



# LAWRENCE PARK TOWNSHIP

## Board of Commissioners Meeting Minutes Lawrence Park Township December 10, 2025

### 6:00 PM Stated 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. Tom Buchleitner, Commission Vice President
- iii. Tammy Benovic, Commissioner
- iv. Joe Golden, Commissioner
- v. John Morell, Lawrence Park Township Police Department Chief
- vi. Spencer Cadden, Township Manager
- vii. Lydia Caparosa, Township Solicitor
- viii. Charles Clorley, Zoning and Code Enforcement Officer

b. Absent Township Officials: Commissioner Dale Williams, Engineer, Treasurer

c. Residents & Visitors

i. Visitors signed in to speak:

1. Jim Van Dyne, Charles Lewis

ii. Visitors present but not signed in to speak:

1. Andy Lapping, Richard Garman, H. Nichol, Becky Byers, Dale Durst, Cheryl Smith, Chris Buchleitner, Jaye Beebe, Joe Michalegko, Ed Krugger, Tom Kennedy

4. **Reports**

a. **Police:** A written report was furnished prior to the meeting. Chief Morell reported that the Police Department participated in a no-shave November fundraiser alongside Wesleyville Borough Police Department, and North East Police Department. He reported that the combined efforts raised approximately \$2400 for the charity Emma's Footprints. He reported that Officer Scott Baker who had been on extended leave with health issues is due to report back to work January 1, 2026 with a clean bill of health.

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

c. **Code/Zoning:** The Code/Zoning Enforcement Officer Charles Clorley reported that no permit applications or violations were issued in the month of November.

d. **Solicitor:** No report was furnished.

e. **Engineer:** No report was furnished.



**5. Approval of Reports**

- a. **Motion** to approve all reports as submitted
  - i. **Motion by:** Commissioner Benovic
  - ii. **Seconded by:** Commissioner Buchleitner
  - iii. **Motion:** carried unanimously

**6. Approval of Bills and Minutes**

- a. **Motion** to ratify November 2025 bill payment
  - i. **Motion by:** Commissioner Golden
  - ii. **Seconded by:** Commissioner Benovic
  - iii. **Motion:** carried unanimously
- b. **Motion** to approve Konzal pay application number seven (7) for the Soudan Lift Station project
  - i. **Motion by:** Commissioner Buchleitner
  - ii. **Seconded by:** Commissioner Benovic
  - iii. **Motion:** carried unanimously
- c. **Motion** to approve minutes for the stated board meeting from November 12, 2025
  - i. **Motion by:** Commissioner Golden
  - ii. **Seconded by:** Commissioner Buchleitner
  - iii. **Motion:** carried unanimously

- 7. 2026 Budget Presentation & Manager’s Report:** Manager Cadden delivered a comprehensive report on the draft budget and proposed millage rates for 2026. His report included detailed explanations of how tax dollars are spent, the various challenges faced by the Township, and how the Township plans to move forward. He mentioned that a full version of the presentation is available on the Township website at [www.lawrenceparktwp.org/finances](http://www.lawrenceparktwp.org/finances).

**8. Township Resident Comments**

- a. Resident Jim Van Dyne appeared to speak on an issue regarding the small creek that runs down to the boat ramp. He indicated that he has observed a resident dumping herbicide off the bluff and into the creek which is Township property. He requested that the Township facilitate the hiring of a survey crew to designate the property lines alongside the bluff so that residents understand where their property ends.
- b. Resident Charles Lewis appeared to speak regarding the results of the municipal pension plan audit conducted by the Office of the Auditor General. He asked questions related to a finding in the non-uniform pension plan audit concerning benefit calculations and compliance with governing plan documentation.



Manager Cadden responded that the Township received two pension audit reports, one for the Police Pension Plan and one for the Non-Uniform Pension Plan. He confirmed that there were no findings in the Police Pension audit and that the Non-Uniform Pension audit included a finding related to benefit calculations. He stated that the Township is working with its actuarial firm to review the audit findings and determine appropriate corrective actions to ensure compliance, noting that failure to address audit findings could place the Township's annual pension aid at risk.

## 9. Budget Ordinance & Ordinance Establishing Millage Rate Increases

### a. Consideration of Ordinance 2025-3 setting the Millage Rate at 8.5 mills for 2026.

- i. **Motion by:** Commissioner Golden
- ii. **Second by:** Commissioner Rodemaker
- iii. **Roll Call Vote**
  1. **Commissioner Rodemaker:** Aye
  2. **Commissioner Buchleitner:** Aye
  3. **Commissioner Benovic:** Aye
  4. **Commissioner Golden:** Aye
  5. **Commissioner Williams:** ABSENT

### b. Consideration of Ordinance 2025-4 adopting the proposed 2026 draft budget submitted by Manager Cadden.

- i. **Motion by:** Commissioner Buchleitner
- ii. **Second by:** Commissioner Golden
- iii. **Roll Call Vote**
  1. **Commissioner Rodemaker:** Aye
  2. **Commissioner Buchleitner:** Aye
  3. **Commissioner Benovic:** Aye
  4. **Commissioner Golden:** Aye
  5. **Commissioner Williams:** ABSENT

## 10. Old Business

- a. Manager Cadden provided additional information regarding Waste Management. He mentioned that the online portal that was made for residents to register in advance for cart rental or to apply the senior discount had closed. He mentioned that Waste Management had informed the Township that the first invoices would go out in December and that residents should watch for that.
  - i. Resident Joe Michalegko asked questions regarding billing timelines, payment procedures, and whether residents would have sufficient time to submit payments. Manager Cadden stated that he appreciated the question and would ask Waste Management directly for clarification.



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- b. Manager Cadden informed residents that the construction of the Soudan lift station was largely complete, but the final opening of the station has been delayed as the Township awaits Penelec making the final electrical connections in early January 2026.

## 11. New Business

- a. Manager Cadden thanked the Township's elected Tax Collector and Treasurer Joyce Spitznogle for her nine years of service as she retires at the end of 2025. He extended his gratitude for her assistance and her work which went far above and beyond what she was tasked with.
- b. Commissioner Golden thanked Commissioner Benovic for her years of service to the Township as Commissioner Benovic did not seek re-election this term. He thanked her for her leadership, direction, stability, and poise while in office.

Commissioner Benovic said that she is humbled and grateful for the opportunity to have served extending special thanks to the Lawrence Park Police Department for their work as resource officers and for their assistance with safety town.

## 12. Centennial Discussion

- a. Manager Cadden mentioned the upcoming events as the Township enters its Centennial and confirmed that an official proclamation recognizing 2026 as the Township's Centennial will be issued in February 2026.
- b. **A Motion in Consideration of Resolution 2025-18:** A resolution authorizing a formal partnership between Lawrence Park Township and the Lawrence Park Historical Society's Centennial Celebration Committee for the 2026 Centennial in support of all Centennial initiatives.
  - 1. **Motion by:** Commissioner Buchleitner
  - 2. **Seconded by:** Commissioner Benovic
  - 3. **Motion:** carried unanimously

## 13. Pension Matters

- a. Manager Cadden provided an update on pension audit reports received regarding both the Uniform and Non-Uniform pensions for Lawrence Park Township. He indicated that there were no findings in the Uniform Pension and confirmed there were findings in the Non-Uniform Pension plan.
  - i. **A Motion** to authorize the Township Manager to work with the Township's actuarial firm to take appropriate steps necessary to address Non-Uniform Pension Calculations.
    - 1. **Motion by:** Commissioner Golden
    - 2. **Seconded by:** Commissioner Buchleitner



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3. **Motion:** carried unanimously
- ii. A **Motion** to authorize the Township Manager to coordinate with the Township's actuarial firm to conduct the Police Pension actuarial study required under the Collective Bargaining Agreement.
  1. **Motion by:** Commissioner Buchleitner
  2. **Seconded by:** Commissioner Benovic
  3. **Motion:** carried unanimously

## 14. Action Items

- a. A **Motion** to approve the placement of a historical marker in Teker Park recognizing the Grove House and the amusement park that once stood at the lakefront property now owned by the Lawrence Park Golf Club with all associated costs and installation to be facilitated entirely by the Lawrence Park Historical Society and its membership subject to review by the Lawrence Park Township Board of Commissioners.
  1. **Motion by:** Commissioner Buchleitner
  2. **Seconded by:** Commissioner Benovic
  3. **Motion:** carried unanimously
- b. A **Motion** to authorize the Township Manager to pursue a fireworks contract with Zambelli Fireworks for future Fourth of July Celebrations beginning in 2026.
  1. **Motion by:** Commissioner Benovic
  2. **Seconded by:** Commissioner Buchleitner
  3. **Motion:** carried unanimously
- c. A **Motion** to authorize the Township Manager to pursue educational opportunities and accreditation through the International City & County Management Association, the primary professional association for municipal managers across the United States.
  1. **Motion by:** Commissioner Buchleitner
  2. **Seconded by:** Commissioner Golden
  3. **Motion:** carried unanimously
- d. A **Motion** to advertise the January Reorganization Meeting and subsequent stated meeting for Monday, January 5, 2026 at 6:00 PM.
  1. **Motion by:** Commissioner Golden
  2. **Seconded by:** Commissioner Benovic
  3. **Motion:** carried unanimously
- e. A **Motion** to advertise the 2026 Board of Commissioners meeting schedule as the second Wednesday of each month at 6:00 PM, beginning February 11, 2026 with work sessions at 5:30 PM on the same day.
  1. **Motion by:** Commissioner Buchleitner
  2. **Seconded by:** Commissioner Golden



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3. **Motion:** carried unanimously
- f. A **Motion** to advertise the schedule of the 2026 Pension Board meetings to take place on February 11, 2026 and August 11, 2026 at 5:00 PM.
  1. **Motion by:** Commissioner Benovic
  2. **Seconded by:** Commissioner Golden
  3. **Motion:** carried unanimously
- g. A **Motion** to advertise the schedule of the 2026 Recreation Board meetings to take place on March 1<sup>st</sup>, April 25<sup>th</sup> (9:00am) June 7<sup>th</sup>, July 4<sup>th</sup> (All Day) August 2<sup>nd</sup>, and December 6, 2026 at 7:30 PM unless otherwise stated.
  1. **Motion by:** Commissioner Benovic
  2. **Seconded by:** Commissioner Golden
  3. **Motion:** carried unanimously
- h. A **Motion** to advertise the schedule of the 2026 Planning Commission meetings to take place on the 1<sup>st</sup> Tuesday of each month at 5:30pm beginning February 3<sup>rd</sup>, 2026.
  1. **Motion by:** Commissioner Buchleitner
  2. **Seconded by:** Commissioner Benovic
  3. **Motion:** carried unanimously

15. **Executive Session:** The Board of Commissioners entered a brief executive session to discuss personnel matters. There were no official actions taken during the meeting or thereafter.

## 16. Meeting Adjournment:

- a. **Motion** to adjourn the meeting
  - i. **Motion by:** Commissioner Golden
  - ii. **Seconded by:** Commissioner Buchleitner
  - iii. **Motion:** carried unanimously
- b. **Meeting adjourned at 7:05 PM.**

Respectfully Submitted,

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Spencer Cadden, Township Manager, Secretary

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Date





**LAWRENCE PARK**  
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