

**LATROBE CITY COUNCIL
REGULAR MEETING OF COUNCIL
MONDAY, AUGUST 10, 2026
LATROBE, PENNSYLVANIA**

Mayor Bartels called to order the Regular Meeting of Latrobe City Council at 6:36 p.m.
Mayor Bartels informed all that an Executive Session was held to discuss personnel and real estate 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 by phone
Sam Leach – absent
Lenor Rivera – present
Eric Hauser – present
Ann Amatucci – present by phone
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; John Brasile, Fire Chief; Scott Wajdic, Public Works Director; and Josh Mayro Director of Code & Zoning.

Mr. Jenko moved to approve the meeting minutes from the Regular Meeting on July 13, 2026, and Special Voting Meeting on July 27, 2026, seconded by Mr. Hauser. Motion carried 7-0.

Assistant City Manager, Hannah Sterrett, explained the manager's finance report with a breakdown on all funds. The General Fund report through July 31, 2026, reflects total revenues of \$5,069,201.74, representing 67.4% of budgeted revenues. Total expenses were \$4,919,204.79 which is 66.1% of budgeted expenditures. Revenues over expenses were \$149,996.95 and the city should be at 58.3% of our budget through July 2026.

Ms. Sterrett stated the Stormwater Fund, Liquid Fuels Fund, Capital Fund and Police Fundraising account month to month reports were included in council's packet for review. Total bills paid for July 2026 for all funds was \$958,145.12.

Ms. Sterrett reported that the Minimum Municipal Obligation (MMO) for the Police Pension plan has been calculated and the MMO for Pennsylvania Municipal Retirement System will be completed once the information is received that is needed to calculate it.

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 introduced Justin Marchewka from OPST & Associates, LLC, who presented the 2025 financial audit.

Mr. Marchewka thanked the City of Latrobe for the opportunity to serve as the auditor for the year. He stated that the audit was completed much earlier than usual and thanked the Latrobe team for providing the necessary information in a timelier manner.

Mr. Marchewka stated that the audit process went much smoother this year. He explained that he would provide a high-level summary of the audit. The first few pages included the cover page and table of contents, followed by the independent auditors' report. He explained that the report contains standard legal language and indicates that the city received a clean audit. Based on the audit procedures performed, the auditors determined that the financial statements fairly present the city's financial position in all material respects.

Mr. Marchewka then reviewed pages 6 through to 9, which contained the Management's Discussion and Analysis. He explained that this section is written from the city's management perspective and provides commentary on the financial results. He focused on page 7, which provides a government-wide financial analysis and summarizes the financial activity for the year.

Mr. Marchewka went over the city's total assets at year-end, which were \$10,261,000 compared to \$11,041,000 the prior year. He noted a decrease in current assets of approximately \$1 million, with accounts receivable decreasing by more than \$500,000. Approximately \$360,000 of accounts receivable were moved to collections and written off at year-end, resulting in a cleaner accounts receivable balance going forward.

He also noted approximately \$227,000 in addition to capital assets and explained that the city entered three new leases during the year. Under the applicable accounting requirements, the full value of the leased assets and corresponding lease liabilities must be recorded. The lease liabilities are initially higher and decrease over the term of the leases.

Total liabilities at year-end were \$5,544,000, compared to \$1,976,000 the prior year. Mr. Marchewka explained that the majority of the increase was related to the new lease liabilities, along with approximately \$190,000 related to a bond issuance.

Total net position at year-end was \$4,316,000. Total revenues were \$8,857,000. Mr. Marchewka noted that the increase in revenues was partly related to additional project activity during the year, while the non-collectible accounts receivable write-off also affected the financial results.

Mr. Marchewka explained that pages 10 and 11 provide further breakdowns of the numbers. Pages 12 through 15 present the governmental funds from a more current-resources perspective, which is closer to a cash basis and shows the flow of cash in and out. Pages 13 and 15 also show the reconciled differences between the two accounting methods.

Pages 16 and 17 provide a summary of the financial position and activity of the pension funds, including the Sanitary and Uniform Pension Funds. Mr. Marchewka noted that the pension funds had a net increase of approximately \$850,000, ending the year with \$15,206,611. The majority of the increase was due to just over \$1 million in net appreciation of the fair value of assets held in the pension funds, which offset benefit payments and other changes.

Mr. Marchewka explained that pages 18 through 37 contain required governmental reporting disclosures and additional breakdowns of the financial information, including disclosures related to both pension funds. He noted that there was no new accounting guidance during the year that would have changed the prior financial reporting.

Pages 39 through 48 contain supplemental information accompanying the financial statements, including required pension plan schedules showing contributions and percentages. The final pages provide further breakdowns of the sub funds comprising the General Fund and other governmental funds that were reported on a combined basis.

Mrs. Trout thanked Mr. Marchewka and Ms. Ringler for their work with the city in obtaining, gathering, and analyzing the information. She said the process went much more efficiently and commended the accounting staff, including Janina Hall, Freida Glass, Leanne Gessler, Hannah Sterrett, and Marsha Maher, for their assistance. Sue emphasized that it was a big team effort and thanked everyone for their hard work.

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 – Mr. Jenko was pleased that the audit was successful.

Personnel Committee – Bartels, Amatucci, and Jenko – Mayor Bartels mentioned an item will be discussed later in the meeting.

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

Events Committee – Amatucci, Vavick and Leach – Mayor Bartels reported that Steeler Fest had taken place and was a great success with a strong turnout

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

BOARD AND AUTHORITY REPORTS

LMA – Mr. Hauser reported the reservoir is 88% full, the filter plant and sewage plant are in full

operation. The air scrubber test has been completed.

Zoning Hearing Board – No report.

Library – Mr. Leach reported that the library has had a busy summer. The Summer Reading Program was a success, with more than 1,100 participants reading a total of 1,717,666 minutes, an increase over 2025.

The market has significantly increased Saturday traffic, with eight times as many people visiting the library during market hours. In response, the library began opening one hour early at 9:00 a.m. to accommodate the increased traffic.

During the Banana Split Festival, the library will offer several unique activities, including the return of Homer the Pigeon, a favorite among visitors.

The library partnered with WQED and the Art Center for the Backpack Giveaway, providing 1,000 backpacks filled with school supplies.

There is currently no update on the status of the Caldwell Library. The fundraising feasibility study for the renovation has not yet begun, but the library is working with the consultant to establish a start date.

Finally, the library will begin the process of hiring a new bookkeeper following Connie Coup's announcement of her retirement at the end of the year. The library expressed its appreciation to Connie for her 29 years of dedicated service.

Park and Recreation – Mayor Bartels reported that the summer programs are going well, with good attendance at the pool's 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

Chief Bosco wanted to take a moment to recognize the fire and public works departments for their great support of the Ligonier Country Market. He reported that Saturday mornings have brought an average of 3,000 to 5,000 people between 8 a.m. and noon, with the highest attendance estimated at approximately 8,000 people through drone analysis. He noted that the events have taken place without any major issues, with only a few routine medical calls.

Chief Bosco reported the department had 429 calls for service, 200 police interactions via walk ins. The department patrolled and targeted 300 businesses, parks and residential area checks. School escorts and arrivals will resume later in August. There were 929 police interactions and 3 arrest warrants served. There were 16 traffic accidents investigated, 64 traffic stops with 8 citations given and 360 parking citations issued. Also, 9 individuals were arrested, 2 simple assaults, and 1 DUI. Lastly, 2 narcotic arrests, 6 domestic disturbance calls, 25 assists for other police agencies and 8 mental health calls.

Public Works

Public Works Director, Scott Wajdic – Mr. Wajdic reported that due to the recent rain, they have not been able to make much progress with line painting on the roads but stated that Jefferson Street will be completed.

Mr. Wajdic reported that recent weather has identified approximately 45 catch basins in need of repair or replacement due to failing pipes. He stated that they are working to schedule the necessary repairs.

Mr. Wajdic reported on a new stormwater drain at Sulfur Run that is designed to be self-cleaning. He explained that debris will slide through the drain rather than becoming trapped and causing the drain to become clogged or blocked.

Mr. Wajdic reported that water line replacement has begun on Brinker Street. He explained that the street is in poor condition due to previous water line breaks and gas line replacement work. The project, from Raymond Street to Sylvan Street, is expected to take approximately two weeks.

Mr. Wajdic explained that residents may have noticed a different truck collecting recycling because the department is using a loaner truck while the new truck is being repaired.

Fire Department

Fire Chief, John Brasile – Chief Brasile reported that the department has been busy responding to storm-related calls, including downed trees and flooded basements. He also noted an increase in carbon monoxide alarms inside residences, which he attributed to the high humidity.

Chief Brasile reported that the Fire Department had a busy weekend during Steeler Fest. He stated that approximately 530 vehicles were parked at Legion Keener and that there was minimal damage to the ballfields. Chief Brasile said that the fireworks at Steeler Fest started earlier than expected and was told they would begin around 9:15 or 9:30 p.m., but they started at approximately 8:40 p.m. The timing of the fireworks were moved up because many people were leaving immediately after practice.

Chief Brasile mentioned damage resulting from the vehicle accident on Oak Street, including downed power lines, has been repaired, and the insurance claims have been paid. Most of the damage occurred at the Goodwill Hose Company #1 near the brewery. He also reported that a company will be installing new garage doors at the station next week through grant funding and its own funds, with no cost to city taxpayers or the city budget. The project is estimated at approximately \$25,000.

Mayor Bartels expressed council's gratitude for the continued success of the city's summer events and thanked all departments for the extra work required to keep the community safe. He recognized the police, public works, fire departments and other staff for their efforts with the festivals, including managing the five-mile run and placing safety signage. He also shared a compliment he received regarding Officer Preston and extended the praise to all officers working during these events. Mayor Bartels stated that it has been a great summer and thanked everyone for their hard work.

Code/Zoning

Director of Code & Zoning, Josh Mayro – Mr. Mayro stated there were not many building permits issued due to changes in the building code official agency. He noted that applications received in July were issued in early August.

Mr. Mayro reported that 12 zoning/repair permits and one street and 1 sidewalk permit were issued. There were 5 right-to-know requests. He also reported that 10 cases were closed, 26 cases were opened, 119 new violations were recorded, and 139 events were logged in the code enforcement system.

The Zoning Hearing Board met on July 29. Blue Sky Sign Company applied for a dimensional variance to construct a halo-lit sign at Latrobe Hospital, 1 Mellon Way. The Zoning Hearing Board unanimously approved the variance for the sign, which will display "WVU." The next Zoning Hearing Board meeting will be held on September 26 to discuss a use variance for 48 Ligonier Street. The applicant is proposing to change the nonconforming use from a TV repair shop to a duplex in an R-2 zone.

There was no Planning Commission meeting in July. The next scheduled meeting will be held on September 8, 2026, to discuss a final plan application for a building at 1119 Village Way.

Mr. Mayro highlighted the contributions of intern Jaden Rubright, stating that he was a great asset to the city and will be missed. He completed all assigned tasks and took on additional projects, including creating an interactive zoning map now available on the city's website. Residents and developers can use the map to search for an address, identify the zoning district, and view the applicable regulations. Mr. Mayro also reported that the transition to Allsafe for building code services has been going well, with noticeably lower fees and improved turnaround times. Approximately six or seven permits have been issued in the past 10 days.

Mrs. Trout added that Jaden Rubright was brought to the city through the Local Government Academy internship program. She expressed her appreciation for the program, noting that it provides college students with valuable experience in local government while also benefiting the city. She stated that the city paid \$15 per hour for Jaden's services but felt that the city received much more value in return, making it a worthwhile investment and a great experience.

Mayor Bartels stated that it was good for council and the public to hear about Jaden's contributions. He said that in his interactions with Jaden, he found him to be a dependable and hardworking individual. Mayor Bartels thanked Mr. Mayro for mentoring Jaden and asked that his appreciation also be extended to Mr. Matheny.

PUBLIC WORKS AND PERSONNEL

Swearing in of Jonathan Bradford as a City of Latrobe Police Officer.

Mr. Bradford was sworn in by Mayor Bartels, who administered the oath of office. Mr. Bradford was a former South Greensburg Police Department officer before joining the Latrobe Police Department.

Motion to approve the hiring of Gerald Marol as a seasonal employee at the Department of Public Works at the hourly rate of \$22 per hour. No action was taken on this motion.

Motion to approve Ordinances 2026-08, 2026-09, 2026-10, 2026-11, 2026-12, 2026-13, 2026-14, 2026-15 and 2026-16 were tabled with no action taken.

ADMINISTRATION AND FINANCE

MOTION

Motion to approve Ordinance No. 2026-17 to vacate the alley located between Toner and Penn Streets between lots 220-238 on 6th Avenue and 7th Avenue. Mr. Hauser made the motion seconded by Mr. Jenko. Motion carried 7-0.

MOTION

Motion to introduce Ordinance No 2026-18 authorizing the incurrence of nonelectoral debt of the City of Latrobe and the issuance of general obligation bonds, series of 2026, in a maximum aggregate principal amount not to exceed \$2,900,000 to finance a capital project and to pay the costs of issuing the bonds; finding that a private negotiated sale is in the best financial interest of the city; accepting a proposal for the purchase of the bonds; authorizing the preparation and filing of a debt statement and other documentation; covenanting to create a sinking fund and to budget,

appropriate and pay debt service on the bonds and pledging the full faith, credit and taxing power of the city for the bonds; setting forth the substantial forms of the bonds; setting forth parameters for the maximum principal maturity amounts and dates and maximum interest rates and other details of the bonds; appointing a paying agent and sinking fund depository; and authorizing other necessary action. Mr. Hauser made the motion seconded by Mr. Jenko. Motion carried 7-0.

Mrs. Trout explained that the request is for the city to authorize borrowing on behalf of city management to address necessary capital needs, specifically upgrades to the transfer station, capital equipment, and vehicles. Several needed improvements have been deferred, and upgrades are now necessary. Internal and subcommittee meetings have been held to discuss the needs, and the city is requesting authorization to move forward.

Mayor Bartels asked whether, if Council is inclined to introduce the ordinance, the public will be provided with a list of the proposed projects and purchases to help them determine whether to support the borrowing.

Mrs. Trout answered yes and explained that the list also includes flood projects on Gertrude Street and Joanne Drive that the city has been needing to address.

MOTION

Motion to introduce Ordinance 2026-19 to amend the 2026 Fees in the City Code to adopt the fee structure for the new code inspection and UCC plans examiner, Allsafe Building Code Services, for residential and commercial inspections and associated fees. Ms. Rivera made the motion seconded by Mr. Leach. Motion carried 7-0.

Mrs. Trout explained that the city has a new provider with different fees, which are lower than those charged by the previous provider. She stated that the new fees need to be introduced through this ordinance for adoption at a later meeting so the city can pass those costs on to residential and commercial customers.

RESOLUTION #2026-16

Motion to adopt Resolution 2026-16 to add Hannah Sterrett as an authorized check signer for city bank accounts and online activities with Commercial National Bank and Trust. Mr. Hauser made the motion seconded by Mr. Jenko. Vote 7-0.

RESOLUTION #2026-17

Motion to adopt Resolution 2026-17 to add Hannah Sterrett as an authorized check signer for city bank accounts and activities with First National Bank. Mr. Jenko made the motion seconded by Mr. Hauser. Vote 7-0.

RESOLUTION #2026-18

Motion to adopt Resolution 2026-18 to add Hannah Sterrett as an authorized check signer for city bank accounts and online activities with First Commonwealth Bank. Mr. Hauser made the motion seconded by Mr. Jenko. Vote 7-0.

RESOLUTION #2026-19

Motion to adopt Resolution 2026-19 to add Hannah Sterrett as an authorized check signer for city bank accounts and online activities with PLGIT. Mr. Leach made the motion seconded by Ms. Rivera. Vote 7-0.

RESOLUTION #2026-20

Motion to adopt Resolution 2026-20 to add Hannah Sterrett as an authorized check signer for city bank accounts and online activities with PA Invest. Ms. Rivera made the motion seconded by Mr. Hauser. Vote 7-0.

MOTION

Motion to approve the cooperation agreement with the Westmoreland County Board of Commissioners and the City of Latrobe for receiving grants under the Community Development Block Grant Program (CDBG), Home Investment Partnership Program (HOME) and Emergency Solutions Grant Program (ESG) for federal fiscal years 2027, 2028 and 2029. This agreement is for the city to participate in these US Department of Housing and Urban Development (HUD) programs and approving the agreement is required so that the County can continue to administer these programs for the participant municipalities. Mr. Jenko made the motion seconded by Mr. Leach. Motion carried 7-0.

MOTION

Motion to approve the updated Investment Policy Statement for the City of Latrobe Police Pension Plan being invested by Commercial Bank and Trust of PA. The policy statement sets parameters and expectations as to how the investment allocation for the fund is invested. Mr. Hauser made the motion seconded by Ms. Rivera. Motion carried 7-0.

Mrs. Trout explained that the update ensures everyone is on the same page regarding how the pension funds are to be invested and that the policy will be circulated to all parties along with the fund's financial position and the most recent investment activity through the previous week in August.

MOTION

Motion to approve the Minimum Municipal Obligations (MMO) for the Police Pension Plan for \$241,816 for 2027. This calculation is required and prepared in conjunction with Act 205. This is an increase of \$41,395 from the 2026 MMO which was \$200,421. Ms. Rivera made the motion seconded by Mr. Hauser. Motion carried 7-0.

Mrs. Trout reported that the calculation was prepared by Ms. Sterrett and reviewed by Mrs. Trout, who noted that they had previously performed this type of work for their former employer. Mrs. Trout and Ms. Sterrett prepared the calculation in accordance with all applicable rules and regulations. She explained that the increase is primarily due to higher salaries.

MOTION

Motion to approve Susan Trout as the appointed voting delegate for the Pennsylvania Municipal League annual business meeting and resolutions committee meeting being held at the 2026 Municipal Leadership Summit in October. Mr. Jenko made the motion seconded by Mr. Leach. Motion carried 7-0.

This is the city's training and lobbying partner who looks out on behalf of municipal issues across the Commonwealth of Pennsylvania and someone is needed to vote on annual business at the meeting.

MOTION

Motion to approve a three-year agreement with the Ligonier Center for Agriculture and Education doing business as the Ligonier Country Market for 2027-2029. Mr. Rivera made the motion seconded by Mr. Leach. Motion carried 7-0.

Mrs. Trout stated that the Saturday markets operated by the Ligonier Country Market have been a great success. She noted that the market has been positive for the business community, which has supported it, as well as for residents who enjoy walking to the market, the surrounding communities, and the city's business partners. She explained that the market has requested to continue operating at the same location and has committed to a three-year agreement. The city also took into consideration how the business storefronts would be represented in the agreement. The agreement requires the market to continue paying the overtime costs associated with police and public works personnel needed for traffic control, safety, and the setup and teardown of the market.

Mr. Jenko stated that he wanted to make sure all final details were worked out.

Chief Bosco stated that whenever there is a change, there is always a period of adjustment and trust. He said that, in working with the market and its staff, they have met every request and worked through unforeseen issues with diligence. He expressed his appreciation for their cooperation.

Mayor Bartels echoed the comments that had been made, stating that there had been nothing but positive feedback from the community. He said he felt it had been a great partnership and acknowledged that the market creates additional work for city employees. He expressed his appreciation to the market for working with the city and helping to support the personnel needed to manage the market, adding that it has been a great experience.

New/Unfinished Business:

Solicitor's Report:

No report.

CITIZENS REQUEST:

None.

City Manager's Report:

Mrs. Trout highlighted several items from her report. She noted August 4th marked her one-year anniversary with the City of Latrobe and stated that she continues to feel blessed to work for the city. She expressed appreciation to Mayor Bartels, council, department heads, city employees, and Mr. Demosky for their tireless efforts to operate the city as efficiently as possible. She said that everyone truly cares about the City of Latrobe and keeps the best interests of residents, businesses, and community stakeholders in mind.

Mrs. Trout stated that the city continues to monitor revenues and expenses and expressed her appreciation for Ms. Sterrett joining the Latrobe team. She said Ms. Sterrett's training is continuing and that she is doing wonderfully. Mrs. Trout also complimented the staff for their hard work completing the audit in a timely manner. She noted that the timely completion would be beneficial to the city's current bond provider and, hopefully, future bond providers.

Mrs. Trout reported that the city made a change to its daily deposit procedures and that Ms. Sterrett is now providing additional oversight of deposits as part of the city's internal controls. She also reported that city officials met with Municipal Benefits Service representatives regarding the city's health care trust and employee health insurance. Upcoming health insurance rates were discussed, and the city anticipates a significant increase. She said the city will likely meet with the unions to discuss the increase and that the matter will be addressed at future meetings.

Mrs. Trout expressed appreciation for the opportunity to work with the police, fire, and public works departments, as well as the city's market partners, in bringing the Ligonier Country Market to the city. She said she believes the market has been a great benefit to the community. She also recognized Mr. Mayro, Mr. Matheny, Mr. Jenko, and Mr. Demosky for their work on the process of changing the city's Uniform Construction Code inspection services, noting that the transition was completed quickly and has been a positive one.

Mrs. Trout said she looks forward to continuing the work involved with the upcoming capital borrowing. She introduced Mike McKay, who was present to advise the city during the process, and said she believes the borrowing could provide the city with funding for needed capital projects.

Mayor's Report:

Mayor Bartels thanked Mrs. Trout and Ms. Sterrett for all they do and for volunteering at the market.

Mayor Bartels expressed excitement about the opportunity, while acknowledging that taking on potential debt is concerning. He stated that the transfer station and public works department are valuable assets to the community and provide important services to surrounding communities as well. He emphasized that public works, including the transfer station, is vital to the City of Latrobe. Mayor Bartels expressed hope that the city will have the opportunity to invest in and improve these operations and maintain them in a sustainable manner for many years to come.

Mr. Jenko pointed out that the \$2.9 million represents the ceiling for the borrowing and that the actual amount will likely be significantly less. He emphasized that the transfer station is a valuable asset to the city and helps keep taxes manageable. He expressed his appreciation for the staff and the work they do for the city.

The Regular Meeting of the Council adjourned at 7:38 P.M. with a motion by Mr. Hauser seconded by Mr. Jenko. All in favor. Motion carried 7-0.

Respectfully submitted,

Janina Hall

Janina Hall, Council Secretary