

**COOKE TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
COOKE TOWNSHIP, CUMBERLAND COUNTY,  
PENNSYLVANIA, ADOPTING AN UPDATED PERSONNEL  
POLICY AND EMPLOYEE HANDBOOK FOR COOKE  
TOWNSHIP EMPLOYEES**

WHEREAS, Cooke Township is a Second-Class Township in the Commonwealth of Pennsylvania governed by the Second Township Code; and

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 607, charges Supervisors with the governance of the Township, the authority to employ persons as may be necessary for the general conduct of Township business, and to provide for the organization and supervision of persons so employed; and

WHEREAS, by Resolution adopted the 1<sup>st</sup> day of June 2020, the Board of Supervisors of Cooke Township established a Personnel Manual and Employee Handbook; and

WHEREAS, the Board of Supervisors desires to update the Personnel Manual and Employee Handbook (the "Handbook") attached hereto as Exhibit A be adopted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Cooke Township that the updated Personnel Policy and Employee Handbook attached hereto as Exhibit A is hereby adopted and supersedes any previous manuals

FURTHER RESOLVED, that copies of the attached Handbook shall be distributed to all employees of the Township of Cooke.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Cooke Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

DULY ADOPTED by the Board of Supervisors of Cooke Township, Cumberland County, Pennsylvania this 3rd day of November, 2025.

BOARD OF SUPERVISORS OF  
COOKE TOWNSHIP,  
CUMBERLAND COUNTY,  
PENNSYLVANIA

Patricia Sangialosi

Patricia Sangialosi  
Chairman of Supervisors

Diane Batt

Diane Batt  
Vice-Chairman of Supervisors

Margaret N. Schmidt

Margaret Schmidt  
Supervisor

Attest:

Janet E. Frantz

Janet E. Frantz  
Secretary