



LAWRENCE PARK TOWNSHIP

Board of Commissioners Reorganization Meeting Regular Stated Meeting Minutes Lawrence Park Township January 5, 2026

6:00 PM Reorganization Meeting

1. **Call to Order:** 6:00 PM by Township Manager and Secretary Spencer Cadden
2. **Pledge of Allegiance**
3. **Administration of Oaths of Office – conducted by Solicitor Lydia Caparosa and notarized independently, with all affidavits stored at the Township administration office.**
 - a. Rebecca Byers – Tax Collector
 - b. Charles Lewis – Newly Elected Commissioner to a Four-Year term.
 - c. Dale Williams – Incumbent Commissioner to a Four-Year term.
4. **Roll Call:**
 - a. Lawrence Park Township Officials Roll Call
 - i. Charles Lewis, Commissioner
 - ii. Joe Golden, Commissioner
 - iii. Dale Williams, Commissioner
 - iv. Tom Buchleitner, Commissioner
 - v. Spencer Cadden, Township Manager
 - vi. Lydia Caparosa, Township Solicitor
 - b. Absent Township Officials: Chief Morell, Lawrence Park Township Police Department Chief, Zoning/Code Enforcement Officer, Engineer, Treasurer
5. **Election of Board Officers:**
 - a. President
 - i. **Motion:** Commissioner Golden nominates Commissioner Charles Lewis for President
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously
 - b. Vice President
 - i. **Motion:** Commissioner Charles Lewis nominates Commissioner Golden for Vice President
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** passed unanimously
6. **Acknowledgement and Discussion of Vacancy:** Manager Cadden discussed the vacant Commissioner seat for an unexpired two-year term and the common processes used by Townships to fill a vacancy.
 - a. **Motion** to authorize the Township Manager to advertise the vacancy to the public and solicit letters of interest from qualified residents for Board consideration.
 - i. **Motion by:** Commissioner Lewis
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously



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- b. **Motion** to appoint Township resident and registered elector Karen Barringer to serve as the Vacancy Board Chair to assist the Board of Commissioners in making any appointments should the Board of Commissioners be otherwise unable to fill a vacancy.
 - i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** passed unanimously
7. **Appointment of Township Manager** and authorization to execute an Employment Agreement.
 - a. **Motion to appoint** Spencer Cadden to the following roles falling under the umbrella of Township Manager and to execute an employment agreement subject to finalization of the terms of the agreement:
 - i. Township Secretary
 - ii. Township Right to Know Law Officer
 - iii. Township Pension Board Chair
 - iv. Liaison to all Quasi-Governmental Organizations
 - b. **Motion by:** Commissioner Williams
 - c. **Seconded by:** Commissioner Golden
 - d. **Motion:** passed unanimously
8. **Appointment of Township Solicitor**
 - a. **Motion** to appoint MacDonald, Illig, Jones & Britton firm as Township solicitors with Lydia Caparosa to serve as primary point of contact.
 - i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously
9. **Appointment of Township Engineer**
 - a. **Motion** to appoint Urban Engineers as Township Engineer
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** passed unanimously
10. **Appointment of Township Officials not previously mentioned**
 - a. **Motion** to appoint Charles Clorley as Code Enforcement and Zoning Officer
 - i. **Motion by:** Commissioner Lewis
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously
 - b. **Motion** to appoint BIU for building code enforcement.
 - i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** passed unanimously
 - c. **Motion** to appoint Charles Ramsey as Emergency Management Coordinator
 - i. **Motion by:** Commissioner Lewis



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- ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously
 - d. **Motion** to appoint Dane Klaproth to Civil Service Commission.
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Motion:** passed unanimously
 - e. **Motion** to appoint Kayla Chadsey as Township Treasurer
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously
 - f. **Motion** to appoint Commissioner Buchleitner as the Commissioner Liaison to the Pension Board
 - i. **Motion by:** Commissioner Lewis
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously
- 11. **Consideration of Resolution 2026-1** Designating Township depository banks as Northwest Bank and PLGIT and authorizing the following signatories: President Charles Lewis, Vice President Joe Golden, Commissioner Dale Williams, Township Manager Spencer Cadden, Township Treasurer Kayla Chadsey.
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-1:** passed unanimously.
- 12. **Motion** to designate Erie Times News as official newspaper of general circulation for legal notices and any other business requiring public notice.
 - a. **Motion by:** Commissioner Golden
 - b. **Seconded by:** Commissioner Buchleitner
 - c. **Motion:** passed unanimously
- 13. **Consideration of Resolution 2026-2** adopting the 2026 meeting schedule as the second Wednesday of each month at 6:00pm with work session at 5:30pm on those days beginning February 11, 2026.
 - i. **Motion by:** Commissioner Lewis
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**



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- iv. **Motion to adopt Resolution 2026-2:** passed unanimously.
14. **Consideration of Resolution 2026-3** designating the following individuals as the representative for Lawrence Park Township to all intergovernmental organizations:
 - a. Coastal Zoning Management: Manager Cadden and Commissioner Williams
 - b. Erie County Council of Governments: Manager Cadden and Commissioner Golden
 - c. Erie County Association of Township Officials: Manager Cadden and Commissioner Buchleitner
 - d. Erie County Planning: Manager Cadden and Commissioner Lewis
 - e. Erie County Metropolitan Planning Organization: Manager Cadden and Commissioner Williams
 1. **Motion by:** Commissioner Golden
 2. **Seconded by:** Commissioner Lewis
 3. **Roll Call Vote:**
 - a. **Commissioner Buchleitner – Aye**
 - b. **Commissioner Golden – Aye**
 - c. **Commissioner Lewis – Aye**
 - d. **Commissioner Williams – Aye**
 4. **Motion to adopt Resolution 2026-3:** passed unanimously.
15. **Motion** to assign the following Commissioners as department liaisons acting in advisory capacities.
 - a. Public Safety: Commissioner Lewis
 - b. Administration: Commissioner Golden
 - c. Sanitation: Commissioner Williams
 - d. Streets: Commissioner Williams
 - e. Sewers: Commissioner Buchleitner
 - f. Parks & Recreation: Commissioner Golden
 - g. Buildings: Commissioner Buchleitner
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion: passed unanimously**
16. **Consideration of Resolution 2026-4** establishing a bill payment policy reflecting a standardized process in a Manager/Commission form of government.
 - i. **Motion by:** Commissioner Williams
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Roll Call Vote:**
 1. **Commissioner Buchleitner – Aye**
 2. **Commissioner Golden – Aye**
 3. **Commissioner Lewis – Aye**
 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-4:** passed unanimously.
17. **Consideration of Resolution 2026-5** establishing an employee expenditure and purchasing policy.
 - i. **Motion by:** Commissioner Golden



- ii. **Seconded by:** Commissioner Williams
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-5:** passed unanimously.
18. **Consideration of Resolution 2026-6** establishing an Employee Holiday schedule for all non-uniform employees
- i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-6:** passed unanimously.
19. **Consideration of Resolution 2026-7** adopting the 2026 wage and compensation schedule in accordance with the 2026 budget ordinance allowing for 2.8% cost of living adjustment for non-uniform employees and police compensation as governed by the collective bargaining agreement.
- i. **Motion by:** Commissioner Golden
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-7:** passed unanimously.
20. **Consideration of Resolution 2026-8** establishing a mileage rate as set by the IRS for any qualifying mileage reimbursement – currently set at 72.5 cents per mile.
- i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Roll Call Vote:**
 - 1. **Commissioner Buchleitner – Aye**
 - 2. **Commissioner Golden – Aye**
 - 3. **Commissioner Lewis – Aye**
 - 4. **Commissioner Williams – Aye**
 - iv. **Motion to adopt Resolution 2026-8:** passed unanimously.



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21. **Consideration of Resolution 2026-9** authorizing the Township to acquire all required bonds and insurance coverages for Township officials and employees.

- i. **Motion by:** Commissioner Williams
- ii. **Seconded by:** Commissioner Golden
- iii. **Roll Call Vote:**
 1. **Commissioner Buchleitner – Aye**
 2. **Commissioner Golden – Aye**
 3. **Commissioner Lewis – Aye**
 4. **Commissioner Williams – Aye**
- iv. **Motion to adopt Resolution 2026-9:** passed unanimously.

22. Reorganization Meeting Adjournment

- a. A **Motion** to adjourn the meeting was made by Commissioner Williams, **Seconded by** Commissioner Buchleitner, and passed unanimously. The reorganization meeting adjourned at 6:37pm.

January Stated Meeting

1. Call to Order at 6:39pm

2. Roll call of Township residents and visitors signed in:

- i. Visitors signed in to speak:
 1. Jim Van Dyne
- ii. Visitors present but did not sign up to speak:
 1. Cheryl Smith, Chris Buchleitner, Jessica List, Becky Byers, Tom Kennedy, Kayla Chadsey

3. Reports

- a. **Police:** A written report was furnished prior to the meeting. Chief Morell was not present and no discussion took place.
- b. **Treasurer:** No report was furnished due to retirement of the prior Treasurer.
- c. **Code/Zoning:** A written report was furnished prior to the meeting. The Code/Zoning Enforcement Officer was not present and no discussion took place.
- d. **Solicitor:** No report was furnished.
- e. **Engineer:** No report was furnished.
- f. **Manager:**
 - i. Township Manager Spencer Cadden provided a written report. During the meeting Manager Cadden confirmed that the Township was approved for a zero-matching grant for \$122,500 to purchase a new leaf vacuum which should be completed before 2026



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leaf season. Manager Cadden also confirmed that the Soudan lift station was having final electrical connections made to make the station fully operational.

Manager Cadden reported having submitted a preliminary scoping application for Green Lights Go grant to address outdated and damaged traffic signals. Manager Cadden also addressed over \$1,000,000 in grant funding to address the footbridge and stated that Wesleyville and Lawrence Park plan to have a joint press conference in March 2026.

- g. **Motion** to approve the reports as submitted.
 - i. **Motion** by: Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously
- 4. **Motion** to ratify bill payment for the month of December 2025
 - a. **Motion** by: Commissioner Golden
 - b. **Seconded by:** Commissioner Lewis
 - c. **Motion:** passed unanimously
- 5. **Motion** to approve meeting minutes for stated meeting from December 10, 2025.
 - a. **Motion** by: Commissioner Golden
 - b. **Seconded by:** Commissioner Buchleitner
 - c. **Motion:** passed unanimously
- 6. Township resident comments – residents signed up to speak declined to speak during the meeting and no one offered any additional comment.
- 7. **Old Business**
 - a. Manager Cadden provided information on the joint project with Wesleyville Borough to address the Bell Street footbridge as well as the LSA grant for a new leaf vacuum. Manager Cadden also discussed ongoing resident issues regarding the transition to Waste Management.
- 8. **New Business**
 - a. A discussion was held regarding the practice of issuing Christmas bonuses to employees. After some discussion the Board of Commissioners were split as to whether such payments were appropriate or what happened historically. The Commissioners agreed that more investigation should be conducted as to whether this was an established past practice or if perhaps any such bonus structure should be tied to performance evaluations or consideration of other metrics.
 - b. A **Motion** to advertise a part-time administrative generalist position as budgeted for in 2026.
 - i. **Motion** by: Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Motion:** passed unanimously.



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- c. A **Motion** to authorize the reclassification and hourly rate for Kayla Chadsey after successful completion of her orientation period and absorption of new duties.
 - i. **Motion** by: Commissioner Lewis
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously.
- d. **Motion** to approve Township Administrative Generalist Kayla Chadsey to undertake Notary Education.
 - i. **Motion** by: Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** passed unanimously.
- e. **Motion** to authorize the Township Manager to advertise for and solicit sealed bids for the 2026 Independence Day Fireworks display.
 - i. **Motion** by: Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** passed unanimously.
- f. **Consideration of Resolution 2026-10** authorizing the Township Manager to create and implement an online payment platform for the purposes of parking enforcement, zoning applications or other routine payments.
 - i. **Motion** by: Commissioner Golden
 - ii. **Seconded by:** Commissioner Williams
 - iii. **Motion:** Passed Unanimously
- g. **Consideration of Resolution 2026-11** authorizing the Township Manager to accept payments and responsibilities for parking enforcement with policy to be established, agreed upon, and to begin as determined by the Township Manager and Chief of Police.
 - i. **Motion** by: Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Golden
 - iii. **Motion:** Passed Unanimously
- h. **Discussion** was held regarding the need for and re-establishment of a safety committee with Manager Cadden affirming that one had been created and would be fully reorganized and implemented shortly.

9. Meeting adjournment

- a. A **Motion** to adjourn the meeting.
 - i. **Motion** by: Commissioner Williams
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously
- b. **Meeting adjourned at 7:06pm.**



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Respectfully Submitted,

Spencer Cadden, Township Manager, Secretary

Date



