

**MINUTES  
COUNCIL MEETING  
4:30 PM**

**CITY OF OIL CITY  
COUNCIL CHAMBERS  
MARCH 9, 2026**

Meeting called to order with the Pledge of Allegiance by Mr. Kluck at 4:30 p.m. A moment of silence was held in memory of former City Manager Mark Schroyer who recently passed away.

CALL TO ORDER

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

ROLL CALL

Members Absent: None.

Recording Secretary: Jena Knight

**EXECUTIVE SESSION**

EXECUTIVE SESSION

An Executive Session was held at 4:00 p.m. to discuss a potential litigation matter. No action was taken.

**APPROVAL OF MINUTES**

APPROVAL OF  
MINUTES – REGULAR  
MEETING – FEBRUARY  
23, 2026

A motion to Approve the Minutes of the Regular Meeting held February 23, 2026 was made by Councilwoman Wisniewski, seconded by Councilman Walentosky and was approved.

**REVISION OF AGENDA**

REVISION OF AGENDA

A motion to Approve a Revision to the Agenda was made by Councilman Craig, seconded by Councilwoman Wisniewski and was approved.

APPROVAL OF  
REVISION

A Communique was Received from Autism Stands Requesting Use of Hasson Park on March 28, 2026 for an Easter Egg Hunt. The Hunt will begin at 3:00 p.m. This event has occurred in years past and has been successful.

COMMUNIQUE FROM  
AUTISM STANDS – USE  
OF HASSON PARK FOR  
AN EASTER EGG HUNT

A motion to Approve the Request of Autism Stands for Use of Hasson Park on March 28, 2026 for an Easter Egg Hunt was made by Councilwoman Wisniewski, seconded by Councilman Gustafson and was approved.

**WRITTEN COMMUNICATIONS**

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COMMUNICATIONS

A Letter was Received from the 55+ Softball League

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Requesting the Use of the Mitchell Avenue Field for their 2026 Games and Practices. The season will begin on May 4, 2026 and end September 12, 2026. They will play on Monday and Wednesday mornings and Tuesday evenings. There will also be use of the field on one or two Saturdays. This will be a game with a visiting team from Erie and possibly a charity event with the community. They will coordinate with the other leagues.

LETTER FROM 55+  
SOFTBALL LEAGUE –  
USE OF MITCHELL  
AVENUE

The board continues the rehabilitation of Mitchell Field. They moved soil to the infield last fall. Their sponsors have donated thousands of dollars of material for the field and league play.

A motion to Approve the Request of the 55+ Softball League for Use of Mitchell Field for their games and practices beginning May 4, 2026 and ending September 12, 2026 was made by Councilman Walentosky, seconded by Councilman Craig and was approved.

The next item was a Letter from the Oil City Softball Association Requesting Use of the Hasson and Mitchell Fields for tournaments and play. The Men’s League will begin on May 4, 2026 and run through August 28, 2026 and the Co-Ed League will begin May 11, 2026 and end on August 28, 2026. They have several tournaments scheduled, with the first on March 21, 2026 and the final on September 19, 2026. They would like to use both the Mitchell and Hasson fields.

LETTER FROM OIL  
CITY SOFTBALL  
ASSOCIATION – USE  
OF HASSON AND  
MITCHELL FIELDS FOR  
TOURNAMENTS AND  
PLAY

The association is willing to “take ownership” of the general field maintenance to help reduce the burden on the City. They asked that the City continue to mow the fields and provide electricity to operate the field lighting.

A motion to Approve the Request of the Oil City Softball Association for Use of the Hasson and Mitchell Fields for Tournaments and Play was made by Councilwoman Wisniewski, seconded by Councilman Gustafson and was approved.

**MANAGER’S REPORT**

**MANAGER’S REPORT**

Mrs. Hoover briefly spoke about the death of former city manager, Mark Schroyer. Sympathy was extended to his family. His tenure at the City was recognized.

DEATH OF FORMER  
CITY MANAGER MARK  
SCHROYER

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The City met recently with Nate Neely and his engineer. The engineer will prepare some site drawings for Justus Park. The City will have an opportunity to review them. The project will ensue in the near future.

**UPDATE – NEELY  
PROJECTS**

The Engineering Department is working with ECS Mid-Atlantic. They will evaluate the City Hall building. Paperwork is being completed in the form of a questionnaire. A representative from ECS will be in City Hall on March 18 to perform an assessment.

**CITY HALL BUILDING  
ASSESSMENT**

Mrs. Hoovler has been working with the 55+ Softball League regarding maintenance at the Mitchell fields. Some improvements will be made to the fields. Drains will be placed. Fences may be repaired as well. She indicated that she has been talking with Councilman Walentosky and Bill Hadley regarding the tennis courts on Mitchell. Mr. Hadley and some volunteers used their own funds last year to clean the courts and repaired some cracks on court number one. Mrs. Ryen is working on getting some grants for some of the improvements at the Mitchell Avenue facility. There is a lot of community involvement with the project. The former tennis court should be able to accommodate both tennis and pickle ball.

**MITCHELL AVENUE  
SOFTBALL  
FIELDS/TENNIS  
COURTS REHAB**

She then said that Chief Alex and Mr. Gorman are working with the U.S. Army Corps of Engineers related to the repairs to the ice device. Councilman Gustafson said that he heard that the “pontoon” was retrieved from the river. That is correct. Chief Alex sent the Corps pictures and videos. The City is waiting for word from the Corps as to how to proceed. Councilman Gustafson credits the ice device for saving the City from damage.

**ICE DEVICE UPDATE**

**CURRENT BUSINESS**

**CURRENT BUSINESS**

The first item was a Letter of Resignation from Jeremy Ponce. Mr. Ponce dispatched part-time for the Police Department. His resignation is effective March 14, 2026.

**LETTER OF  
RESIGNATION FROM  
JEREMY PONCE  
(POLICE DISPATCH)**

A motion to Approve the Resignation of Jeremy Ponce as a Part-Time Police Dispatcher was made by Councilman Gustafson, seconded by Councilman Walentosky and was approved.

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The next item was a Communique Expressing Interest in the Zoning Hearing Board. Jeffrey Fontaine was interested and would like to assist the City on the Zoning Hearing Board. Councilman Gustafson said that he was informed that, since there was no quorum on the board, no hearings could take place. He said that there are only so many days in which to take care of any business, so it is important that a quorum is in place.

**COMMUNIQUE FROM  
JEFFREY FONTAINE –  
ZONING HEARING  
BOARD INTEREST**

A motion to Approve the Appointment of Jeffrey Fontaine to the Zoning Hearing Board was made by Councilman Gustafson, seconded by Councilwoman Wisniewski and was approved.

The next item was a Letter of Interest from Howard Faunce for the Zoning Hearing Board. Mr. Faunce is a retired Public Works employee and would be a good fit for the board.

**LETTER OF INTEREST –  
ZONING HEARING  
BOARD – HOWARD  
FAUNCE**

A motion to Approve the Appointment of Howard Faunce to the Zoning Hearing Board was made by Councilman Craig, seconded by Councilman Walentosky and was approved.

The next item was a Discussion Regarding the Proposed Amendment to the Street Excavation Ordinance. Councilman Gustafson remarked that he is not opposed to this amendment. He said that National Fuel Gas would be the primary responsible entity for this issue. He is encouraged with the improvements which they have been making. In particular, he would like to see this for streets which have been recently paved. However, he does not want to discourage National Fuel from continuing to upgrade the infrastructure. He will vote for the amendment.

**DISCUSSION –  
PROPOSED  
AMENDMENT TO  
STREET EXCAVATION  
ORDINANCE**

Councilman Walentosky asked if there is something in the amendment which would discourage National Fuel from doing any work. Councilman Gustafson said that maybe the bonding portion would preclude them from doing more work in town. Mr. Varsek said that they would continue to do the work. That is their purview. The City cannot hold them to a bonding requirement. Councilman Gustafson said that, for the good of their company, National Fuel

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would continue their work. Mr. Varsek said that the City could hold them to specific restoration guidelines as outlined in the ordinance.

Mayor Kluck said that it would be nice for National Fuel to work with the City in conjunction with upcoming paving projects. They could be proactive with the work. Councilman Gustafson commented that he thought that, in the past, the City notified National Fuel of projects which would be undertaken so that, if they had any work to do, it could be done. Mrs. Hoovler said that the Engineering Department does that. She said that some City projects have been delayed due to National Fuel projects and their completion. Councilman Gustafson said that National Fuel has been a good partner to work with.

**FISCAL, CONTRACTUAL, AND BUDGETARY  
TRANSFERS**

**FISCAL,  
CONTRACTUAL AND  
BUDGETARY  
TRANSFERS**

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

**VOUCHERS**

General Fund	\$	262,145.44
Water and Sewer		178,157.34
Capital Reserve Account		396,727.58
Liquid Fuels Tax Fund		58,027.81
Arts Council		3,936.51
Payroll Account		872.55
Small Communities Program		146,254.34
Industrial Park		606.67

A motion to Approve the Vouchers was made by Councilman Craig, seconded by Councilwoman Wisniewski and was approved.

The next item was the November 2025 Financial Reports.

**NOVEMBER 2025  
FINANCIAL REPORTS**

A motion to Approve the November 2025 Financial Reports was made by Councilman Gustafson, seconded by Councilman Craig and was approved.

The next item was the December 2025 Financial Reports.

**DECEMBER 2025  
FINANCIAL REPORTS**

A motion to Approve the December 2025 Financial Reports was made by Councilwoman Wisniewski, seconded by Councilman Walentosky and was approved.

**RESOLUTIONS & ORDINANCES**

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 – FIRST 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 FIRST READING was made by Councilwoman Wisniewski, seconded by Councilman Craig and was approved.

**INFORMATIONAL**

**PUBLIC COMMENTS**

**CITY COUNCIL REPORTS/COMMENTS**

Councilman Craig commented that it appears that the AARP Tax Service was a good fit for the building. He recently stopped in the office and all is going well. He thanked all within the City for making this possible. The AARP people love the office space.

**RESOLUTIONS &  
ORDINANCES**

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

**INFORMATIONAL**

**PUBLIC COMMENTS**

**CITY COUNCIL  
REPORTS/COMMENTS**

**AARP TAX SERVICE  
COMMENTS**

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Councilman Gustafson remarked that there is a large excavation taking place on the former hotel property. He was unsure if they received the proper permits for the work. Mrs. Hoover said that a permit was issued for the groundbreaking. Additional permits will be issued with each phase of the project. Mayor Kluck said that it is good to see the work starting. It will be nice when completed. Councilman Gustafson said that he has heard it may be opened by October. He said that there has been some substantial electrical work done. He assumed that Mr. Neely paid for that. Mr. Neely has also stated that there will be some improvements in Justus Park which will be paid for by him.

FORMER HOTEL  
PROPERTY PROJECT

Mayor Kluck asked if action will be taken regarding a building on Elm Street which has been cordoned off. Mrs. Hoover replied in the affirmative. The Code Office is working on this issue.

ELM STREET  
BUILDING UPDATE

Councilman Walentosky said that the half marathon route has been approved by Complanter Township. Everything is good to go.

HALF MARATHON  
UPDATE

Junior Council is still working on a project which they will report on in the future.

JR COUNCIL PROJECT  
UPDATE

Councilwoman Wisniewski would like to see the livestreaming happen at some point. She said that an email was received from some local artists who thought they may be able to assist with livestreaming. She wondered if Council could learn more from them. Mayor Kluck said they could be invited to a meeting. He suggested that they attend a meeting in the near future.

LIVESTREAMING  
UPDATE

Councilman Gustafson commented that he has watched some of the videos which these artists have done and he finds them to be "engaging."

Mayor Kluck commented that he has seen that Explore Venango is hiring someone to perform livestreaming. They are trying to beef up their services.

Councilwoman Wisniewski stated that she recently participated in the newly elected officials training and there are several municipalities across the Commonwealth which do their own livestreaming. They use devices similar to the

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“owl,” which are supposedly easy to use and are not “labor intensive.” Councilman Gustafson was concerned about “comments” coming across during the meeting. The answer is to “turn off” commenting. The meeting would be for viewing purposes only. Having comments “turned on” could open up many issues.

**ADJOURNMENT**

ADJOURNMENT

There being no further business to come before Council, a motion to adjourn the meeting at 4:57 p.m. was made by Councilman Gustafson, seconded by Councilwoman Wisniewski. 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  
Cory Ruditis, Staff  
Clarice Carlson, Junior Council  
Morena Bricca, Junior Council  
Allyson Vanderhoff

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APPROVED BY COUNCIL THIS

\_\_\_\_\_ **23rd** \_\_\_\_\_ DAY OF \_\_\_\_\_ **March** \_\_\_\_\_, 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 9, 2026.

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