



# LAWRENCE PARK TOWNSHIP

## Board of Commissioners Agenda Reorganization Meeting January Stated Meeting to Follow Lawrence Park Township January 5, 2026

### 6:00 PM Reorganization Meeting

#### 1. Call to Order

#### 2. Pledge of Allegiance

#### 3. Administration of Oaths of Office

- a. Rebecca Byers, Tax Collector
- b. Charles Lewis, Newly Elected Commissioner to Four Year term
- c. Dale Williams, Incumbent Commissioner to Four Year term

#### 4. Seating of Commissioners and Roll Call

#### 5. Election of Board Officers: all nominations to be considered individually.

- a. President
- b. Vice President

#### 6. Acknowledgement and Discussion of Vacancy: One vacant Commissioner seat for an unexpired two-year term, to be filled pursuant to Pennsylvania First Class Township Code via vacancy process.

##### a. Public Advertisement of Commissioner Vacancy

- i. **Discussion** regarding publicly advertising fifth Commissioner seat and establishment of process to consider candidates followed by consideration of:

1. **Motion** to authorize Township Manager to publicly advertise the vacant Commission seat and solicit letters of interest from qualified residents for Board Consideration



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## **b. Vacancy Board Requirement**

- i. Pursuant to First Class Township Code one registered elector must be designated to assist the Board of Commissioners in appointing an official should the Board be unable to fill the vacancy within 30 days.

1. **Motion** to appoint \_\_\_\_\_ as Vacancy Board chair.

## **7. Appointment of Township Manager and Approval and authorization to execute an Employment Agreement**

**a. Appointment** of Spencer Cadden to the following roles under the umbrella of Township Manager:

- i. Township Secretary
- ii. Township RTKL Officer
- iii. Township Pension Board Chair
- iv. Liaison to all Quasi-Governmental Organizations

**b. Motion** to execute the Township Manager Employment Agreement with Spencer Cadden.

**8. Appointment of Township Solicitor:** Appointment of MacDonald, Illig, Jones & Britton with Lydia Caparosa to serve as primary point of contact, Erie, Pennsylvania as Township Solicitor for calendar year 2026.

**9. Appointment of Township Engineer:** Appointment of Urban Engineers, Erie, Pennsylvania as Township Engineer for 2026.

## **10. Appointment of Township Officials not previously mentioned**

**a. Motion to appoint** Charles Clorley as Code Enforcement and Zoning Officer

**b. Motion to appoint** BIU as building code enforcement

**c. Motion to appoint** Charles Ramsey as Emergency Management Coordinator



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- d. **Motion to appoint** Dane Klapproth to civil service commission.
- e. **Motion to appoint** Kayla Chadsey, Township Administrative Generalist, as Township Treasurer
- f. **Motion to appoint** \_\_\_\_\_, as Commissioner liaison to pension board

## 11. Consideration of Resolution 2026-1: Designation of Official Depositories and

**Signatories:** Designation of Township depository banks as Northwest Bank and PLGIT and authorization of the following signatories:

- a. **President:** \_\_\_\_\_
- b. **Vice President:** \_\_\_\_\_
- c. **Designated Alternate Commissioner:** \_\_\_\_\_
- d. **Township Manager:** Spencer Cadden
- e. **Township Administrative Generalist/Treasurer:** Kayla Chadsey

## 12. Completion of Financial Interest & Disclosure Form for all present officials

**13. Designation of Official Newspaper of Record:** Designation of Erie Times News as official newspaper of general circulation for legal notices.

**14. Consideration of Resolution 2026-2: Adoption of 2026 Meeting Schedule:** Formal adoption of the 2026 Board of Commissioners regular meeting schedule and work session schedule as proposed for the second Wednesday of each month at 6:00pm with work session at 5:30pm on those same days.

## 15. Consideration of Resolution 2026-3: Designating Township Representatives to Intergovernmental Organizations

- a. Designation of the Township Manager as the primary representative for Lawrence Park Township to all intergovernmental organizations along with a minimum of one Commissioner to serve as alternates to the following organizations

- i. **Coastal Zoning Management**

- 1. Alternate: \_\_\_\_\_

- ii. **Erie County Council of Governments (EACOG)**



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- 1. Alternate: \_\_\_\_\_
- iii. **Erie County Association of Township Officials (ECATO)**
  - 1. Alternate: \_\_\_\_\_
- iv. **Erie County Planning**
  - 1. Alternate: \_\_\_\_\_
- v. **Erie County Metropolitan Planning Organization (MPO)**
  - 1. Alternate: \_\_\_\_\_

**16. Assignment of Commissioner as department liaison acting in an advisory capacity:**

- a. **Public Safety:** \_\_\_\_\_
- b. **Administration:** \_\_\_\_\_
- c. **Sanitation:** \_\_\_\_\_
- d. **Streets:** \_\_\_\_\_
- e. **Sewers:** \_\_\_\_\_
- f. **Parks & Recreation:** \_\_\_\_\_
- g. **Buildings:** \_\_\_\_\_

**17. Consideration of Resolution 2026-4 Establishment of Bill Payment Policy:**

establishing a policy that reflects the Township’s intention to move toward a standardized process reflecting the Manager/Commission form of government wherein generally:

- a. President or Vice President of the Board of Commissioners are encouraged to appear on a weekly basis to approve payment of ordinary bills regardless of department.
- b. Appointed Treasurer will supply a summary list of all approved monthly invoices for all departments following guidance of the approved 2026 budget.
- c. Appointed Treasurer will include a comprehensive monthly report that identifies any unique invoices as well as all ordinary bills for all Commissioners to review.



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- 18. Consideration of Resolution 2026-5: Establishment of Employee Expenditure & Purchasing Policy** wherein the Township Manager is permitted to expend in accordance with the approved budget, and a more formal process is established governing expenditures.
  
- 19. Consideration of Resolution 2026-6: Establishment of Employee Holiday Schedule for non-uniform employees in 2026**
  
- 20. Consideration of Resolution 2026-7: Adopting the 2026 Wage and Compensation Schedule:** in accordance with the 2026 Budget Ordinance, including a Cost-of-Living adjustment for all qualifying employees of 2.8% for the year 2026, and police compensation as governed by collective bargaining agreement.
  
- 21. Consideration of Resolution 2026-8: Establishment of Mileage Rate as set by the IRS for any qualifying mileage reimbursements**
  
- 22. Consideration of Resolution 2026-9: Authorization of required bonds and insurance coverage for Township officials and employees.**
  
- 23. Reorganization Meeting Adjournment:**
  - a. A motion to adjourn the meeting made by \_\_\_\_, seconded by \_\_\_\_, passed \_\_\_\_.  
Adjourned at \_\_\_\_\_



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## January Stated Meeting

January 5, 2026

24. Call to Order at \_\_\_\_\_pm.

25. Reports:

- a. Police; Treasurer; Code/Zoning; Solicitor; Engineer; Manager

26. Approval of Reports

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

27. Acknowledgement of Monthly Bill Payment

- a. **Motion** to ratify bill payments for the month of December 2025.

28. Approval of Prior Meeting Minutes

- a. **Motion** to approve the minutes for stated meeting from December 10, 2025.

29. Township Resident comments

- a. **REMINDER:** Residents must sign up before meeting begins

30. Old Business

- a. **Discussion** regarding Grant Approvals:

- i. A Joint Grant Proposal from Wesleyville Borough and Lawrence Park Township for the replacement of the Bell St. Footbridge was approved with over \$1.1 Million Dollars in funding secured. This money will support construction of the bridge but does not cover the entire project scope. The two governments are pursuing new partnerships and funding opportunities for adjoining sidewalks, safety improvements, and beautification.
- ii. An LSA grants submitted by former Township staff alongside Commissioner Williams for a new Leaf Collector was approved for over



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\$122,000 the Township will now await formal contracting for aid and begin initial investigation into purchasing a replacement machine.

- b. **Discussion** regarding the Waste Management (WM) Garbage Contract. There have been ongoing issues with cart delivery and rental. Residents are encouraged to contact WM or the Township directly. We understand that Pro Waste picked up all rented carts on 12/27/25. There was no advanced notification, and we encourage residents with issues to reach out to Pro Waste. We have not yet received word when Residents can expect their first invoice but will continue to inquire.
- c. **Discussion** regarding the Soudan Lift Station project.

## 31. New Business

- a. **Discussion** regarding past practice of issuing Christmas Bonuses followed by consideration of whether to retroactively approve such payments for 2025 or appropriate funds for such payments in 2026.
- b. **Motion** to authorize the Township Manager to advertise administrative generalist position as budgeted for in 2026.
- c. **Motion** to authorize reclassification and hourly rate adjustment for Kayla Chadsey after successful completion of her orientation period and absorption of Township Treasurer duty as budgeted for in 2026.
- d. **Motion** to approve Township Administrative Generalist Kayla Chadsey to undertake Notary Education at a total cost of approximately \$300 and saving the Township future notary expenses.
- e. **Motion** to authorize the Township Manager to advertise and solicit sealed bids for 2026 Independence Day Fireworks display consistent with applicable bidding thresholds
- f. **Consideration of Resolution 2026-10:** Authorizing the Township Manager to create an online payment platform for the purpose of parking enforcement, zoning permit applications, and any other routine payments.



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- g. Consideration of Resolution 2026 -11:** Authorizing the Township Manager and Administrative staff to accept all payments and responsibilities pertaining to parking enforcement and to coordinate with the LPPD for any further enforcement or escalation as dictated by Township Ordinance with policy to begin on a later date agreed upon by the Township Manager and Chief of Police.

**32.Executive Session:** This item is held as a placeholder should the Board need to enter an executive session to discuss personnel or legal matters.

**33.Meeting Adjournment:**

- a. A motion to adjourn the meeting made by\_\_\_\_, seconded by \_\_\_\_, passed \_\_\_\_.  
Adjourned at \_\_\_\_\_



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