

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, JUNE 8, 2026
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 personnel matters and a real estate 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
Sam Leach – present
Lenor Rivera – present
Eric Hauser – present
Ann Amatucci - absent
Mayor Eric Bartels – present

Also, present were the following: Sue Trout, City Manager; Hannah Sterrett, Assistant City Manager; Lee Demosky, Solicitor; Richard Bosco, Chief of Police; Robert Daerr, Police Captain; Beth Straka, Deputy Director of Community Affairs and Police Services; John Brasile, Fire Chief; Scott Wajdic, Public Works Director; Melanie McGregor, Assistant Public Works Director, and Josh Mayro Director of Code & Zoning.

Ms. Vavick moved to approve the meeting minutes from the Regular Meeting on May 11, 2026, and the Special Voting Meeting on May 18, 2026, seconded by Mr. Leach. Motion carried 6-0.

Mr. Hauser moved to approve the presentation and review of bills, along with fiscal reports, seconded by Ms. Rivera. Motion carried 6-0.

City Manager, Sue Trout, explained the manager's finance report with a breakdown on all funds. The General Fund report through May 31, 2026, reflects total revenues of \$4,014,549.27, representing 53.4% of budgeted revenues. Total expenses were \$3,278,166.31, which is 44% of budgeted expenditures. As a result, revenues currently exceed expenses by \$736,382.96 for the year to date.

Payroll expenses for the month of May totaled \$280,500.22. This amount included three payrolls processed during May, all of which are reflected in the May expense totals. Mrs. Trout explained the processing of the three payrolls created some challenges within our accounting system due to a timing difference between April and May reporting. Payroll was processed on April 30 but paid on May 1, which created discrepancies between the monthly reporting periods.

At this time in the year, the city should be at approximately 41.6% of budget. Revenues were at 53.4% of budget and expenses were 44% of budget. This placed revenues 11.8% ahead of budget

while expenses were 2.4% higher than expected. Overall, the city is in a positive position, due to tax revenue collections, though expenses were elevated during the winter months.

Mrs. Trout also explained, with the packets that were handed out, the Budget-to-Actual report and the summary of the figures provided, were reports for the Stormwater Fund, Liquid Fuels Fund, Capital Fund, and Police Fundraising Account.

The total bills paid for May 2026, as reflected in the bill review, were \$822,828.32. With the list of bills, Mrs. Trout stated an adjustment was listed at the bottom. This adjustment reflected a change in the accounting system related to the payroll timing issue, that was referenced, specifically the transition from processing payroll on April 30 to payment being issued on May 1st. With this transition, several discussions took place with the AccuFund representative to determine the best way to accurately reflect this timing difference in our reporting. This was the most effective method available to present that adjustment.

Mrs. Trout reminded council that the review of bills included all bills across all funds, including all payroll expenses and all employee deductions, making it a complete and comprehensive summary of all expenditures. Also, she stated this will most likely be the last month she will be doing the finance report, as future financial reports will be presented by Ms. Sterrett.

CITIZENS' REQUEST (related to agenda)

None.

COMMITTEE REPORTS

Public Safety and Fire Committee – Vavick, Amatucci and Rivera – Ms. Vavick expressed her sincere appreciation to the police and fire department for all their assistance during the Memorial Day Parade, the Fred Rogers Days event, the farmers market, and the car show. She noted that everyone remained safe, attendees were enjoying themselves, and commended both departments for the outstanding job they have done throughout these events.

Finance Committee – Bartels, Jenko and Hauser – No report.

Public Works Committee – Vavick, Rivera and Hauser – Ms. Vavick stated that she met with Melanie and Scott from the Public Works Department, and they have requested that additional garbage toters be ordered to meet operational needs.

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 stated that she had already provided the recent events that took place.

GLSD Student Showcase Committee – Bartels, Vavick and Rivera – Mayor Bartels stated nothing until late fall.

BOARD AND AUTHORITY REPORTS

LMA – Mr. Hauser said Latrobe Municipal Authority held a meeting on May 18th. The reservoir level was approximately 73 feet and will need to be replenished. The Latrobe Municipal Authority is in the process of purchasing a filter unit for the water filtration plant. Regarding system maintenance, flushing has traditionally been performed twice per year; however, due to the system remaining in good condition, the schedule has been reduced to once annually and will now take place each spring. On the sewage side, work on the Toner Street project is continuing, and staff are also preparing for additional upcoming sewer-related projects.

Zoning Hearing Board – No report.

Library – The Library Board held its quarterly meeting on Wednesday, May 20 and the primary topic of discussion was a presentation from Advancement Advisors, a fundraising consulting firm partnering with the library on its renovation project. The Board voted to approve a study to be conducted by the firm, which will be funded through a grant provided by the McFeely-Rogers Foundation.

The Board also discussed personnel change, the completion of a financial audit, and grant funding related to electrical maintenance and technology upgrades. In addition, Nancy Findish was welcomed as the new representative from the Derry Area School District.

Significant discussion also took place regarding the proposed closure of the Caldwell Library located at the school in Derry due to ongoing renovations. Following substantial public feedback, the School Board voted to table the proposal to move forward with the closure.

Lastly, the library was awarded a \$1,000 Walmart Spark Good Grant to support adult programming and continues preparations for its upcoming America 250 celebrations.

Park and Recreation – Mayor Bartels stated a meeting was held Thursday May 21st and Construction of the pickleball courts is slightly behind schedule, as excavation work required digging deeper than originally anticipated. As a result, the tennis and pickleball courts have been temporarily closed off. In the meantime, tennis lessons are being held at the high school until the project is completed. The first Latrobe Farmers Market had a very successful kickoff and was met with a strong community turnout. Summer programming continues to move forward, and the summer play camp has been well attended and continues to be a success. Legion baseball games have now returned to Legion Keener Park, bringing additional activity to the area.

Mayor Bartels also stated the pool is open, and the splash pad officially opened today, June 8th. A lot of excitement and happy people.

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 – "E"

Tax Collector's Report See attachment "F"

Police Department

Police Chief, Richard Bosco – Chief Bosco stated with the arrival of summer, activity throughout the city has significantly increased and wanted to recognize the police officers for their increased efforts and continued dedication in supporting the many stakeholders and events taking place throughout the city. From the pool, Fred Rogers Days, and the Farmers Market, to the many other community activities occurring throughout the season, the department has continued to demonstrate a strong commitment to serving the community and consistently putting forth their very best efforts.

Chief Bosco reported the department had 383 calls for service, 200 police interactions via walk ins. The department focused on 300 targeted businesses, parks and residential area checks. Also, 40 school arrivals and dismissals were managed with 80 school bus escorts. There were 958 police interactions and 9 arrest warrants served. There were 16 traffic accidents investigated, 59 traffic stops with 14 citations given and 410 parking citations issued. Also, 21 individuals were arrested, 1 assault, 2 sex offences, and 4 DUI's. Lastly, 1 narcotic arrest, 17 domestic disturbance calls, 10 assists for other police agencies, 16 mental health calls and 2 calls for sexual offenses.

Chief Bosco also had the privilege of participating in Fred Days and reading at the library for two different groups of students, which was a very enjoyable experience for him.

Mayor Bartels and council surprised Deputy Director of Community Affairs and Police Services, Beth Straka, with a recognition letter. He announced it was his privilege to honor Mrs. Straka for her dedication to keeping city events safe. Mayor stated that while many people see the finished product of an event, Mrs. Straka truly understands the countless hours of planning, coordination, communication, and problem solving that occur behind the scenes. Mrs. Straka had willingly devoted those hours to ensure that events are conducted safely, efficiently, and successfully. Whether coordinating logistics, communicating with stakeholders, assisting volunteers, addressing unforeseen challenges, or supporting public safety operations, her efforts have consistently contributed to the positive reputation and continued growth of the community events. And equally impressive is the strong networks of relationships she had cultivated with community partners, civic organizations, elected officials, business leaders, volunteers, and residents. Mrs. Straka's ability to bring people together, build consensus, and foster collaboration has become one of her greatest strengths. The City of Latrobe is fortunate to have an individual whose passion for public service is evident in every project undertaken and every

challenge accepted. Mayor Bartels stated, on behalf of the City of Latrobe Police Department and the citizens we proudly served, he extended sincere gratitude and appreciation for the outstanding contributions, dedication, leadership, and countless hours of service that had made a lasting and meaningful impact on the community.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported that with Fred Rogers Days concluded, the city would begin with some traffic projects by removing the existing lines by doing some striping. This work was planned for Jefferson Street to establish proper dividing lines, as some motorists had begun driving on either side of the road due to the absence of markings. He stated they were preparing for the upcoming paving project and would be sending the contract out shortly. He also noted that garbage collection volume had increased significantly, requiring all three trucks to operate daily, with two trucks additionally running the previous two Saturdays. Aside from that, he reported that those were the primary activities currently underway.

Mayor Bartels extended thanks to the public works department for assisting with setting up the perimeters and providing support for the festivals, stating that their efforts were greatly appreciated.

Fire Department

Fire Chief, John Brasile – Chief Brasile reported that emergency call volume remained relatively low during the month, with the department responding to approximately 56 calls, which was below normal. He noted that while the call volume was lower than usual, he welcomed the quieter month.

He stated that the department successfully provided services for the Firemen's Street Fair, Fred Rogers Days, and the Memorial Day Service. Looking ahead, preparations were underway for the Fourth of July festivities, which traditionally require increased attention due to fireworks-related incidents and fire hazards.

Chief Brasile also mentioned that Station No. 6 had secured a grant to replace outdated fluorescent lighting with new LED lighting. He noted that the project would be completed at no cost to taxpayers and would provide long-term energy and cost savings for the department.

Chief Brasile shared that the department had applied for an Assistance to Firefighters Grant to fund the purchase of new radios. The grant application, valued at approximately \$1 million, was still under review by the federal government, and the department remained hopeful that the funding would be approved.

Code/Zoning

Director of Code & Zoning, Josh Mayro – Mr. Mayro reported the department issued 5 zoning permits, 4 street permits and 13 zoning letters. Also, 40 citations or letters were issued during the month, primarily for rubbish accumulation and high grass violations. The department is hopeful the high grass violations will decrease as weather conditions get warmer.

The Zoning Hearing Board met on May 21st to consider a variance request for unit density and parking requirement relief for 503 Depot Street. Following discussion, the board voted to deny the variance request.

The next Zoning Hearing Board meeting is scheduled for June 30th to hear a variance request for the construction of a garage at 218 Gertrude Street. The applicant was requesting relief related to maximum lot coverage and setback requirements.

Mr. Mayro stated there had not been a Planning Commission meeting since the last council meeting, but the next meeting was scheduled for July 6. The code department's intern, Jaden Rubright, had started approximately two weeks earlier and had been working diligently. As part of his first project, he was conducting a full property assessment of every property within the city. The assessment included evaluating property conditions, identifying accessory dwelling units (ADUs), and documenting the locations of all multifamily properties throughout the city. The property assessment project will be used in partnership with the county to help identify areas where blight is increasing so that problem areas can be isolated and addressed more effectively.

Mrs. Trout noted that Jaden came to the city through a program with the Local Government Academy, which provides partial funding for the position. She explained that of the \$15 per hour wage, \$11 per hour would be reimbursed to the city. She added that it is a valuable program, as it allows the city to receive quality assistance while supporting planning department initiatives.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to approve the advertisement for the paving list of city streets for the 2026 paving program. Ms. Rivera made the motion seconded by Mr. Leach. Motion carried 6-0.

Mrs. Trout stated the city is still waiting final measurement details from PennDot. The streets that will be advertised are as follows:

West First Avenue from Barbara Drive to Joanne Drive
Linden Street from Loyalhanna Avenue to State Route 981
Brinker Avenue from Raymond Avenue to Sylvan Avenue
Raymond Avenue from Josephine Street to Princeton Street
Cherry Street from Wood Street down 150 feet curb to curb

Possible paving alternates are as follows:

Sloan Avenue – 268 feet by 30 feet
Cherry Street

Mrs. Trout stated the city was anticipating that the project list may need to be reduced depending on the final figures to remain within the budgeted amount allocated for paving.

Mr. Hauser asked about the utilities and if the city is going to submit the bid to the water company to see what plans are in place for line extensions or replacements. Mr. Wajdic stated he provided a list of streets to the water company to see if there were planned water line replacements.

ADMINISTRATION AND FINANCE:

MOTION

Motion to enter into a lease agreement with Mutual Aid Ambulance for placement of a station in the basement of The City of Latrobe building. The approval allows the Mayor, City Manager and City Solicitor to sign off on the agreement. Ms. Vavick made the motion seconded by Mr. Hauser. Motion carried 6-0.

Mrs. Trout explained it was clarified that this represented an initial step in coordinating efforts to request the return of a service to operate from the administration building, as requested by the community. It was noted that space alternatives had been reviewed in advance of the Mutual Aid organization's meeting to discuss the matter. It was further stated that while the city was initiating the discussion, any final agreement would also require approval by Mutual Aid prior to execution.

Ms. Vavick felt relocating Mutual Aid back to city hall would be a service to our community.

MOTION

Motion to advertise a hearing to consider the petition requesting vacation of a 20-foot paper alley between Toner Street and Penn Street situated between lots 220-338 on 6th Avenue and 7th Avenue. This motion constitutes "action" that we have met the 60-day requirement from the receipt of the petition. Mr. Hause made the motion seconded by Ms. Rivera. Motion carried 6-0.

New/Unfinished Business:

Ms. Vavick wanted to know the status of the E-Bike situation since she saw young kids on them and is concerned for their safety.

Chief Bosco replied that the department was reviewing best practices regarding e-bike regulations while awaiting the state's two pending bills that would clarify classifications and usage standards. He stated that the intent was to avoid establishing a local standard prematurely that could later be unenforceable.

He noted that there was hope the state legislature would act more quickly, as the issue was being widely discussed across municipalities statewide and was a common topic in training sessions and management discussions. He further stated that many municipalities that adopt local standards without a corresponding state framework often face immediate legal challenges.

Chief Bosco explained that the department was recognizing existing classifications and encouraging compliance with applicable rules of the road for bicycles and e-bikes under federal and state guidelines. He added that he and the city manager were reviewing best practices from approximately 20 municipalities, compiling materials to develop a policy tailored for the City of Latrobe, and that the process remained ongoing.

Chief Bosco further reported that, based on his review of other municipalities, he was not aware of any that currently allow individuals under the age of 16 to operate e-bikes on trails, sidewalks, streets, or parking lots, with most jurisdictions maintaining a minimum age requirement of 16. He noted that this standard had not yet been implemented locally but would be brought forward for future consideration by Council.

He also stated that in the parks, posted signage is enforced, and if violations are observed and reported, officers can respond, issue warnings, or trespass individuals when appropriate due to violations of posted rules.

Chief Bosco added that regarding roadway traffic, officers regularly stop individuals operating bicycles and e-bikes to ensure compliance with the rules of the road. He described ongoing enforcement as frequent and necessary, noting that while e-bikes are a useful innovation, they have created enforcement challenges within the community.

Solicitor's Report:

No report.

CITIZENS REQUEST:

None.

City Manager's Report:

Mrs. Trout reported that the 2025 audit was fully underway, with staff working closely with the auditors to provide requested documentation and descriptions of internal processes. Initial materials had been submitted to begin the first phase of the review, and the process was now moving into a second phase in which additional documentation would be compiled for further evaluation. The office staff have been very helpful in gathering the required information.

Also, the State Workers' Insurance Fund audit had been completed, and the city's insurance premium had been slightly reduced as a result.

Mrs. Trout stated that she has been working with Hannah Sterrett, the city's new assistant manager, as part of her training. She noted that Ms. Sterrett has been with the city for approximately one month and has been progressing well and adapting quickly to her responsibilities. She added that Ms. Starrett appears to be a strong fit for the organization and expressed appreciation for her joining the team.

Mrs. Trout coordinated a biometric screening event for employees, scheduled to be held on June 25. She explained that the event is provided through the city's healthcare program, Municipal Benefits Services, and is a useful wellness tool intended to help employees obtain important health information. She noted that participation is encouraged as part of the city's commitment to employee well-being and all screening results remain confidential.

The city secured drone insurance coverage for police drones while in flight, coverage was considered an important safeguard for departmental operations.

Mrs. Trout stated staff had worked on specific logistical planning related to multiple community events, including significant coordination with the Ligonier Country Market to help ensure its successful operation. She noted that this required a high level of communication and ongoing coordination. The event was very well received and brought a sense of enjoyment and positive community engagement.

Mrs. Trout had been working with the supervisory team and employees on daily operational matters. She attended the Association for Pennsylvania Municipal Management Annual Conference in Pittsburgh, a training event for municipal managers across the Commonwealth of Pennsylvania. She received information on emerging legal issues affecting local government, as well as guidance on the use of social media in municipal operations.

Mrs. Trout reminded the public of Savvy Citizen, which is available for residents to download. She explained that the app is regularly updated with information on city events, alerts, and other important municipal updates, including weather notifications and other relevant public information.

She also reported that the city's liquid fuels audit had been completed and resulted in no findings. She commended the administrative staff, as well as Mr. Wajdic and Ms. McGregor, for their work on the auditing process, noting that liquid fuels funding supports road maintenance, traffic signals, and street lighting. She stated that the city had performed very well in this review.

Mayor's Report:

Mayor Bartels extended his thanks and appreciation to the volunteers of Fred Rogers Days and to the committee that planned and organized the event. He noted how meaningful it was to see community participation at events such as this and expressed gratitude for the strong turnout and support.

Mrs. Straka expressed appreciation for the recognition of her work. She stated that the events have been wonderful and shared excitement about the positive developments coming into the city. She noted that the city has a strong team and added that she had never worked with such a strong team.

The Regular Meeting of the Council adjourned at 7:10 P.M. with a motion by Ms. Rivera seconded by Mr. Jenko. All in favor. Motion carried 6-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary