



LAWRENCE PARK TOWNSHIP

Board of Commissioners Meeting Minutes Lawrence Park Township March 11, 2026

6:00 PM

1. **Call to Order:** 6:00 PM by Board President Charles Lewis

2. **Pledge of Allegiance**

3. **Roll Call:**

a. Lawrence Park Township Officials Roll Call

- i. Charles Lewis, Commissioner
- ii. Doug Keffer, Commissioner
- iii. Tom Buchleitner, Commissioner
- iv. Spencer Cadden, Township Manager
- v. Lydia Caparosa, Township Solicitor
- vi. John Morell, Chief of Police
- vii. Charles Clorley, Zoning and Code Enforcement

b. Absent Township Officials: Commissioner Joseph Golden, Commissioner Dale Williams, Township Treasurer Kayla Chadsey, Township Engineer

c. **Residents & Visitors**

- i. Visitors signed in to speak:
 1. Jim Van Dyne, Cheryl Smith, Rick Garman, Chris Buchleitner
- ii. Visitors present but did not sign up to speak:
 1. Karen Barringer, Tom Kennedy, Robert Gindlesperger, Dale Durst
- iii. Several visitors were present who declined to sign in.
- iv. Prospective Junior Commissioner: Zamaria Klett

2. **Reports**

- a. **Police:** A written report was furnished prior to the meeting. Chief Morell confirmed that the new police vehicles were delayed and were originally supposed to be completed but were delayed into April.
- b. **Treasurer:** A written report was furnished prior to the meeting.
- c. **Code/Zoning:** A written report was furnished prior to the meeting. The Code/Zoning Enforcement Officer was present and no discussion took place.
- d. **Solicitor:** No report was furnished.
- e. **Engineer:** No report was furnished.
- f. **Manager:** Manager Cadden submitted a written report and further reported that in the past month there were compliance reporting issues relating to the USDA loan and reporting issues related to SLRF that were resolved by the Township Manager. He further reported that the Township is continuing to face delays in receiving approval for STMP grant funding relating to building.



LAWRENCE PARK TOWNSHIP

- g. Junior Commissioner:** Newly appointed Junior Commissioner Zamaria Klett delivered her first report on Lawrence Park's youth. She discussed ways in which the Township could increase student involvement in events, and the current state of the parks and various priorities that would increase youth engagement.
- 3. Motion to approve the reports as submitted.**
- i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously
- 4. Motion to approve Konzal pay application #10 pursuant to USDA loan regulations regarding the Soudan Lift Station.**
- a. **Motion by:** Commissioner Buchleitner
 - b. **Seconded by:** Commissioner Lewis
 - c. **Motion:** passed unanimously
- 5. Motion to ratify bill payment for the month of February 2026**
- a. **Motion by:** Commissioner Buchleitner
 - b. **Seconded by:** Commissioner Keffer
 - c. **Motion:** passed unanimously
- 6. Motion to approve meeting minutes for stated meeting from February 11, 2026.**
- a. **Motion by:** Commissioner Lewis
 - b. **Seconded by:** Commissioner Keffer
 - c. **Motion:** passed unanimously
- 7. Consideration of Resolution 2026-13:** Establishing the first ever Junior Commissioner Program in Lawrence Park Township. Manager Cadden presented the proposed Junior Commissioner Program and explained that the program was intended to increase student engagement in local government, support student volunteer coordination and identify additional ways to serve Lawrence Park.
- a. **Motion to approve Resolution 2026-13**
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously
- 8. Ceremonial Appointment and Swearing in of Zamaria Klett as the first Junior Commissioner for a one-year term.**
- 9. Township resident comments:**
- a. **Jim Van Dyne** appeared to discuss the Township's Memorial Day services and request again Township support in sending invitations to government officials to attend the service.
 - b. **Cheryl Smith** appeared to discuss the America 250 Pennsylvania Commission and Erie County Gaming and Revenue Authority grant opportunities available to the Township.
 - c. **Rick Garman** appeared to inquire about the replacement of the traffic signal at Rankine and Iroquois Ave.



- d. **Chris Buchleitner** appeared to request the Township consider drafting an Ordinance to address and restrict the keeping of farm animals, specifically chickens.

10. Old Business

- a. **Consideration of Resolution 2026-14** appointing a delegate and alternate representative to East County EMS with Township Manager Cadden as the delegate and Chief John Morell as the alternate.
 - i. **Motion to approve Resolution 2026-14**
 - 1. **Motion by:** Commissioner Lewis
 - 2. **Seconded by:** Commissioner Buchleitner
 - 3. **Motion:** passed unanimously
- b. **Discussion** of bid from Zambelli Fireworks for a three-year contract for the Township's Fourth of July Fireworks display. Followed immediately by consideration of a **Motion** authorizing the Township Manager to carry out a contract for service.
 - i. **Motion by:** Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously

11. New Business

- a. A discussion was held regarding the establishment of a monthly Farmers market to be held on one Saturday per month during the summer months. Followed by consideration of a **Motion to establish the program.**
 - i. **Motion by:** Commissioner Keffer
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously
- b. A discussion was held regarding the Township's non-uniform Pension plan regarding a proposal to conduct a study to consider reducing the vesting requirement from ten (10) years of employment to five (5) years of employment based on an internal employee request followed by a **Motion to keep the 10-year vesting requirement as is with no additional study.**
 - i. **Motion by:** Commissioner Lewis
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously
- c. **Consideration of Resolution 2026-15** establishing a permitting process and fee assessment for the use of Township facilities. Manager Cadden summarized the proposed facility rental permit process and fee schedule, which would be made available online and at Township parks.
 - i. **Motion to approve Resolution 2026-15**
 - 1. **Motion by:** Commissioner Buchleitner
 - 2. **Seconded by:** Commissioner Lewis
 - 3. **Motion:** passed unanimously



LAWRENCE PARK T O W N S H I P

- d. A brief **discussion** was held regarding the establishment of a Hometown Heroes Banner program followed by a **Motion** to establish the program.
 - i. **Motion** by: Commissioner Lewis
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously.
- e. A **discussion** was held regarding the implementation of an online payment portal and automated parking enforcement solution in line with the goals stated in Resolution 2026-10 and 2026-11 to update, modernize, and automate parking enforcement in the Township. During this discussion Manager Cadden stated that the proposal was expected to reduce administrative time. Followed by a **Motion** to authorize the Township Manager to execute an agreement with T2 Solutions to implement the program.
 - i. **Motion** by: Commissioner Keffer
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Motion:** passed unanimously.
- f. A **discussion** was held regarding the development of a multi-year sewer and road maintenance strategy, followed by a **motion** authorizing the Township Manager to work with the Township Engineer to prepare a long-term plan.
 - i. **Motion** by: Commissioner Buchleitner
 - ii. **Seconded by:** Commissioner Lewis
 - iii. **Motion:** passed unanimously.
- g. A brief discussion was held regarding the Green Lights Go program followed immediately by a **Motion** authorizing the Township Manager to work alongside the Township Engineer to apply to Green Lights Go for potential grant funding to address traffic signal improvements.
 - i. **Motion** by: Commissioner Lewis
 - ii. **Seconded by:** Commissioner Buchleitner
 - iii. **Motion:** passed unanimously

12. Meeting adjournment

- a. A **Motion** to adjourn the meeting.
 - i. **Motion** by: Commissioner Lewis
 - ii. **Seconded by:** Commissioner Keffer
 - iii. **Motion:** passed unanimously
- b. **Meeting adjourned at 6:52 PM.**

13. **Executive Session:** The Board announced prior to adjournment that it would enter executive session following adjournment to discuss personnel matters and receive legal advice. No official action was taken or expected to result from the session.



LAWRENCE PARK TOWNSHIP

Respectfully Submitted,

Spencer Cadden, Township Manager, Secretary

Date



