



LAWRENCE PARK TOWNSHIP

Board of Commissioners Meeting Minutes Lawrence Park Township August 13, 2025

6:00 PM Board Meeting

1. **Call to Order:** 6:00 PM by Commission President Barry Rodemaker
2. **Pledge of Allegiance**
3. **Roll Call:**
 - a. Lawrence Park Township Officials
 - i. Barry Rodemaker, Commission President
 - ii. Dale Williams, Commissioner
 - iii. Joe Golden, Commissioner
 - iv. John Morell, Lawrence Park Township Police Department Chief
 - v. Spencer Cadden, Township Manager
 - vi. Charles Clorley, Code Enforcement/Zoning Officer
 - vii. Solicitor Lydia Caparosa
 - b. Absent Township Officials: Tom Buchleitner, Commission Vice President, Commissioner Tammy Benovic, Engineer, Treasurer
 - c. Residents & Visitors
 - i. Visitors signed in to speak
 1. Nick Testa; John R. Deimling; Charles Lewis; Turk Hamilton
 - ii. Visitors present, but not signed in to speak
 1. Jim Van Dyne; Rick Garman; Jon Garman; Cheryl Smith; Chris Smith; Charles Curtis; Bill Lutz; Heather Nemenz; Dennis Nemenz; Dale Durst; Joe Michalegko; Kate Griffin
4. **Announcement:** Township Manager Spencer Cadden alerted residents to the Township's new policy of recording and uploading video copies of the working sessions of the Board of Commissioners meetings and that because the Board of Commissioner meetings are public meetings recording is permitted.
5. **Reports**
 - a. **Police:**
 - i. Chief Morell submitted a written report and noted that the department is currently down two officers. A civil service test was conducted on 8/9/2025. He reported three total applicants and an urgency to hire as soon as possible as two of our officers will be working as school resource officers soon and that it is urgent that the Township hire as quickly as possible.
 - b. **Treasurer:** A written report was furnished prior to the meeting. The Treasurer was not present, and no discussion took place.
 - c. **Code/Zoning:** A written report was furnished prior to the meeting. The Code/Zoning Enforcement Officer had no additional comments, and no discussion took place.
 - d. **Solicitor:** No report.



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e. **Engineer:** A written report was furnished prior to the meeting. The Engineer was not present, and no discussion took place.

f. **Manager:**

i. Township Manager Cadden first discussed parts of the Engineers report regarding Soudan's lift station at the corner of East Lake Road and Iroquois Avenue and explained the purpose and need for the lift station replacement and the historic funding procedures. He discussed historic billing with Wabtec for sewer billing and underbilling which should result in significant revenue generation for the Township potentially more than \$120,000 annually. He also reported STMP grant funding was secured in our first round and recovered \$47,931. He reported on community events including Christmas in July and the National Night Out and that the full text of the report will appear online.

6. Approval of Reports; Bill Payment; and Prior Meeting Minutes

a. **Motion** to approve all reports as submitted

i. **Motion by:** Commissioner Williams

ii. **Seconded by:** Commissioner Golden

iii. **Motion:** carried unanimously

b. **Motion** to approve bill payment in July 2025

i. **Motion by:** Commissioner Rodemaker

ii. **Seconded by:** Commissioner Golden

iii. **Motion:** carried unanimously

c. **Motion** to approve minutes for the stated board meeting on 7/09/2025

i. **Motion by:** Commissioner Rodemaker

ii. **Seconded by:** Commissioner Golden

iii. **Motion:** carried unanimously

7. Township Resident Comments

a. Nick Testa of 1211 Silliman Avenue spoke to call attention to issues around property maintenance of 1217 Silliman Avenue. Mr. Testa provided significant historical testimony as well as photographic evidence of trash and maintenance issues at the property which is immediately adjacent to his own including lining up of trash directly along his driveway and property line. He further discussed historical actions the Township has taken including issuance of citations, court appearances, and police actions.

i. Discussion took place at the conclusion of his comments. Chief Morell recommended the Township increase citations to a weekly schedule and that he would contact the district attorney to determine if there were any other criminal issues. Zoning Officer Clorley discussed prior proceedings and actions taken by the Township and the Township's intention to increase citation issuance. Commissioner Williams inquired as to whether the Health Department can be involved and inquired with the Solicitor as to alternative actions the Township might be able to take. Solicitor Caparosa clarified civil actions that can be taken to correct the issue.



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- b. John R. Deimling of 1220 Silliman Avenue indicated he lives across the street from Mr. Testa and 1217 Silliman Avenue and affirmed and agreed with the statements made by Mr. Testa and that the Township had to take any further action.
- c. Charles Lewis indicated that he had specific questions for Commissioner Buchleitner. His questions were regarding criminal citations in which Commissioner Buchleitner was named the defendant. He inquired as to who the victim might have been, but ultimately because Commissioner Buchleitner was not present he stated he did not require an answer at this time. He also inquired as to the need for a forensic audit.
 - i. Manager Cadden discussed briefly auditing in general and noted that the annual DCED audit, Workers Compensation Audit, Four-year pension audit all occurred within the past week and that the Township would evaluate any additional auditing support we may need.
- d. Turk Hamilton appeared as a representative of Lawrence Park Golf Course regarding a request for a zoning change pursuant to a parcel the Golf Course owns and wishes to sell but is not going to sell unless it is re-zoned.
 - i. A brief discussion took place in which Solicitor Caparosa explained the process of the re-zoning request and the status of that request and its inconsistency with the Township's current comprehensive plan. Manager Cadden explained that he is aware of the issue and is taking the steps outlined by the Solicitor so that a zoning hearing may happen and at the conclusion of a zoning hearing, the Board of Commissioners might be presented with the request for final determination. He expressed hope that all steps could be taken by the September Board of Commissioners meeting.

8. Old Business

- a. **Motion to form a Steering Committee for Police Regionalization Initiative:** A discussion was held in which Manager Cadden clarified the purpose of the steering committee formed jointly with Wesleyville to discuss the Police regionalization initiative with the following members:
 - i. Standing Members: Chief of Police John Morell; Commissioner Barry Rodemaker; Commissioner Tom Buchleitner; Township Manager Spencer Cadden, Iroquois School District Board Member Jennifer Sheldon.
 - ii. Alternate Members: Emily Gabbard, Rick Garman, Chuck Lewis, Robert Ward, Cheryl Lewis, and Mike Whitney
 - 1. **Motion by:** Commissioner Rodemaker
 - 2. **Seconded by:** Commissioner Williams
 - 3. **Motion:** Carried Unanimously

9. New Business

- a. **Motion** to purchase an annual subscription to *SavvyCitizen* to increase public awareness: Manager Cadden spoke on the benefits and cost of *SavvyCitizen* explaining that it is widely used by neighboring Townships and provides a host of features that are useful in ensuring transparent communication.



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- i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Rodemaker
 - iii. **Motion:** carried unanimously.
- b. **Motion** to hire *ECCA Payroll+* as the Township's payroll provider. Manager Cadden spoke on the Township's current payroll practices and advised transitioning payroll providers to *ECCA Payroll+* based on their experience with local municipal governments and the need to outsource.
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** carried unanimously.
- c. **Motion** to pursue hiring *Bookminders* through the pursuit of STMP grant funding to outsource accounting sources. Manager Cadden discussed the cost as well as the need to outsource accounting and that this was recommended by the State of Pennsylvania. He also recommended that Township pursue outsourcing accounting in general.
 - i. **Motion by:** Commissioner Rodemaker
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** carried unanimously.
- d. **Motion** to hire Kayla Chadsey, Township Administrative Generalist
 - i. **Motion by:** Commissioner Rodemaker
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** carried unanimously.
- e. **Motion** to appoint Kayla Chadsey, as the Township's alternate open records officer.
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Rodemaker
 - iii. **Motion:** carried unanimously.
- f. **Motion** to re-establish the Township Safety committee and to seek new membership.
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** carried unanimously.
- g. **Motion** to authorize the Township Manager to negotiate with National Fuel Gas regarding .03-acre parcel and return with a final agreement for approval.
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Rodemaker
 - iii. **Discussion:** Manager Cadden elaborated on National Fuel's proposal to sell the Township a small parcel of land. Manager Cadden clarified that he was seeking authorization to respond to their request to renegotiate the offer. Zoning officer Clorley pointed out some issues that may exist that were thus unknown and may impact the negotiations.
 - iv. **Motion:** carried unanimously.



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- h. **Motion** to implement interim Township non-urgent public safety response procedure
 - i. **Motion by:** Commissioner Rodemaker
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Discussion:** Manager Cadden explained that due to several public safety issues that arose recently it became apparent that there was a need to clarify Township procedures. He clarified that this policy does not concern or change any established policies regarding actual emergencies and only addresses those public safety issues that do not arise to such a level (for example a stop light going out, or downed tree with no injury to person or property).
 - iv. **Motion:** carried unanimously.
- i. **Motion** to implement interim Township administrative policies covering core compliance areas pending the adoption of an updated Employee Handbook.
 - i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** carried unanimously.
- j. **Resolutions**
 - i. **Resolution 2025-4: This resolution provides clarification of the Township’s health insurance stipend policy and the Township Manager’s personal request to reject payment of this stipend which amounts to \$1000 per month.**
 - 1. **Roll Call Vote**
 - a. **Commissioner Barry Rodemaker – Aye**
 - b. **Commissioner Joe Golden – Aye**
 - c. **Commissioner Dale Williams – Aye**
 - 2. **Resolution 2025-4 approved unanimously.**
 - ii. **Resolution 2025-5: This resolution authorizes the Township Manager to seek STMP grant funding for accounting services, a comprehensive plan, and equipment upgrades.**
 - 1. **Roll Call Vote**
 - a. **Commissioner Barry Rodemaker – Aye**
 - b. **Commissioner Joe Golden – Aye**
 - c. **Commissioner Dale Williams – Aye**
 - 2. **Resolution 2025-5 approved unanimously.**



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- iii. **Resolution 2025-6: This resolution establishes who is authorized to sign checks on behalf of Lawrence Park Township.**
 1. **Roll Call Vote**
 - a. **Commissioner Barry Rodemaker – Aye**
 - b. **Commissioner Joe Golden – Aye**
 - c. **Commissioner Dale Williams – Aye**
 2. **Resolution 2025-6 approved unanimously.**
- iv. **Resolution 2025-7: This resolution provides adoption of a formal Township Open Records Policy in compliance with Pennsylvania State Law for responding to Right-to-Know requests and keeping of records.**
 1. **Roll Call Vote**
 - a. **Commissioner Barry Rodemaker – Aye**
 - b. **Commissioner Joe Golden – Aye**
 - c. **Commissioner Dale Williams – Aye**
 2. **Resolution 2025-7 approved unanimously.**

10. Executive Session: The Board of Commissioners held a brief executive session to discuss personnel matters and to receive legal advice from the Township Solicitor. No official action was taken during the executive session and at its conclusion Manager Cadden affirmed that no official action was taken and that the Board of Commissioners discussed ongoing personnel matters relating to the staffing changes that took place in April and how the group plans to proceed moving forward.

11. Meeting Adjournment:

- a. **Motion to adjourn the meeting**
 - i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** carried unanimously
- b. **Meeting adjourned at 7:24 PM**

Respectfully Submitted,

Spencer Cadden, Township Manager, Secretary

Date

