mr. Wajdic explained there was base repair done and part of it gave away. Then a base drain was put in and it's part of the grading project.

Mr. Kelley asked about Barbara and Joanne Drive paving and Mr. Wajdic said those streets were added and will start soon.

### Fire Department

Fire Chief John Brasile – Chief Brasile stated Steelerfest brought in a crowd with a lot of parked cars by the stadium. Mr. Brasile thanked Mr. Wajdic and his crew with traffic signs that helped with directing people. Mr. Brasile stated directing traffic with the Banana Split and Italian Festival will be next. Also, a house fire on Avenue B was caused by a lightning strike and the department had the fire out very quickly due to a duty driver who was there in 2 minutes. Having a duty driver makes a difference and having them is a big advantage.

### Code/Zoning

Code Enforcement Officers Josh Mayro and Andy Matheny – Josh Mayro stated for the month of July there were 31 citations, 24 permits were issued and 10 zoning letters. For the vacant property program there are 43 vacant properties that have not been registered, letters have been sent and after 30 days a warrant will be issued so the code department will be able to do inspections. Also, the code department is in the process of updating the code books, code books can be dropped off and Marsha Maher will handle the updating of the books.

Ms. Vavick asked about a timeline for the completion of the Paxton property. Mr. Mayro stated a timeline was sent over and a dumpster is in place to clear out the material and the debris in the yard will be gone soon.

Ms. Rivera asked if a home is vacant and up for sale, is it exempt and do they fill out the vacant property form? Mr. Mayro answered yes if it's a licensed realtor selling the property. Mr. Mayro explained that the code department will research vacant properties by looking online to figure out who's selling the property, who the property manager is, the phone number to reach them and then will call to make sure they are selling the property.

## **PUBLIC WORKS AND PERSONNEL:**

### **MOTION**

Motion to make for a conditional offer of employment to hire full-time police officer, Ryan Campbell, as recommended by the Personnel Committee. Ms. Rivera recommended Mr. Campbell and made the motion. Mr. Kelley seconded. Motion carried 7-0.

Mayor Bartels remarked that this conditional offer is contingent upon Mr. Campbell graduating from the police academy.

### **MOTION**

Motion to approve a handicapped disability parking space at 102 Thompson Street, for Lorraine Dowden. Mr. Jenko made a motion seconded by Mrs. Amatucci. Motion carried 7-0.

Mrs. Straka stated this is a second handicap space for this residence. Both residents have handicap issues and anybody with a handicap plaque can use this space.

### **MOTION**

Motion to approve a minor subdivision (lot consolidation) of 2000 Sylvan Avenue. Mr. Jenko made a motion seconded by Ms. Rivera. Motion carried 7-0.

Mr. Mayro was asked to explain the subdivision and stated the owner lives in R-1 Zone. She's allowed 25% lot coverage, and she has 25% lot coverage. She wants to put a small addition on her property, and she will need to consolidate her 2 adjacent lots into 1 and this will make full use of the property. There are no liens or issues on this property. The owner will need to get a variance, and the planning commission has already looked at this and approved it.

### **MOTION**

Motion to pay estimate #2 for Ligonier Street/Avenue D Traffic Signal upgrade for \$84,075.00. Mr. Kelley made a motion seconded by Ms. Vavick.

Mayor Bartels asked if this was budgeted.

City Manager Sue Trout stated she believed it was budgeted. She said this is ongoing work and Gibson Thomas presented the invoice for work for this project.

## **ADMINISTRATION AND FINANCE:**

### **RESOLUTION 2025-24**

Motion to adopt Resolution 24 to add Susan Trout as an authorized check signer for city bank accounts with Commercial National Bank and Trust. Ms. Vavick made a motion seconded by Mr. Jenko. Vote 7-0.

Ms. Vavick asked if former interim city manager Richard Bosco was still an active signer. Mr. Bosco answered yes.

### **RESOLUTION 2025-25**

Motion to adopt Resolution 25 to add Susan Trout as an authorized check signer for city bank account with PLGIT. Mr. Kelley made a motion seconded by Mrs. Amatucci. Vote 7-0.

### **RESOLUTION 2025-26**

Motion to adopt Resolution 26 to add Susan Trout as an authorized check signer for city bank accounts with First National Bank. Mrs. DiVittis made a motion seconded by Ms. Rivera. Vote 7-0.

### **RESOLUTION 2025-27**

Motion to adopt Resolution 27 to add Susan Trout as an authorized check signer for city bank accounts with First Commonwealth Bank. Mrs. Amatucci made a motion seconded by Mrs. DiVittis. Vote 7-0.

### **RESOLUTION 2025-28**

Motion to adopt Resolution 28 to add Susan Trout as an authorized check signer for city bank account with PA Invest. Ms. Rivera made a motion seconded by Mr. Kelley. Vote 7-0.

## **New/Unfinished Business:**

### Solicitor's Report

No report.

## **CITIZENS REQUEST:**

Chief Bosco announced that National Nite Out will be held on September 17 from 5:30 to 8 P.M.

### City Manager's Report

Sue Trout wanted to thank council for having faith in her and hopes to fulfill the expectations that were set. Mrs. Trout also thanked those who stepped in during the period of absence and to

Chief Bosco who worked diligently to keep the city going.

Mrs. Trout also spoke on reports that were passed out and did an update for July since this was the August meeting. The revenues came in at about 70 % of budget at \$5,197,707.29. The expenses were \$4,520,078.88, which is about 60 % of the current budget. The revenue over expense is \$677,628.41. Payroll for the month of July was \$169,505.92 which is included in the expense budget. Mrs. Trout cautioned that these numbers, while they are on record for July, must be balanced to bank statements completely so that process is ongoing. Janina has been working on that, but statements come late and a couple of them came today. Mrs. Trout stated the city should be at about 58 % of budget. The city is at 70 % which is 12 % over. Expenses are at 62 at budget which is 4% over budget, the city will be cautious and looking down the road for the rest of the year. Mrs. Trout said Mr. Jenko had mentioned starting our budget process for 2026 and so one of the first things that she is going to be doing is looking at the projections to finish out the year to see where the city is so that the budget is in a knowledgeable manner for next year and coming up with realistic numbers.

#### Mayor's Report

Mayor Bartels spoke on the great turnout at Steelerfest. He also thanked those for stepping up during the personnel transition.

The Regular Meeting of the Council adjourned at 7:13 P.M. with a motion by Mr. Kelley seconded by Mrs. Amatucci. All in favor. Motion carried 7-0.

Respectfully submitted,

*Janina Hall*

Janina Hall, Council Secretary