

Franklin Township Trustees  
Tuesday, May 6, 2025 6:00pm  
Special Workshop Minutes

At 6:05pm Chairperson Kellie Kapusta called the special meeting to order. The purpose of the meeting was stated to be further updating the Franklin Township Employee Policies and Procedures Handbook. In attendance were Fiscal Officer Lisé Russell, and Trustees Kellie Kapusta, Glenn Russell, and Scott Swan.

Continuing on from notes taken at the previous meeting held in 2024, each section of the old handbook was discussed and revised or removed entirely if warranted. There will be another meeting to continue on Tuesday, May 20, 2025 at 6:00pm here at town hall. Subsequent meetings will be scheduled if not completed on May 6<sup>th</sup>.

At 9:00pm Glenn Russell motioned to adjourn the meeting; 2<sup>nd</sup> Scott Swan. Roll call votes Mr. Russell \_\_\_\_ Mr. Swan \_\_\_\_ Mrs. Kapusta \_\_\_\_\_. The meeting adjourned.

Date \_\_\_\_\_ Fiscal Officer \_\_\_\_\_

Chairperson \_\_\_\_\_