

**MINUTES  
COUNCIL MEETING  
4:30 PM**

**CITY OF OIL CITY  
COUNCIL CHAMBERS  
MARCH 23, 2026**

Meeting called to order with the Pledge of Allegiance by Mr. Kluck at 4:32 p.m.

CALL TO ORDER

Members Present: Mayor Kluck, Councilman Walentosky, Councilman Craig, Councilman Gustafson, Councilwoman Wisniewski.

ROLL CALL

Members Absent: None.

Recording Secretary: Jena Knight

**APPROVAL OF MINUTES**

A motion to Approve the Minutes of the Regular Meeting held March 9, 2026 was made by Councilwoman Wisniewski, seconded by Councilman Gustafson and was approved.

APPROVAL OF  
MINUTES – REGULAR  
MEETING – MARCH 23,  
2026

**REVISION OF AGENDA**

REVISION OF AGENDA

**WRITTEN COMMUNICATIONS**

A Communique was Received from the Oil City Junior Baseball Association Requesting Use of the Mitchell Fields for Play. Use of the fields would be from June 1, 2026 and end September 1, 2026. They will work in unison with the Oil City YMCA and Oil City Softball Association to ensure they have first use of the field.

WRITTEN  
COMMUNICATIONS  
  
COMMUNIQUE FROM  
OIL CITY JUNIOR  
BASEBALL  
ASSOCIATION – USE  
OF MITCHELL FIELDS

Mrs. Hoovler remarked that the Association will be making some upgrades to the fields. Mrs. Ryen is working on a grant request to perform some renovations to the field. This will all tie in well together.

Mayor Kluck commented that the leagues all work well together to make sure there are no scheduling conflicts.

A motion to Approve the Request of the Oil City Junior Baseball Association to Use the Mitchell Fields for Play was made by Councilman Walentosky, seconded by Councilwoman Wisniewski and was approved.

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The next item was a Communique from Reel Allegheny Bass Tournament Circuit Requesting Use of Overflow Parking for a Bass Tournament. The tournament will begin at 7:00 a.m. and end at approximately 5:00 p.m. The communique indicated that there should be less than twenty boats. They also provided a certificate of insurance.

COMMUNIQUE FROM  
REEL ALLEGHENY  
BASS TOURNAMENT --  
USE OF OVERFLOW  
PARKING FOR BASS  
TOURNAMENT

A motion to Approve the Request of the Reel Allegheny Bass Tournament Circuit for Use of Overflow Parking for a Bass Tournament was made by Councilman Craig, seconded by Councilwoman Wisniewski and was approved.

**MANAGER'S REPORT**

MANAGER'S REPORT

Mrs. Hoovler first spoke about the swimming pool. She indicated that she and Mr. Herman have been in discussions with a long-time City employee to provide pool management for this summer. More details will be forthcoming. The pool schedule has been set. It will open on June 6 and close on August 16. The hours will remain as they have in the past. They will be: Monday through Friday -- 12:00 p.m. until 6:00 p.m., Saturday -- 11:00 a.m. until 6:00 p.m. and Sunday -- 12:00 p.m. until 5:00 p.m. The City is accepting employment applications for all positions associated with the pool.

SWIMMING POOL  
UPDATE

She then went on to say that the Community Development Office has submitted several grant applications recently for capital projects which are needed to be done at the pool. The current swimming pool was completed and opened in 2008. Some major repairs will be required to be done in the next few years. Funding will need to be reviewed to see if all of the projects can be completed at one time or whether they will have to be done over time.

Mayor Kluck commented that Mr. Herman does a great job with the maintenance of the pool.

She then informed Council that the new credit card system is now in effect. The Treasurer's Office is working with it. A few bugs need to be worked out before the old system can be deactivated. There is an updated fee structure. The old system had a 2.5% fee with a \$2.99 minimum. The new system has a 2.99% fee with a \$2.50 minimum. The new system offers customers more flexibility, allows for

NEW CREDIT CARD  
SYSTEM

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payment on a wider variety of on-line items. Now customers can pay their taxes on-line, which they could not do before. The call center will remain open for those customers who want to make payments via telephone. Customers who do not want to incur the fees may still pay by cash, check or money order. They are not required to pay with a credit or debit card. However, if they choose to, they will have to pay the fees associated with the transactions.

Mayor Kluck asked if the new system would adversely affect current credit/debit payments. The answer was no. That is all done through an ACH-type program.

Councilman Walentosky asked if the City is charged a fee if someone pays taxes with a credit card. Mrs. Hoovler stated that the consumer is the only entity charged. She does not feel that the fees are out-of-line. Some places charge a 4% fee if using a card.

She then gave an update related to the street sweeper. The street sweeper is currently experiencing problems. An important part is not operating and has been ordered. It is on back-order. It is hoped that it will arrive in time for the spring cleaning season. It will not work without the part. It is estimated that the part may be here by April 17. The City's clean-up day is April 15.

Mrs. Hoovler then gave an update on the ice device. On this date, the device was opened for the spring/summer season. Both sides of the device are now open. Chief Alex and Mr. Gorman are still working with the U.S. Army Corps of Engineers regarding the repair of the device. Funding is still trying to be secured for the repair. Hopefully, plans will be forthcoming very soon. It is anticipated that the repair will be done before the 2026-27 fall/winter season.

**CURRENT BUSINESS**

The first item was a Memo from the Civil Service Commission Regarding the Certification of the Captain Promotional Eligibility List. Chief Alex informed Council that two gentlemen tested and passed for Fire Captain. He recommended that Scott Attenborough be promoted to the Captain position with the department. With his promotion

**STREET SWEEPER  
INFORMATION**

**ICE DEVICE UPDATE**

**CURRENT BUSINESS**

**MEMOS FROM CHIEF  
ALEX --  
CERTIFICATION OF  
CAPTAIN  
PROMOTIONAL  
ELIGIBILITY LIST,**

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to Captain, a Lieutenant position will then be opened up. Last fall, testing occurred for Lieutenant. Consequently, a list is available to work with. He recommended that Nate Danzer be promoted to that position. Both gentlemen were present at the meeting to receive their badges.

Chief Alex then said that two Firefighters, Lance Theiss and Jolene Hurrelbrink have completed their one-year probationary periods with the department. Mr. Theiss completed his probationary period on March 3, 2026. Mrs. Hurrelbrink completed her probationary period on March 10, 2026. He recommended that they be provided all benefits associated with their positions as firefighters within the department.

Both Mr. Theiss and Mrs. Hurrelbrink had been hired as part-time firefighters about two years ago. Congratulations were offered to both.

Chief Alex then stated that Captain Noel Bartlett, effective March 17, 2026, was officially retired from the department. He will remain with the department as a part-time Firefighter/Medic.

A motion to Approve the Recommendations of the Civil Service Commission and Chief Alex for Promotions/Personnel Changes was made by Councilman Gustafson, seconded by Councilman Walentosky and was approved.

The next item was the Introduction of a New Hire. Declan McClintock was hired for the Streets Department. Mr. McClintock is a young man who should do a good job for the City. Mr. Gorman commented that he has known Mr. McClintock since he was an infant. He said that he is a hard worker and should do very well.

**FISCAL, CONTRACTUAL, AND BUDGETARY  
TRANSFERS**

The following Vouchers were presented for Council's review and approval.

General Fund	\$	323,483.71
Water and Sewer		104,990.58
Investment Account		25,000.00

**CAPTAIN  
PROMOTIONAL LIST  
CERTIFICATION AND  
RECOMMENDATION,  
RETIREMENT AND  
PART-TIME STATUS  
(NOEL BARTLETT),  
COMPLETION OF  
PROBATIONARY  
PERIOD (THEISS AND  
HURRELBRINK),  
LIEUTENANT  
VACANCY AND  
PROMOTION**

**INTRODUCTION OF  
NEW HIRE – STREETS  
DEPARTMENT**

**FISCAL,  
CONTRACTUAL AND  
BUDGETARY  
TRANSFERS**

**VOUCHERS**

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Capital Reserve Account	5,992.80
Liquid Fuels Tax Fund	14,692.82
Arts Council	3,949.82
Industrial Park	798.84

A motion to Approve the Vouchers was made by Councilman Gustafson, seconded by Councilman Walentosky and was approved.

The next item was the January 2026 Financial Reports.

JANUARY 2026  
FINANCIAL REPORTS

A motion to Approve the January 2026 Financial Reports was made by Councilwoman Wisniewski, seconded by Councilman Craig and was approved.

The next item was an Agreement with Neumo Group. Mrs. Hoovler stated that this was discussed and tabled at a November 2025 meeting. Mr. Varsek was not pleased with the wording in the contract. Everything has been revised and is now ready for review and approval. Currently, the City has an AS400 system. All of the finance and utility services are served by this system.

AGREEMENT WITH  
NEUMO GROUP

She said that, by using the services of the Neumo Group, the City will not have to use the AS400. Everything will be cloud-based. This is the same company which provides credit card services as well as the hardware for the system. Now, everything will be with one company.

Councilman Gustafson asked if a server would have to be maintained here. The answer was no. Mrs. Hoovler stated that the server is about at the end of its use. It has been replaced twice in twenty-five years. At this point in time, either the server would need to be upgraded or replaced. The last time it was upgraded, the cost was about \$40,000.00. That was approximately nine years ago.

A motion to Approve the Agreement with Neumo Group for Hosting and Software Services was made by Councilman Gustafson, seconded by Councilwoman Wisniewski and was approved.

The next item was a Proposal by CS&E Co. for a Sludge Heating Boiler. Jeff Wenner was present to speak about this item. Mr. Wenner informed Council that a sludge boiler is the item in question. It is a dual-fuel boiler. It is

PROPOSAL FROM  
CS&E CO. FOR SLUDGE  
HEATING BOILER

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rare. The boiler is not operational at this time. He contacted five different companies and only one reached back out to him. The current boilers were installed in 1958. The City does all of the maintenance on them. The manufacturer of the boilers went out of business in the 1990s. Parts are not obtainable. The boilers are the “heart” of the entire plant.

Mrs. Hoovler asked Mr. Wenner if both of the boilers are currently operational. Mr. Wenner said that one of them is not operating at this time. The other boiler is doing the work of two.

Councilman Walentosky said that it sounds like twice as much work is being placed on just one boiler. Mr. Wenner said that this is the case. He went on to say that, with the agreement with CS&E, if approved by Council, a one-year maintenance agreement is included. If installed, it will be put to the test to make sure it is what is needed for the plant. The company will train the City employees. The other boiler may be replaced some time in 2027, 2028 or 2029.

Mrs. Hoovler said that the City is hoping to replace the one which is inoperable and keep the one that is operational as a back up. Hopefully, then in a couple of years, the other one could be replaced. The cost to replace the boiler is \$632,500.00. CS&E Co. is a COSTARS participant; therefore, the project would not have to be placed out for bid.

Mayor Kluck asked how long it would be for the job to start, once Council has given its blessing. Mr. Wenner said it would be 24 to 28 weeks. Hopefully, the current working boiler would hold up.

Mr. Wenner said that there would be a savings in the gas bill. It would be a 40 to 50 percent savings. It is more efficient.

Councilman Gustafson remarked that he had no idea of the workings of a sludge boiler. He got educated in its role in the system. The boiler is very necessary. The system cannot be without one. Everything would be backed up. Bacteria is broken down. Mr. Wenner explained the process briefly.

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A motion to Approve the Proposal of CS&E Co. for a Sludge Heating Boiler was made by Councilwoman Wisniewski, seconded by Councilman Craig and was approved.

**RESOLUTIONS & ORDINANCES**

Resolution #2026-07 – Authorizing an Application to the Pennsylvania Municipal Assistance Program. Mrs. Hoovler indicated that the City is working with Cornplanter Township regarding a new multi-municipal comprehensive plan. The EADS Group is working with the City and Cornplanter Township for the plan. They will try to obtain a grant to pay for half of the cost. Cornplanter Township will also contribute toward the cost. It has been several years since the last plan was completed. The comprehensive plan is used by the Community Development Department when planning for various projects. Zoning updates also fall in line with the comprehensive plan.

A motion to Approve Resolution #2026-07 – Authorizing an Application to the Pennsylvania Municipal Assistance Program was made by Councilman Walentosky, seconded by Councilwoman Wisniewski and was approved.

Council Bill #2205 – An Ordinance Amending City Code Chapter 154 – Excavations; To Amend Section 154-3 E.; To Add Section 154-3 G. Relating to Bonding; To amend the Title of Section 154-11 and To Amend Section 154-11 D. Relating to Manner of Excavating and Refilling; To Amend Section 154-15 Relating to Violations and Penalties; To Amend City Code Chapter 179 – Gas, Oil and Water Lines, Article I – Installation in Streets, Section 179-2 B. Relating to Regulations; and To Amend Chapter 179, Article III – Obtaining Line and Grade, Section 179-9 Relating to Violations and Penalties – SECOND READING.

A motion to Approve Council Bill #2205 – An Ordinance Amending City Code Chapter 154 – Excavations; To Amend Section 154-3 E.; To Add Section 154-3 G. Relating to Bonding; To amend the Title of Section 154-11 and To Amend Section 154-11 D. Relating to Manner of Excavating and Refilling; To Amend Section 154-15

**RESOLUTIONS &  
ORDINANCES**

**RESOLUTION #2026-07  
– AUTHORIZING AN  
APPLICATION TO THE  
PENNSYLVANIA  
MUNICIPAL  
ASSISTANCE  
PROGRAM  
(COMPREHENSIVE  
PLAN)**

**COUNCIL BILL #2205 –  
AMENDMENT TO  
STREET EXCAVATION  
ORDINANCE – SECOND  
READING**

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Relating to Violations and Penalties; To Amend City Code Chapter 179 – Gas, Oil and Water Lines, Article I – Installation in Streets, Section 179-2 B. Relating to Regulations; and To Amend Chapter 179, Article III – Obtaining Line and Grade, Section 179-9 Relating to Violations and Penalties on SECOND READING was made by Councilman Gustafson, seconded by Councilman Craig and was approved.

Council Bill #2205 – An Ordinance Amending City Code Chapter 154 – Excavations; To Amend Section 154-3 E.; To Add Section 154-3 G. Relating to Bonding; To amend the Title of Section 154-11 and To Amend Section 154-11 D. Relating to Manner of Excavating and Refilling; To Amend Section 154-15 Relating to Violations and Penalties; To Amend City Code Chapter 179 – Gas, Oil and Water Lines, Article I – Installation in Streets, Section 179-2 B. Relating to Regulations; and To Amend Chapter 179, Article III – Obtaining Line and Grade, Section 179-9 Relating to Violations and Penalties – THIRD READING.

COUNCIL BILL #2205 –  
AMENDMENT TO  
STREET EXCAVATION  
ORDINANCE – THIRD  
READING

A motion to Approve Council Bill #2205 – An Ordinance Amending City Code Chapter 154 – Excavations; To Amend Section 154-3 E.; To Add Section 154-3 G. Relating to Bonding; To amend the Title of Section 154-11 and To Amend Section 154-11 D. Relating to Manner of Excavating and Refilling; To Amend Section 154-15 Relating to Violations and Penalties; To Amend City Code Chapter 179 – Gas, Oil and Water Lines, Article I – Installation in Streets, Section 179-2 B. Relating to Regulations; and To Amend Chapter 179, Article III – Obtaining Line and Grade, Section 179-9 Relating to Violations and Penalties on THIRD READING was made by Councilwoman Wisniewski, seconded by Councilman Walentosky and was approved.

**INFORMATIONAL**

INFORMATIONAL

**PUBLIC COMMENTS**

PUBLIC COMMENTS

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**CITY COUNCIL REPORTS/COMMENTS**

CITY COUNCIL  
REPORTS/COMMENTS

**EXECUTIVE SESSION**

EXECUTIVE SESSION

An Executive Session was called at 5:01 p.m. for Continued Discussion Regarding Potential Litigation. No action was taken

**ADJOURNMENT**

ADJOURNMENT

There being no further business to come before Council, a motion to adjourn the meeting at 5:36 p.m. was made by Councilman Gustafson, seconded by Councilman Walentosky. Motion approved.

**PERSONS IN ATTENDANCE**

Robert Varsek, Staff  
Michelle Hoovler, Staff  
Kelly Ryen, Staff  
Terri Felmlee, Staff  
Yvonne Greene, Staff  
Chris Gorman, Staff  
Jason Herman, Staff  
Jeff Wenner, Staff  
Cory Ruditis, Staff  
Tim Alex, Staff  
Nate Danzer, Staff  
Scott Attenborough, Staff  
Jolene Hurrelbrink, Staff  
Russel Seigworth, Staff  
Sam McSparren, Staff  
Eric McFadden, Staff  
Kobe Kahle, Staff  
Lance Theiss, Staff  
Clarice Carlson, Junior Council  
Morena Bricca, Junior Council  
Allyson Vanderhoff, Explore Venango  
Kara O'Neil, The Derrick  
Nate Neely  
Dan Wetzel  
Derek Long  
Mackenzie Danzer  
Julie Danzer

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Nicole Danzer  
Amanda Shaffer  
Jeff Fontaine  
Skylar Austin  
Melissa Attenborough  
Alaina Attenborough  
Cataryn Lee  
Wyatt Attenborough

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APPROVED BY COUNCIL THIS

\_\_\_\_\_ 13th \_\_\_\_\_ DAY OF \_\_\_\_\_ April \_\_\_\_\_, 2026

  
\_\_\_\_\_  
John J. Kluck, Mayor

I hereby certify the foregoing to be a true and correct copy of the minutes of the Council meeting of March 23, 2026.

  
\_\_\_\_\_  
Michelle M. Hoovler, City Clerk