LAWRENCE PARK TOWNSHIP

Board of Commissioners Meeting Minutes
Lawrence Park Township
October 14, 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. Dale Williams, Commissioner
        iv. Spencer Cadden, Township Manager
        v. Lydia Caparosa, Township Solicitor
        vi. Zamaria Klett, Junior Commissioner
    b. Absent Township Officials: Thomas Buchleitner, Commissioner; Joseph Golden, Commissioner; John Morell, Chief of Police; Kayla Chadsey, Township Treasurer
    c. Residents & Visitors
        i. Visitors signed in to speak: None
        ii. Visitors present but did not sign up to speak:
            1. Joe Michalegko, Paula Cassady, Ray Rogers, Cheryl Smith, Chris Buchleitner, Greg Windle, Dale Durst, Jessica List, Becky Byers, Kate Griffin

4. **Reports**

    a. **Police:** Chief Morell was unable to attend, and his report was presented on his behalf. The Police Department responded to 861 calls for service during September.
    b. **Treasurer:** A written report was furnished prior to the meeting, and no additional discussion took place.
    c. **Code/Zoning:** Manager Cadden reported that the new Code Enforcement Officer opened nine new cases and responded to approximately nineteen others in his first two weeks. A written report was provided.
    d. **Solicitor:** No report was given.
    e. **Engineer:** No report was given.
    f. **Manager:** Manager Cadden reported on the status of the traffic signal repair at Rankine Avenue and Iroquois Avenue, which is expected to begin in late October or early November; the delivery of the new grant-funded leaf vacuum; and the Township's leaf disposal options for the season.
    g. **Junior Commissioner:** The Junior Commissioner proposed that the Township consider installing disposal boxes for vapes and other lithium batteries. Manager Cadden stated that he would look into the proposal.

5. **Motion to accept all reports as submitted.**

    a. **Motion** by: Commissioner Williams
    b. **Seconded by:** Commissioner Keffer
    c. **Motion**: passed unanimously

6. **Motion** to ratify bill payments made during September 2026.
    a. **Motion** by: Commissioner Lewis
    b. **Seconded by:** Commissioner Keffer

c. **Motion**: passed unanimously

7. **Motion** to approve the meeting minutes for the stated meeting of September 9, 2026.
    a. **Motion** by: Commissioner Keffer
    b. **Seconded by:** Commissioner Williams
    c. **Motion**: passed unanimously
8. **Recognition of Guest**
    a. The Honorable Paul Johnson, Mayor of the Borough of Wesleyville, read a proclamation on behalf of the Borough of Wesleyville congratulating Lawrence Park Township on its 100th anniversary.
9. **Township resident comments:**
    a. Dale Durst raised concerns regarding trash containers at the GE ball field that had not been emptied for more than two weeks and pumpkins left at the beach following a recent sale. Manager Cadden stated that he would follow up with Waste Management and the vendor.
10. **Old Business**
    a. **Discussion** regarding approval of the subdivision plan for the former golf course parcel previously rezoned by the Township. The matter was tabled. No formal action was taken.
    b. **Discussion** was held regarding a Memorandum of Understanding with the Borough of Wesleyville in support of the Bell Street Bridge/Water Street Corridor project. Solicitor Caparosa noted that the Memorandum of Understanding must be adopted by resolution, which will be presented at the next meeting. No formal action was taken.
    c. **Discussion** regarding the conveyance of the former East Erie Suburban Recreation Authority parcel to the YMCA. No discussion was held, and no formal action was taken.

11. **New Business**
    a. **Motion** to adopt Resolution 2026-30, authorizing an interfund transfer of $287,984.67 from the Sewer Fund to the General Fund to reimburse the General Fund for sewer-related expenses for the period of April 1, 2026, through December 31, 2026.
        i. **Motion** by: Commissioner Williams
        ii. **Seconded by:** Commissioner Keffer
        iii. **Motion**: passed unanimously
    b. **Motion** to adopt Resolution 2026-31, establishing hourly wage rates for part-time snow plow drivers beginning with the 2026–2027 winter season.
        i. **Motion** by: Commissioner Keffer
        ii. **Seconded by:** Commissioner Williams
        iii. **Motion**: passed unanimously
    c. **Motion** to adopt Resolution 2026-32, affirming the Township's Right-to-Know Law policy effective August 14, 2025, and adopting the Office of Open Records Official RTKL Fee Schedule.
        i. **Motion** by: Commissioner Keffer
        ii. **Seconded by:** Commissioner Williams
        iii. **Motion**: passed unanimously
    d. **Motion** authorizing the Township Manager to proceed with the repair or replacement of the Sanner Gazebo at Beute Park upon the insurer's coverage determination, at a cost not to exceed the insurance proceeds plus the $1,000 deductible, in compliance with the First Class Township Code bidding requirements.
        i. **Motion** by: Commissioner Williams
        ii. **Seconded by:** Commissioner Keffer
        iii. **Motion**: passed unanimously
    e. **Motion** authorizing the purchase of GOGov code enforcement software at an annual cost of $5,400, including setup, implementation, and associated services.
        i. **Motion** by: Commissioner Williams
        ii. **Seconded by:** Commissioner Keffer
        iii. **Motion**: passed unanimously
    f. **A discussion** was held regarding the 2027 Preliminary Budget. Budget work sessions are scheduled for Wednesday, October 21, 2026, and Wednesday, November 4, 2026, at 4:30 PM. No formal action was taken.

g. **A discussion** was held at the request of the Planning Commission regarding a proposed ordinance to address free-roaming cats. Greg Windle and other residents spoke in support of the proposed ordinance. The matter will be researched further, including enforcement under the Township's Property Maintenance Code. No formal action was taken.

12. **Executive Session**
    a. The Board met in executive session following the meeting to consult with the Township Solicitor regarding legal matters. No action was taken.

13. **Meeting adjournment**
    a. A motion to adjourn the meeting.
        i. **Motion** by: Commissioner Williams
        ii. **Seconded by:** Commissioner Keffer
        iii. **Motion**: passed unanimously
    b. Meeting adjourned at 6:40 PM.

Respectfully Submitted,

Spencer Cadden, Township Manager, Secretary

11/19/26

Date

