



**Chardon Township Board of Trustees
Special Meeting
March 16, 2024**

The Chardon Township Board of Trustees met in special session on Saturday, March 16, 2024, at 10:19 a.m. at the Town Hall with the following present:

**Trustees: MICHAEL BROWN and CHARLES STRAZINSKY; TIMOTHY MCKENNA
(via Teams)**

Fiscal Officer: ILONA DAW-KRIZMAN

The purpose of the special meeting is to update the employee policy and procedure manual. Discussion ensued over the changes to be made.

**Chardon Township Board of Trustees
Resolution #17, 2024**

**A RESOLUTION APPROVING SEND THE NEW PERSONNEL POLICY TO
CHARDON TOWNSHIP LEGAL COUNSEL FOR REVIEW**

Be it resolved by the Trustees of Chardon Township, in a SPECIAL session on the 16th day of March 2024, with the following present: Michael Brown, Charles Strazinsky, Jr. and Timothy McKenna (via Teams) that Trustee Brown moved the adoption of the following resolution:

WHEREAS Chardon Township needs a new personnel manual;

WHEREAS the trustees met in special sessions on two days to revise and update the current personnel manual;

NOW THEREFORE BE IT RESOLVED that the Chardon Township Trustees have finished the personnel manual and submitted to the Chardon Township legal counsel for review.

Trustee Strazinsky seconded the motion and the roll being called resulted as follows:

AYES: BROWN and STRAZINSKY; ABSTAIN: MCKENNA

Trustee Brown made a motion to adjourn the meeting at 1:43PM. Trustee Strazinsky seconded.
AYES: BROWN and STRAZINSKY; ABSTAIN: MCKENNA

Michael Brown, Chairman