

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, APRIL 13, 2026
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:33 p.m.
Mayor Bartels informed all that an Executive Session was held to discuss personnel 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
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; 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 Andy Matheny, Code/Zoning Officer.

Mrs. Amatucci moved to approve the meeting minutes from the Regular Meeting on March 9, 2026, seconded by Mr. Hauser. Motion carried 7-0.

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

Mrs. Trout explained the manager’s finance report with a breakdown on all funds. As of March 31st, the general fund revenues were \$628,559.60. Expenses came in at \$544,641.43 and revenue over expense was \$83,918.17. Payroll was \$177,971.65 for March and part of March’s expenses. The city should be at 25% of budget through March, revenue was 24.6% and .4% less than the budget. The expenses were 25.6% with .6% being more than expected for this time of the year. Mrs. Trout stated the finances are on target for the month.

Mr. Jenko asked about the Liquid Fuels PA Invest account balance and why amount wasn’t shown in the Liquid Fuels Checking account.

Mrs. Trout answered that the state aid allocation for 2026 was deposited into Liquid Fuels PA Invest and not into Liquid Fuels Checking account because it’s not set up to deposit into that account.

BILLS PRESENTED FOR PAYMENT

Total Expenses for March for all funds including Payroll	\$544,641.43
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General Fund Expenses for March	\$540,734.14
General Fund Revenue for March	\$628,559.60
Subtotal	\$ 83,918.17

Mayor Bartels made an announcement that there will be an Annual Spring Cleanup on Saturday, April 25 from 8:00 to 1:00 P.M. Mrs. Trout stated dumpsters will be placed in neighborhoods where residents will be able to dispose of garbage and other items. Dumpsters will be monitored and employees will be on site to assist if needed.

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 – Mayor Bartels stated personal matters were discussed.

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

Events Committee – Amatucci, Vavick and Leach – Ms. Vavick announced that Fred Days will be June 1- June 6, The Shop Hop and Night Market that was held on April 1 and was successful. Ms. Vavick thanked the Fire and Police departments for all their help with the Rabbit Race that was held on April 4th. The Loyalhanna Sojourn, in conjunction with Loyalhanna Watershed and Keystone Park, will be held May 16th.

GLSD Student Showcase Committee – Bartels, Vavick and Rivera – Mayor Bartels stated plans are being made for an award presentation at the next voting meeting.

BOARD AND AUTHORITY REPORTS

LMA – No report.

Zoning Hearing Board – No report.

Library – Mr. Leach reported the library has offered free museum passes and expanding to include Historic Hanna’s Town just in time for America 250. The library is also offering radon detectors, on loan, so residents can test their air quality. They are expanding their streaming collection and now have 18 new streaming devices; each loaded with two streaming services. The sensory corner is now open, and the board is planning to meet with the fundraising consultant next month to discuss the renovation project.

Park and Recreation – Mayor Bartels stated a meeting will be held on Thursday, April 17th and there was a groundbreaking for the new Splash Pad.

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 reported the department had 436 calls for service, 200 police interactions via walk ins and phone calls. There were 300 targeted businesses, parks and residential area checks, 40 school arrivals and dismissal details with 80 school bus escorts. There were 1056 police interactions, 3 arrest warrants served and 1 overdose investigated. There were 16 traffic accidents investigated, 105 traffic stops with 26 citations given and 264 parking citations issued. Also, 29 criminal arrests, 1 simple assault, 1 sex offence, 1 theft and 4 DUI’s. Lastly, 3 narcotics, 7 domestic disturbance calls, 30 assists for other police agencies and 10 mental health. Chief Bosco stated he is trying to work out a better way to report on the mental health issues that the department deals with and a meeting will be held, with the hospital, on the situation. He has been working with County Commissioner Doug Chew and Donald Steash, the Deputy Director of Community Affairs, to figure out how the department can best handle the mental health crisis. Chief Bosco also reported that the police department is up to date with training and education and has been through the Crisis Intervention Training. The department is working with The Autistic Foundation of Pittsburgh to set up some additional training for officers, as well as engagements dealing with people with special needs and crisis interventions.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported that the public works department has patched and repaired potholes though out the city. The department had cleaned, repaired and rebuilt catch basins and finished before the storm came. The City Transfer Station collected 3 tons of debris for the month and city streets, along with alleys, are scheduled to be paved this summer. Also, garbage service is going well.

Finance

City Manager Sue Trout stated she went over her finance report at the beginning of the meeting and expressed her appreciation to staff for their efforts in collecting and managing revenues, as well as maintaining checks and balances across all accounts.

Fire Department

Chief Brasile reported that the department had successfully obtained 501(c) certification and now has an Employer Identification Number. Previously, individual stations had Employer

Identification Numbers but grant applications required separation from the city's financials. With this new designation, the department can now demonstrate its own financial standing, improving eligibility for grants. Company #3 recently received a grant that funded the installation of new energy-efficient LED lighting, fully covered through grant funding from Scott Electric. The department plans to pursue similar upgrades at other stations using grant opportunities now available under its 501(c) status. Past grants have also been received through Firehouse Subs, and these efforts are expected to result in continued cost savings for the city. The department responded to one significant incidental garage fire on Avenue D. Due to strong winds and the presence of accelerants, including propane and gasoline, the structure was largely consumed by the time crews arrived. The fire was contained, though there was some radiant heat damage to the primary structure's siding and minor damage to shingles on a neighboring property owned by Luke Henry. Despite challenging wind conditions, the outcome was relatively contained. Overall, the department reported steady activity.

Code/Zoning

Code Enforcement Officer Andy Matheny – Andy Matheny reported the department issued 26 citations or letters; these were mostly for accumulations of rubbish and junk vehicles. There were no magistrate cases for the month. There were 4 building permits and 18 repair permits issued, these were window and fence permits. There were 6 right to know requests. Mr. Matheny stated the Zoning Board did not meet in March, but the Planning Commission did meet on March 2nd to discuss accessory dwelling units.

PUBLIC WORKS AND PERSONNEL:

MOTION

Motion to approve Jaden Rubright as a municipal intern for \$15 per hour to work for 12 weeks for 40 hours per week. The City of Latrobe was approved for participation in the Local Government Academy (LGA) Intern Program whereby the LGA pays \$11 per hour for the municipal intern. Staff interviewed several candidates for the intern position and recommended the hiring of Jaden. He will work on our blight program and code initiatives working closely with Josh Mayro and Andy Matheny. Ms. Vavick made the motion seconded by Ms. Rivera. Motion carried 7-0.

Mrs. Trout explained that the Local Government Academy is getting reimbursed \$11/hour through state grant funding, which helps to lower the cost of bringing on an intern while still supporting local government initiatives.

Mayor Bartels asked if Mr. Rubright had to complete his academy training before being hired and Mrs. Trout stated candidates went through a vetted selection process and the city interviewed 5 qualified candidates.

Ms. Vavick felt this was a great program. For \$4 an hour the city gets an intern and they in turn will get great mentors and be involved in the community.

MOTION

Motion to approve the hiring of Hannah Sterrett as the City of Latrobe Assistant Manager/Assistant Finance Director at a salary of \$80,000 upon successful completion of background investigation and execution of employment agreement. Mrs. Amatucci made the motion seconded by Mr. Leach. Motion carried 7-0.

Mrs. Trout mentioned that Ms. Sterrett is from Derry and attended college at University of Pittsburgh in Greensburg. She thanked the personnel committee for their help with the hiring process.

MOTION

Motion to approve an agreement with a city employee to pay for healthcare deduction through biweekly pay for 39 pays to reimburse the city for deductions not previously withheld. This payment complies with the AFSCME collective bargaining agreement. Mr. Jenko made the motion seconded by Ms. Vavick. Motion carried 7-0.

Mrs. Trout explained that the employee had not been paying for health care and she discovered the error during an audit of the health insurance invoices. Solicitor Lee Domosky drafted the agreement outlining the repayment plan.

Mayor Bartels asked if this happens enough in the workplace where repayment gets worked into the bargaining agreement and has this been approached. Mrs. Trout answered this is a one-off instance, it was recognized as a true error and the agreement is only fair, especially since other employees pay for healthcare.

MOTION

Motion to accept the resignation of AFSCME employee Nancy McCune who served in the Cleaning, Maintenance and Weighmaster position, effective April 7, 2026. Mr. Hauser made the motion seconded by Ms. Rivera. Motion carried 7-0.

ADMINISTRATION AND FINANCE:

MOTION

Motion to approve Ordinance 2026-04 which is the fee ordinance to add the commercial recycling rates/fees. The City, via our new Sanitation and Recycling programs which began on January 1, 2026, needs to establish commercial recycling rates. There are approximately 300 local businesses in our community which are subject to the recycling rates for mandatory recycling pick-up which will occur via our contracted hauler, Noble Environmental. Additionally, we need to add a fee for handicapped permit parking spaces of \$50 per space to the fee ordinance. This fee is paid when a resident requests a handicapped parking space sign and fee covers the cost of the signage. Ms. Rivera made the motion seconded by Mrs. Amatucci. Motion carried 7-0.

MOTION

Motion to introduce Ordinance 2026-05 which amends city Code Chapter 256 titled Vehicles and Traffic to delete, add and change sections of the code for metered parking, permit parking, traffic signals, stop intersections, parking prohibited, downtown parking system and handicapped parking. The changes clean up old language and the realignment of the traffic lanes on Main Street through the downtown area. Ms. Vavick made a motion seconded by Mr. Leach. Motion carried 7-0.

Mrs. Trout tried to make clear the specific items that were being deleted. There were old language or situations that no longer exist or in the case where the city wanted to move the parking on Main Street, realign the lanes or move the parking to the left side. This is an introduction to the ordinance and mostly to clean up the language. Mrs. Trout gave credit to the police department for helping her walk through all the situations by riding around and looking at all the situations to make sure it is what it is. Mrs. Trout explained the ordinance is being introduced and will be voted on at the next public meeting on May 11th. As far as sign changes, painting the lines and moving the parking. This will be done when Mr. Wajdic from the Public Works Department works it into the summer schedule.

MOTION

Motion to introduce Ordinance 2026-06 which amends section 166-30-1 which adds Section 1(A) through (F) concerning the placement and permitting of fences for residential, commercial and industrial use. This ordinance also defines the word fence in section 166-88. Ms. Rivera made the motion seconded by Mr. Jenko. Motion carried 7-0.

Mrs. Trout stated there was a lot of discussion about this ordinance at several workshop meetings and the Latrobe Planning Commission meetings. This is a good product and it's being introduced to be adopted at the next meeting.

MOTION

Motion to introduce an ordinance to add section 319-5 (F) to Chapter 319 titled Solid Waste of the City of Code for placement of waste containers prior to and after designated pick up times. Waste containers must be removed from the curbside by 9:00 p.m. on the day of collection. They should be placed in the evening prior or morning of pickup. This is to deter containers from remaining at curbside for extended periods of time. Mr. Hauser made the motion seconded by Ms. Vavick. Motion carried 7-0.

Discussion with the Mayor and all council members on how early or late garbage is being put out. Putting out garbage the night before is what the sanitation department recommends because drivers run different routes or run different schedules. Some council members have had complaints that garbage totes aren't being removed at the end of the day (when garbage had been picked up) and some residents put them out too early, creating a trash problem. When

garbage cans are left out, they blow around and get knocked over. This ends up looking messy. Some stated a time needs to be set when garbage can be put out and they can't put it out before the recommended time because then they could just leave it out all day. No earlier than 24 hours before your pickup was mentioned and that leaves people who work after noon shift some flexibility to put it out the day before 24 hours prior to pick up. It was discussed that placement for pickup should occur the evening before, but no later than 6 a.m.

MOTION

Motion to approve a contract with Code Enforcement Agency (CEA) to add a third-party professional to assist with code compliance inspections and related services on an as needed basis. Ms. Vavick made the motion seconded by Ms. Rivera. Motion carried 7-0.

Mr. Jenko asked if there was a retainer for this contract with CEA. Mrs. Trout answered there is no retainer required. Instead, services are provided on an as-needed basis. A base fee of \$250 applies per structure application or new matter. Fees are incurred only in specific situations as they arise.

Mrs. Amatucci asked if there was a timeline or how long do they have when responding to a request or service call after hours. Mrs. Trout explained it could be an additional \$125 per hour call. If it requires special investigation or attending legal meetings, like if Mr. Demosky would need to call on them as a witness, that could be \$125 per hour. Also, if support staff or administrative services are needed, that could be \$55 an hour. This depends on the situation. Mrs. Amatucci mentioned her concern was timeliness issues with past inspections and if expectations are clear. Mr. Demosky stated that Mr. McVicker from CEA reacts immediately and is used as a litigation specialist.

Mayor Bartels asked if this service was budgeted and Mrs. Trout responded that the city would either be paying them or TKL Code Inspection. TKL has a certain specific set of strengths and whenever the city needs them to react to specific situations that are more dire, it's where CEA is needed. Mayor Bartels asked if anyone had general idea of how this as needed is going to be and Mr. Demosky answered break glass when needed.

MOTION

Motion to approve an extension of the agreement with the Westmorland County Housing Authority to provide police services for the Latrobe Manor for an additional year through May 2027 not to exceed a cost of \$20,000. Mr. Hauser made the motion seconded by Mr. Jenko. Motion carried 7-0.

Mrs. Trout explained the residents of Latrobe Manor value this service, where the officers spend time with them and building relationships with the community. Mr. Bosco added that the residents are happy to have officers on the premises. The department has a working relationship with the residents, and it's been a real benefit to the city. The department appreciates the opportunity provided by Latrobe Manor to invest their funding in Latrobe Police Services and considers it worthwhile.

MOTION

Motion to approve the designation of Susan Trout as the legislative liaison for the City of Latrobe and the Pennsylvania Municipal League (PML) to be involved in the legislative process and act when called upon to support lobbying efforts for legislation that benefits our municipality. Mr. Jenko made the motion seconded by Mrs. Amatucci. Motion carried 7-0.

Mrs. Trout explained the PML advocates on issues that impact and can improve our community. As part of this effort, they're asking us to designate a single point of contact. This person would receive updates and occasional requests, such as reaching out to legislators in support of specific initiatives. This role will ensure there's one person they can communicate with directly. That person could then share information with the rest of the group or coordinate outreach if needed. Mrs. Trout stated the designation does need to be approved publicly, but it doesn't have to be her, it can be anyone. Once selected, that person can still involve everyone when appropriate, such as asking all of us to contact our legislators.

MOTION

Motion to enter a lease program to purchase police vehicles on rotation with purchasing two vehicles with the first payment to occur in 2027 and for each vehicle not to exceed \$65,000. Mrs. Amatucci made the motion seconded by Mr. Hauser. Motion carried 7-0.

Mrs. Trout explained the initiation of a lease-purchase program for police vehicles, establishing a planned fleet replacement rotation. This program will begin with the acquisition of two police vehicles, with the first payment scheduled for fiscal year 2027. The purpose of this program is to address the immediate need to replace an aging police vehicle that is experiencing frequent mechanical failures and increasing maintenance costs, while also implementing a long-term, predictable replacement schedule. This structured rotation will help with effective budgeting and maintaining a reliable, up-to-date fleet. She also mentioned that Chief Bosco has already obtained pricing through the cooperative purchasing program and has shared those details. The estimated total cost per vehicle, including necessary upfitting, is approximately \$65,000.

Chief Bosco stated that a police vehicle is currently priced at approximately \$65,000 and emphasized the importance of establishing a replacement rotation to keep the department's fleet up to date. Maintaining a regular rotation ensures vehicles remain reliable for emergency response, keeps the fleet in good condition, and helps avoid unnecessary maintenance costs. He noted that the vehicle purchase has already been competitively bid, so no additional bidding is required. The remaining consideration is selecting a leasing provider. The department will evaluate leasing companies to determine which offers the best information, service, and overall lowest cost to the municipality, with the goal of minimizing financial impact.

Mr. Demosky suggested to present, to the council members, the leasing options that are being explored and let council authorize up to a certain dollar amount for each vehicle.

Chief Bosco noted that the current pricing is based on a cooperative purchasing bid, which is valid for approximately 30 days. He also stated that, as part of the plan, one existing vehicle will be sold to help offset the cost of the required upfitting. He provided the following cost

breakdown: the base vehicle cost is \$45,962, through the CoStar program with Shorkey Auto Group. The upfitting, to be completed by IBIS Emergency Vehicles, totals \$13,776. This brings the total cost per vehicle to approximately \$59,738. The department is facing an immediate need and have a vehicle that is nearing the end of its service life and may soon be inoperable, which puts us at risk of not being able to adequately support upcoming demands. This has been discussed for approximately three months. The intent of tonight's proposal is twofold: to authorize the purchase of the vehicles and to select the most advantageous leasing option available. We have previously reviewed the leasing structure, including the benefits of establishing a replacement rotation every four to five years. A schedule was presented showing that maintaining this rotation not only keeps the fleet reliable but also results in cost savings. Vehicles retain an estimated residual value of approximately \$10,000 at the end of the cycle, contributing to an overall savings of roughly 7% when compared to operating vehicles beyond their optimal lifespan. Much of the department's fleet is approaching or exceeding 80,000 to 100,000 miles. Delaying further only increases the likelihood of breakdowns and higher maintenance costs. Chief Bosco stated the department is approaching their busiest season and with a significant influx of 40,000 to 60,000 visitors and feels it is critical that the police department has dependable vehicles during this period. Given that the lead time to receive and outfit new vehicles is approximately two months, further delay could leave us without adequate resources when demand is at its highest.

MOTION

Motion to approve a subdivision for Scott and Pamela Kroh at 816 Spring Street for lots 15-03-07-0-206 and 15-03-07-0-207 for a lot consolidation. The Planning Commission recommends approval and the Westmoreland County Department made no comments on the plan consolidation. Mr. Hauser made the motion seconded by Mrs. Amatucci. Motion carried 7-0.

New/Unfinished Business:

Solicitor's Report:

No report.

CITIZENS REQUEST:

None.

City Manager's Report:

Mrs. Trout reported the city is finalizing year-end reporting for 2025 across multiple funds, including the Stormwater Fund, Liquid Fuels Fund, Capital Fund, and Police Fund. There are two remaining state reports that still need to be filed. In addition, we have begun the audit process, which includes reviewing general ledger accounts for accuracy and completing required audit confirmations. This is a detailed and time-intensive process, and work is ongoing. She has also been engaged in various meetings with city partners regarding several initiatives. Alongside our solicitor and labor attorney, the city has been working through several labor-management matters and is pleased to report that two of those issues have been successfully resolved. Mrs. Trout, Chief Bosco and Captain Daerr attended the PELRAS training in Hershey, which is a

local government legal update seminar. It provided valuable and relevant information for municipal operations. Mrs. Trout, along with Mr. Mayro, delivered a presentation to students at Greater Latrobe High School and Derry Area High School on the role of local government in economic development. She felt it was a rewarding experience to engage with students on these topics. Mrs. Trout continues to work closely with our supervisory team and staff on daily operational matters, and wanted to note that the city is fortunate to have a strong and dedicated team in place

Mayor's Report:

Mayor Bartels represented The City of Latrobe by attending the Latrobe American Legion Annual Birthday Celebration which marks the anniversary of the organization. This year the community recognition was awarded to Jason Bush and Mary Lou Townsend.

Mrs. Trout recognized Chief Bosco for being nominated for an award from Westmoreland County Behavior Health. Chief Bosco was notified Friday, April 10th, that he was nominated by County Commissioner Vice Chair Doug Chew. This administration oversees social services and public infrastructure.

The Regular Meeting of the Council adjourned at 7:39 P.M. with a motion by Mrs. Amatucci seconded by Mr. Leach. All in favor. Motion carried 7-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary