

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
TUESDAY, OCTOBER 14, 2025
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:34 p.m. Mayor Bartels informed all that an Executive Session was held to discuss personnel and litigation matters.

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 -- 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; Beth Straka, Deputy Director of Community Affairs and Police Services; Scott Wajdic, Public Works Director; Melanie McGregor, Assistant Public Works Director; John Brasile, Fire Chief; and Josh Mayo, Code/Zoning Officer.

Ms. Vavick moved to approve the meeting minutes from the Regular Meeting on September 8, 2025, and the meeting minutes from the Special Voting Meeting on September 22, 2025, seconded by Mrs. Amatucci. Motion carried 6-0.

Motion to present and approve bills. Ms. Rivera made the motion, seconded by Mr. Kelley Motion carried 6-0.

BILLS PRESENTED FOR PAYMENT

Total Expenses	\$ 815,752.67
Total Payroll	\$ 167,510.47
GRAND TOTAL	\$ 983,263.14

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 -- Mr. Jenko reported the committee will be

working on the budget.

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

Personnel Committee – Bartels, Amatucci, and Jenko – Mayor Bartels stated there are a few items on the agenda coming up in the meeting.

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

Events Committee – Amatucci, Rivera and Vavick – Ms. Vavick spoke about the Holly Jolly committee meeting was held on October 1st to discuss the event on December 6, 2025. The Steve LoCascio Heart to Heart 5K was held on October 4th, proceeds benefited the Greater Latrobe Partnership In Education Foundation. On October 5th, the Greater Latrobe Parks and Recreation hosted a Fall Market with several vendors and the Brothers Kelly performing. On October 7th the final Latrobe Farmer's Market was held for the 2025 season. The Alley Fest will be held on October 18, and this will be in conjunction with the Autumn Street Fest with Carmine's Pizza with music from 2-7 p.m. The annual Chamber Awards Dinner will be held on October 20th at the Rogers Center at St. Vincent College, and on November 8th, Parks and Recreation, the Art Center and the Adams Memorial Library are hosting a cash bash at St. John's Church. The Shop Hop scheduled for November has been cancelled.

GLSD Student Showcase Committee – Bartels, Vavick and DiVittis – Mayor Bartels stated the committee will be reaching out to the high school regarding candidates for the bi-annual Student Showcase.

BOARD AND AUTHORITY REPORTS

LMA – Mr. Bollinger reported that the reservoir is still above what it was last year, at this time, but recommends residents to start conserving water.

Ms. Vavick asked the status of the fire hydrants, and the brown water Mr. Bollinger stated the hydrants have been replaced which will take care of the brown water.

Zoning and Hearing Board – No report.

Library – Mrs. DiVittis – No report.

Park and Recreation – Ms. Vavick reported that the pool is now closed and the Park n' Rec Fall brochure was late getting out due to publishing issues.

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 395 calls for service, 200 police interactions via walk ins and phone calls. There were 500 targeted businesses, parks and residential area checks, 40 school arrival and dismissal details. There were 1,155 police interactions and 2 arrest warrants served. There were 12 accident investigations, 76 traffic stops, 18 traffic citations issued, 366 parking citations and 16 criminal arrests increasing the year-to-date total to 164. There were 3 aggravated assaults and 1 simple assault. Five non-traffic, 1 theft, 5 DUI's and 12 domestic disturbances. Also, 11 assists for other police agencies and 14 mental health. Chief Bosco stated the department finished up training for requirements from Municipal Police Officers Education and Training Commission, two corporals went to the Posit Leadership Academy, and three officers will to be certified as a School Resource Officer.

Mayor Bartels gave thanks to the officers who were present at the meeting, for helping to keep the city safe for the last month.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported Derry Construction will be doing the remainder of the fall paving. Salt had been delivered for the winter season, and the supply dome had been replenished. Fall leaf season has started and the schedule for the leaf vac pickup will be a day after your garbage pickup. The new garbage truck is slated to arrive the week of October 13th.

Finance

City Manager, Sue Trout – Mrs. Trout stated the budget to actual report for September 30, 2025, showed revenues of \$6,315,939.11 which was 85.1 percent of budget and expenses were \$5,773,709.57 which was 77.8 percent of budget. Revenue over expense was \$542,230. Payroll for the month of September was \$251,604.76. Also, at this time of the year the City should be at about 75 percent of budget. So, with revenue at 85.1 and expenses of 77.8, the City is 10 percent more with revenue and 3 percent over on our expenses. So, the City is not in bad shape, but we will be mindful of our spending here on out through the remainder of the year and anticipate revenues to slow down this time of the year.

Fire Department

Fire Chief John Brasile – Chief Brasile stated the department had a total of 57 alarms for the month of September. Also, on October 7th the department had a house fire at 315 Chambers Street with more than 60 percent damage. The fire had started from a gas grill and escalated quickly. Chief Brasile advised residents to keep their gas grills at least six to ten feet away from their house. Also, he warned the public on ordnances requiring fire pit usage. Residents are not permitted to burn trash, brush and leaves and to be aware of the consequences, especially since this is dry season. The department is getting ready for Trick or Treat on October 25th, Veterans Day parade on November 11th and Thanksgiving's Turkey Trot.

Mayor Bartels commented on the fire fighters doing a great job with the Chambers Street fire.

Also, the police, fire and public works departments took part in the National Night Out, which was a success.

Code/Zoning

Code Enforcement Officer Josh Mayro – Josh Mayro stated for the month of September 15 citations were issued and 22 permits that includes 2 right of way permits which were the permit fees that were established last month. These permits will bring in an annual fee of \$270 per application for a year. The Planning Commission met to discuss changes on attached and unattached trailers, adoption of a new fence ordinance, and to discuss a subdivision for 2416 Ligonier Street. Mr. Mayro reported that the fence code did not make it into the new code and wasn't sure if it was appealed or removed. A new one was added because the current code doesn't have a very strong fence code. The code was approved, and it is being reviewed by the County Planning Department. Once that is done it will be sent to Lee Demosky and discussed at the next council meeting. The trailer ordinance was also approved by the Planning Commission and Lee Demosky is reviewing it to make sure it's legally able to be enforced, this will also be at the next council meeting when approved. A subdivision was approved contingent on being granted variances by the zoning hearing board. With the subdivision, there's one parcel with two houses and two garages on it. It predates our zoning code and the owners want to separate it into two lots so that they can sell it later. It's hard to sell a lot with two garages and two houses on it. Because the houses are about six feet from each other, they need to go get a variance as they'll no longer be existing nonconforming once property is split. Mr. Mayro stated the department sent out certified letters last month to the 35 properties on the list that have not registered or received exemptions. A few have already contacted the department because of the certified letters and were able to terminate two of them. Mr. Mayro is expecting to have better numbers for next month based on responses because the mail is taking a bit of time.

Mr. Kelley asked if an easement was considered for the subdivision property. Mr. Mayro said he could mention it at the next Zoning and Hearing Board meeting.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to approve the hiring of a City of Latrobe Police Officer, Zachary Vernail. Mr. Jenko made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

Chief Bosco reported Mr. Vernail had gone through all the steps with the hiring process and was good to start.

Zachary Vernail was sworn in by Magisterial District Court Judge Tamara Mahady.

Mayor Bartels asked Mr. Vernail to introduce himself. Mr. Vernail stated for the last six years he had been a police officer for the City of Uniontown, was excited to be with the City of Latrobe and appreciated The City of Latrobe's law enforcement.

MOTION

Motion to approve conditional hirings of three full-time public works employees, Shane Blatney, James Vallorani and Jonathan Carfang, for the in-house sanitation collection. Ms. Vavick made a motion seconded by Ms. Rivera. Motion carried 6-0.

Sue Trout stated this is conditional on passing a physical and drug testing.

Mayor Bartels stated he was concerned that no one would apply for the garbage positions.

Melanie McGregor stated ten applicants applied with two of the applicants having experience.

ADMINISTRATION AND FINANCE:

MOTION

Motion to approve the agreement for third party administrative services with M2B Retirement Consulting, LLC for the new 457 plan with Edward Jones. They will prepare the initial plan document for \$500 and then provide annual administrative services including preparation of the 5500 IRS filing and associated monitoring of the plan to meet IRS rules for \$500. They will also prepare annual benefit statements and a summary annual report. Mr. Jenko made the motion seconded by Mr. Kelley. Motion carried 6-0.

Mr. Jenko explained this is a voluntary savings program, which is another benefit for employees who wish to plan for their future.

Ms. Rivera asked if this is like a 401 K.

Mrs. Trout stated it is a pre-tax program that the employee chooses to invest in and can be a pre-taxed withdrawal from pay checks. This is separate from their pension.

Mayor Bartels thanked Mr. Jenko for his clarification that this is not tied to the city funds or resources voluntary program. Mayor Bartels also thanked Chief Bosco as interim city manager and Mrs. Trout after she came on working out these negotiations.

MOTION

Motion to enter into an agreement to purchase the CODEENFORCE software program from the Turtle Creek Valley Council of Governments (TCVCOG). This program will assist with efficient property maintenance and code enforcement efforts. The cost for 2025 would be \$3,000 (prorated based on the month we implement the software) and then would be an annual cost of \$3,000 for 2026, \$4,000 for 2027 and \$5,000 for 2028. Mrs. Amatucci made the motion seconded by Ms. Rivera. Motion carried 5-1, Ms. Vavick voted no.

Ms. Vavick asked about the need for the software and does the city still have to pay for the existing software, SmartGov. Ms. Vavick expressed concern with the cost of the new software.

She also stated that this is the community's money being spent and there's no guarantee that the software would help with productivity and that it would pay for itself.

Mrs. Trout stated the current software, SmartGov, runs until 2026 at a cost of approximately \$9,000 annually. Terminating that contract would risk litigation.

Mrs. Amatucci said the city was misguided when the old software was purchased and how it is not user friendly. The new software would save money in labor and be better for the future.

Ms. Rivera asked if the new software would generate revenue and what other software could be used.

Mr. Mayro stated when he's out in the field taking pictures, he uses SmartGov for the photos.

MOTION

Motion to approve Halloween Trick or Treat on October 25, 2025, from 4 p.m. to 6 p.m. Mr. Jenko made the motion seconded by Mrs. Amatucci. Motion carried 6-0.

MOTION

Motion to approve the Christmas parking for on-street parking meters from Monday, December 15th through Friday, December 26th. Mr. Jenko made the motion seconded by Mr. Kelley. Motion carried 6-0.

Mayor Bartels stated he authorizes City Administration to finalize free parking for Christmas. There was much discussion among all the council members about the timeframe of the free parking.

RESOLUTION 2025-35

Motion to adopt Resolution 35 to apply for a Local Share Account Category 4 Facilities Program Grant for the demolition of a blighted property at 319 Main Street and the construction of a green space downtown. This is a combined application with our partner the Latrobe Foundation. A Resolution for this initiative was approved last month. However, upon review, the grant evaluator requested that the total grant amount of \$216,150 be explicitly included in the Resolution. This revised Resolution incorporates that requested amendment. Mr. Jenko made the motion seconded by Ms. Rivera. Vote 6-0.

Mrs. Trout stated this is a competitive LSA grant that's casino money.

New/Unfinished Business:

Mr. Wajdic asked for clarification on the free Christmas parking and if the meters will need to be bagged.

Chief Bosco and Mr. Jenko both stated bagging would not be necessary since the free parking will be on the streets.

Mr. Jenko suggested it may be a good time to maintain the meters during the two weeks.

Ms. Rivera asked about doing community shredding for those wanting to get rid of personal documents.

Mr. Kelley suggested using Westmoreland County Blind Association in Greensburg.

Ms. Vavick suggested incorporating the shredding on the Spring Clean Up day.

Mr. Jenko felt too much liability at stake with handling people's personal documents and was against the idea.

Mrs. Amatucci suggested having a cleanup day and doing it in ward sections. This is because some people find it hard to get their garbage to the Spring Clean Up day that's held at City Hall.

Solicitor's Report

No report.

CITIZENS REQUEST:

None.

City Manager's Report

Mrs. Trout reported administrative meetings with staff were held to distribute duties and discuss some better efficiencies. There were two grant applications that were completed. The one discussed tonight with the LSA grant for 319 Main, and a submitted CDBG application that was for handicapped accessibility into City Hall. Mrs. Trout talked to the reviewers about both grant applications, and we'll see what happens. Also, a meeting with Gibson Thomas was held to determine projects for potential grant opportunities to better manage stormwater more efficiently. Mrs. Trout explained there's another LSA grant round, a statewide grant, due November 30th, and the City will be looking into applying for stormwater management. Mrs. Trout, Chief Bosco and Captain Daerr attended the Penn Prime Risk Management Conference, which provided training and education about municipal insurances and best practices. They also attended the PA Municipal League Annual Conference in Erie, which was a conference with local government officials statewide. This also had municipal training, education, and legislative updates on some laws that would affect local government. Mrs. Trout met with Jim Koshinsky, the City's accountant, to review required journal entries that were needed to correct some revenue expense classifications in the general ledger for 2025. Mrs. Trout also talked with LV Tech about getting a better deal for their services and trying to save costs. Mrs. Trout met with Opst & Associates to finalize details to get the 2024 audit completed while waiting on an OPEB report and discussion of a prior period adjustment. Mrs. Trout had scheduled 2026 internal budget meetings, with supervisory staff, starting next week. She already asked administrative staff for ideas that they may have for budget initiatives or things where they see operational changes that may be

necessary and look over a budget package that can be used as a guideline for 2026.

Mayor's Report

None.

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

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary