

**MINUTES  
COUNCIL MEETING  
4:30 PM**

**CITY OF OIL CITY  
COUNCIL CHAMBERS  
MAY 19, 2025**

Meeting called to order with the Pledge of Allegiance by Mr. Kluck at 4:30 PM.

CALL TO ORDER

Members Present: Mayor Kluck, Councilman Massie, Councilman Walentosky, Councilman Craig, Councilman Gustafson..

ROLL CALL

Members Absent: None

Recording Secretary: Jena Knight

**APPROVAL OF MINUTES**

A motion to Approve the Minutes of the Regular Meeting held May 12, 2025 was made by Councilman Massie, seconded by Councilman Craig and was approved.

APPROVAL OF  
MINUTES – REGULAR  
MEETING – MAY 12,  
2025

**REVISION OF AGENDA**

There were two revisions to the agenda. The first was a Communique from Kaylynn Stephens. Chief Ruditis indicated that he was contacted by Mrs. Stephens and requested signage on East Second Street. She said that her severely autistic, non-verbal child, age 4, got out of the house on East Second Street and made his way to Giant Eagle. The family has safety methods in place; however, a gate was left open on the day the child left the house. Mrs. Stephens asked for some type of signage, whether it is a speed limit sign or some other sign, for placement in that area. He knows that there are different signs which can be placed for children with special needs.

REVISION OF AGENDA

COMMUNIQUE FROM  
KAYLYNN STEPHENS –  
REQUEST FOR  
SIGNAGE ON EAST  
SECOND STREET

Mayor Kluck asked Mr. Schroyer for his opinion. Mr. Schroyer said it would be fine. Councilman Gustafson remarked that, with the new pavement on East Second Street, people drive fast. He asked if that is the speed limit on that street. Chief Ruditis said that it is 25 mph.

Mayor Kluck said that this will be a job for the Public Works Department. Mr. Gorman said that he believes there may be signs available for placement. He will check.

The next revision was a Memorandum of Understanding Between Oil City Police Department and the Riverview

MEMORANDUM OF  
UNDERSTANDING –

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Intermediate Unit 6. Chief Ruditis said that this is an annual housekeeping item. This involves any type of police response at either of the two locations in the Oil City area. One of the locations is in State Police territory. If they could not respond, the City would assist.

**OIL CITY POLICE  
DEPARTMENT AND  
RIVERVIEW IU 6**

A motion to Approve the Memorandum of Understanding Between the Oil City Police Department and the Riverview Intermediate Unit 6 was made by Councilman Massie, seconded by Councilman Gustafson and was approved.

**CURRENT BUSINESS**

**CURRENT BUSINESS**

The first item was a Discussion Related to a Police Use of Force Policy. Chief Ruditis said that this policy has been updated to include new verbiage for tasers, which were purchased by the department a few years ago. The policy also contains updated information related to the new non-lethal shotguns which were recently purchased. The officers were certified to use them this month. They will have the ability to begin using them now. It improves the methods already in place. The department did some research. The Pittsburgh police use this type of method and things are working well.

**DISCUSSION – POLICE  
USE OF FORCE POLICY**

A motion to Approve the Police Use of Force Policy was made by Councilman Massie, seconded by Councilman Walentosky and was approved.

Mr. Schroyer commented that, when he began working for the City, there were many different policies related to many topics affecting the employees. He didn't believe that any of the policies had been approved by either the solicitor or by Council. It is his opinion, and the solicitor's as well, that the policies need to be reviewed by the solicitor and managed and subsequently approved by Council. The policies are becoming more and more important. The policies in place for a particular department benefit that department only and not to benefit the City as a whole.

**POLICY REVIEW  
UPDATE**

He said that once a policy has been developed, it needs to be sent through the system for review and approval. He would like to see a policy booklet developed, identifying them. He wants to see them reviewed, signed off on and dated. The use of force policies are challenged often.

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The next item was a Letter of Retirement from Matt Aites of Public Works. Mr. Aites will retire effective May 18, 2025.

**LETTER OF  
RETIREMENT – MATT  
AITES**

A motion to Approve the Letter of Retirement of Matt Aites was made by Councilman Massie, seconded by Councilman Walentosky and was approved.

The next item was Introduction of a New Hire in the Utility Department. Jodi Miller was introduced by Terri Felmlee of Utilities as the new assistance in the department. Mr. Schroyer said that Mrs. Miller has a good background. She was a twenty-year employee of Wal Mart and has various skills, to include customer service skills. She has other work experience as well. Her credentials are good. She has the “base” skills that the City was looking for. There were also several people who were interviewed for the position.

**INTRODUCTION OF  
NEW HIRE – UTILITY  
DEPARTMENT**

The next item was a Discussion Regarding a Parking Request. Mr. Schroyer said that, recently, he received a phone call from Emily Lewis of the County regarding the bank building. He said that Woods and River Coffee Shop on the southside of town will be opening another shop in the bank building soon. They will offer curbside delivery to its patrons of the second location. They want to make two parking spaces fifteen minute spaces. They feel this would accommodate patrons ordering up food and drink from their establishment and having curbside service.

**DISCUSSION –  
PARKING REQUEST –  
100 SENECA STREET**

Initially, Mr. Schroyer thought it might be a good idea. He then began to think it not such a good idea. The request was akin to that of the YWCA. He said that Mayor Kluck brought up the new distillery which is going into the bank building as well. They will have customers.

Mr. Schroyer went on to say that there will be a ripple effect as was a concern with the YWCA. He said that, back during the pandemic, using the Double Play for an example, most of the downtown businesses were doing takeout. Most restaurants were closed at that time. The Double Play set up signs on the sidewalks near the curb for curbside pickup. He indicated that the Double Play offers takeout as does McNerney's.

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Mr. Schroyer said that Woods and River looks at how they might be affected and the City needs to look at how it affects the City as a whole.

Mr. Schroyer wants to have a conversation related to parking in general. He wanted to let Council know about this. He is not sure of this request. He believes that a can of worms would be opened. There will be other businesses requesting the same thing.

Mr. Schroyer asked Mayor Kluck if he had spoken with the owner of the distillery. Mayor Kluck said that he reached out to him but has not heard anything from him as of this date. He indicated that he wanted to talk with Mr. Karns about parking. Mayor Kluck's concern is that of, if fifteen minute spaces are placed, would patrons of the distillery not frequent the establishment if they see the signage for limited time parking. There would need to be designation indicating fifteen minute parking during certain hours of the day. Mr. Schroyer said that he patronizes Woods and River and that if he should go into the shop, he is in there for forty-five minutes to an hour. He then said that the City gave the County the parking lot behind the bank building.

Mr. Schroyer then said that, just after the pandemic, there were some public meetings related to downtown parking. At that time, Telereach was a business in town and the employees took up much on-street parking. They could have parked in the metered parking in the lots. He said that, now that Telereach is gone, things have gotten somewhat better.

Mr. Schroyer informed Council that he would like to have another public meeting to discuss the parking issue again. He would like to do this after the June 23 Council meeting. Downtown businesses will be invited. He said that the Chamber of Commerce had some concerns about parking. Mrs. Rosen of Oil City Main Street would also like to be a part of the meeting. It is unknown as to where it would lead. Some studies were done in the past. Perhaps they could be resurrected. Both the Police and Engineering Departments have looked at parking. The discussion is needed, particularly of the bank building issue and parking in general.

**PUBLIC MEETING –  
PARKING ISSUES –  
JUNE 23 – 5:30 P.M.**

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Councilman Massie said the question which comes to his mind is how to enforce the fifteen minute limit. Mr. Schroyer said it would be similar to the YWCA request. They said they could monitor the parking spots.

Councilman Gustafson suggested that they designate a couple of the spots in the parking lot behind the building for the curbside service. Councilman Craig echoed this. Councilman Gustafson then said that he believes there needs to be another discussion regarding parking in the downtown business district. There have been enough changes in the businesses and they have different needs. It would be a good time for another discussion.

Mayor Kluck understands why Woods and River would like to have limited parking at the building. They want to have employees serve to the curb. Councilman Walentosky understands as well; however, he said that other patrons could park in those spaces, too.

Mr. Schroyer said that, after Domino's Pizza came into town, there were many parking problems. Those problems have not subsided. He said that the City is "looking the other way" due to the fact that Domino's contributed \$25,000.00 to the City. The delivery drivers are still parking on the street. They don't feed the meters.

Mr. Schroyer said again that it is time to have the parking discussion. Invitations will be sent to the downtown business owners. The meeting will be held on June 23 at 5:30 p.m.

The next item was a Presentation Regarding Disc Golf. Mike McFadden and Fred Carrow were in attendance. Both gentlemen represent the Oil Valley Disc Golf Society. Mr. McFadden provided Council with some information related to the society and the course at Hasson Park. There is a good volume of traffic at the course.

**PRESENTATION – DISC  
GOLF**

Mr. McFadden said that there are baskets and concrete pads in Hasson Park. There have been over 900 unique players at the Park. People come from many states and Canada to play the course. When people drive around, there is an app which is utilized to find courses. Hasson Park is on that app. He said that Hasson Park is a great course. The course was designed well. He said that the closest

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comparable course is in Pittsburgh. The society appreciates the City and everything it does for them. Public Works does a great job with mowing and any necessary tree removal.

They are working on designing and implementing signs for the locations at the park. They are designating beginner to pro levels. The signs give distances, etc. They also want to assist with the infrastructure in the park. There are a lot of old bridges and staircases which need some repair. There are a lot of wet areas in the park. They are looking at grant funding and other means of financial assistance with the course. They want to make the course easier for all to play.

Disc golf is free to play. They have a club with about twelve members. Every dollar that they fundraise goes back to the course. A starter pack for disc golf costs about \$20.00 at Dunham's. This is a good thing for people to do. It's a great outdoor activity.

Mayor Kluck asked if the reason that they have so many unique players is due to the app. Mr. McFadden said that is the case. The scoring app is a great thing.

Councilman Walentosky asked if they have any flyers or information in case the players want to get something to eat or drink. Mr. McFadden said that one of their fundraising efforts involves sponsorships. They do work with local businesses. New signage will delineate places to eat, etc.

Councilman Gustafson remarked that the concrete pads were placed by the society. Mr. Carrow said that is correct. The cost was roughly \$65,000.00 for them. Mr. Carrow said that most courses have only one tee pad. There are three in Hasson. One is a beginner tee pad, one is intermediate and the last is pro.

Councilman Walentosky said that there are always a lot of people playing. Mr. McFadden said that is correct. The park does get used. The app provides much information for the parks in the country. The one in Hasson is 4.3 out of 5.

The next item was a Letter of Resignation from Jordan Anderson as Police Lieutenant. Chief Ruditis informed Council that, due to personal/family issues, Mr. Anderson wished to resign his appointment as Lieutenant in the

**LETTER OF  
RESIGNATION AS  
POLICE LIEUTENANT –  
JORDAN ANDERSON**

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Police Department. He would then step back into his position as a Patrolman with the Department.

A motion to Approve the Resignation of Jordan Anderson as Lieutenant in the Oil City Police Department was made by Councilman Massie, seconded by Councilman Walentosky and was approved.

The next item was Interest in the Police Lieutenant Position and Swearing-In of Larry Drake. Chief Ruditis said that, based on testing and policy, the next in line for the Lieutenant position would be Patrolman Larry Drake. Mr. Drake has shown interest in the position. He has multiple years of experience in law enforcement, to include with other departments. He is the current firearms instructor and armorer. He brings a diverse background to the job.

A motion to Appoint Larry Drake as Lieutenant in the Police Department was made by Councilman Gustafson, seconded by Councilman Massie and was approved.

At this point, Mr. Drake was sworn in as Lieutenant with the Police Department.

**WRITTEN COMMUNICATIONS**

A Letter was Received from the Oil Region Library Association Requesting Use of the Central Avenue Plaza for the Fifth Annual Festival of the Book on August 23, 2025 from 8:30 a.m. until 3:00 p.m. This event has taken place with no problems in the past.

A motion to Approve the Request of the Oil Region Library Association to Use the Central Avenue Plaza for the Fifth Annual Festival of the Book on August 23, 2025 from 8:30 a.m. until 3:00 p.m. was made by Councilman Massie, seconded by Councilman Craig and was approved.

**MANAGER'S REPORT**

Mr. Schroyer informed Council that there was an article in the newspaper on this date regarding the library. It involved the future of the County library system. It appears that there will be a referendum on the November ballot related to funding at the County level to support the struggling libraries. This referendum will be a key

**INTEREST/SWEARING-  
IN – POLICE  
LIEUTENANT LARRY  
DRAKE**

**WRITTEN  
COMMUNICATIONS**

**LETTER FROM OIL  
REGION LIBRARY  
ASSOCIATION – USE  
OF CENTRAL AVENUE  
PLAZA FOR FESTIVAL  
OF THE BOOK**

**MANAGER'S REPORT**

**OIL REGION LIBRARY  
ASSOCIATION –  
REFERENDUM  
QUESTION**

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component in the budgeting process in the fall. The funding of the library has been discussed by Council over the last couple of years. The libraries need help and the City believes that this is the best way in order to get a large sum of money spread out over the entire County. It makes the system fair. The Oil City Library is one of the best in the area. He said that this will be picking up momentum over the next several months. This will be important to the City and to the library association. It will give the City some flexibility. Currently, the City contributes \$180,000.00 each year to the library. Mr. Schroyer said that when a municipality is struggling with the basic services, such as fire, police, sewer and water, providing assistance to a library gets cut. He said that this is an important initiative which Mr. Flaherty has been working on. It sounds like the County Commissioners are supportive of it. He urged people to look at it fairly. He said that this voting mechanism is very important.

Mayor Kluck said that the proposal is one-quarter mill at the County level. It would impose a \$12.50 per year assessment on a property valued at \$50,000.00. He said that is a bargain for the taxpayers to utilize the library. It is more than just a library. They offer many items to check out. They also offer computer services and copy services. Councilman Gustafson echoed this. He said that they have a lot of programs which he admires.

Councilman Gustafson touted the children's programs and how beneficial they are to children. Mayor Kluck said that, with the problems with the school libraries, it is more important than ever to have nice public libraries to provide services to students and the public.

Councilman Gustafson then said that there is a petition drive at the current time to get this item on the ballot. Mayor Kluck said that is correct. Roughly 383 signatures are needed in order for it to be placed on the ballot.

Mr. Schroyer then said that the swimming pool is coming up on twenty years of its having been renovated and reopened. He and Mr. Herman talk about the pool regularly. The City is ready for the 2025 pool season. Hopefully the weather will cooperate.

**SWIMMING POOL  
UPDATE**

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It is getting to the point where the City will need a significant influx of money for pool repairs and maintenance. This will be something to be considered during the budgeting process. Funds will need to be appropriated for a feasibility study by a competent firm which does this type of work. A professional evaluation is needed to look at the pool in general to get ahead of any major problems. There will probably be some major costs coming up. The City has put approximately \$50,000.00 towards pumps for the pool. There is also some deck deterioration and problems with the slides.

Mr. Schroyer believes that a full feasibility study needs to be undertaken. It is necessary to see what kind of funding will need to be taken on for the pool's future. The pool is a great asset for the City.

Councilman Gustafson said that he believes that there are plaster issues. Mr. Herman said that a corner broke away from the pool.

Councilman Massie asked how many lifeguards there are. Mr. Herman said that the City typically likes to hire twenty. The City was able to hire twenty this year. Ten employees were hired for the concession stand. It takes twelve guards every day to maintain the safety at the pool. They rotate every twenty minutes.

Mr. Schroyer said that the pool is open to the elements all year round. Even in the "off" months, it is still exposed to weather. It is subject to freeze and thaw.

Mr. Schroyer then said that resumes are still coming in for the Manager's position. Nothing looks good.

**UPDATE – MANAGER'S  
POSITION**

Mr. Schroyer also said that there will be testing for the Police Department in June. This will be for a couple of full-time openings. Interviews have been conducted for Police Dispatch positions.

**PERSONNEL UPDATE**

He said that Chief Alex has a couple of part-time employees who are looking good.

He informed Council that the HVAC system needs upgraded to the tune of \$42,000.00. The system has been a problem for quite some time.

**CITY HALL HVAC  
UPDATE**

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**FISCAL, CONTRACTUAL, AND BUDGETARY  
TRANSFERS**

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

General Fund	\$ 101,014.54
Water and Sewer	350,660.92
Capital Reserve	27,144.72
Arts Council	390.94
Industrial Park	847.95

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

**RESOLUTIONS & ORDINANCES**

**INFORMATIONAL**

**PUBLIC COMMENTS**

**CITY COUNCIL REPORTS/COMMENTS**

Junior Council Member Jackson Dilks informed Council that the City flags have been delayed. They should be in soon. The price will be \$35.00 per flag. Councilman Walentosky asked if the flags will be available for sale this summer. The answer was yes. There will be thirty flags available for sale. Councilman Walentosky asked if pre-orders can be taken. Mr. Dilks said yes.

Councilman Walentosky then asked how the flags can be pre-ordered. Mr. Dilks said that people can contact the City Manager's office. Councilman Gustafson suggested that perhaps a sign at the pool indicating the flags are for sale would be a good idea.

FISCAL,  
CONTRACTUAL AND  
BUDGETARY TRANSFERS

VOUCHERS

RESOLUTIONS &  
ORDINANCES

INFORMATIONAL

PUBLIC COMMENTS

CITY COUNCIL  
REPORTS/COMMENTS

HOMETOWN PRIDE  
PROJECT UPDATE

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Mr. Dilks said that the goal for the project is to always have the flags available for anyone to purchase. He would like to have the flags physically available in City Hall for purchase.

Mr. Dilks then said that a presentation was made at the high school to upcoming seniors about the open Junior Council position which will be open with his departure for college. The applications will be reviewed over the summer. Councilman Massie asked if any applications have been received. Mayor Kluck said that a couple have been received. He talked with the guidance counselor on this date and she will send the application out to the students. Miss Carlson will be on the board next fall. She will be a senior in high school next year.

**JUNIOR COUNCIL  
POSITION  
INFORMATION**

Councilman Massie then asked about the fountain on the southside of the City. Mr. Herman stated that there were some pump problems. The fountain is now operational.

**SOUTHSIDE FOUNTAIN**

Mr. Varsek informed Council that, on May 28, there will be a meeting related to the hotel transaction. It will take place between the City, the ORA and the Redevelopment Authority to discuss some proposed terms for the sale of the property.

**MAY 28 MEETING –  
HOTEL PROPERTY**

Mr. Schroyer commented that work began on this date at the former hotel site. They are removing curb stops, signage, etc.

Mr. Varsek then requested that an item be placed on the June 9 agenda related to the City's Regulation and Prosecution for Marijuana and Drug Paraphenalia Offence. It would be prosecuted as a City ordinance and not state. It would be an additional source of revenue for the City.

**EXECUTIVE SESSION**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**ADJOURNMENT**

There being no further business to come before Council, a motion to adjourn the meeting at 5:25 was made by Councilman Massie, seconded by Councilman Gustafson. Motion approved.

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**PERSONS IN ATTENDANCE**

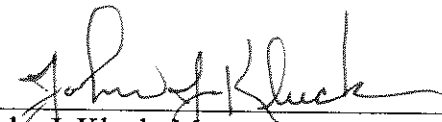
Mark Schroyer, Staff  
Robert Varsek, Staff  
Terri Felmlee, Staff  
Jodi Miller, Staff  
Michelle Hoovler, Staff  
Jason Herman, Staff  
Chris Gorman, Staff  
Yvonne Greene, Staff  
Cory Ruditis, Staff  
Tim Alex, Staff  
Larry Drake, Staff

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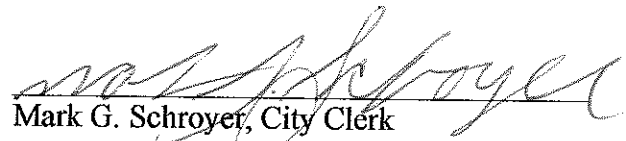
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APPROVED BY COUNCIL THIS

\_\_\_\_\_ **9th** \_\_\_\_\_ DAY OF \_\_\_\_\_ **June** \_\_\_\_\_, 2025

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

I hereby certify the foregoing to be a true and correct copy of the minutes of the Council meeting of May 19, 2025.

  
\_\_\_\_\_  
Mark G. Schroyer, City Clerk