

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MARCH 20, 2020**

An Emergency meeting of the North Lebanon Township Board of Supervisors was held at 10:00 AM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Richard Miller	Chairman
Ed Brensinger	Vice-Chairman
Arden Snook, Sr	Treasurer
Cheri Grumbine	Township Manager

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Twp Manager**

**A.) Emergency Declaration-Coronavirus (COVID-19) Pandemic**

Manager Grumbine provided to the Board a “Declaration of Disaster Emergency”. A sample form was received from the Lebanon County Department of Emergency Services (DES). PSATS is recommending that we adopt the Declaration to provide for the purchases of items for the emergency without having to go through the bidding process if over the threshold. This will also allow us to be eligible for any future reimbursement from PEMA or FEMA.

**MOTION:** A motion was made and seconded to approve the signing of the North Lebanon Township Declaration of Disaster Emergency. Motion was unanimously approved.

Manager Grumbine stated she would send a copy of the signed declaration to Det. Dave Lauver, EMC for the township. He will forward to Lebanon County DES.

**B.) Employee Meeting**

Manager Grumbine stated that we should talk to the non-uniform employees and recommended a meeting today at 1:30 p.m. The Board agreed and both Ed Brensinger and Ardy Snook stated they would be present. They will discuss the Declaration and the guidelines for common hygiene practices to lessen the chances of infection of the COVID-19.

In addition, Manager Grumbine stated we should discuss the Families First Coronavirus Response Act signed by President Trump on March 18, 2020. The Act includes the Emergency Sick Leave Provisions and the Emergency Family and Medical Leave Expansion Act. Manager Grumbine continues to receive information on this Act from PSATS and from our labor attorney Mike Miller, with the law firm of Eckert Seamans.

We will also try to answer any questions best we can with the various information provided from various entities, as we continue to see increased cases of the COVID-19. However, it is important to meet with the employees to discuss related concerns, questions, etc. The meeting with the employees was set for 1:30 PM today (3/20/20).

Manager Grumbine also discussed with the Board whether we should split the work force in half, so half would be off work or working from home while the others would be working at the township building. This would protect the employees and allow for continuity of operations should one employee become infected, as not all employees would need to be quarantined due to exposure with the COVID-19. With so many unknowns on how the infection is spread we should not take a chance that everyone is down and then we cannot provide the essential services required.

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The Board said they would think about this over the weekend and let her know their thoughts on Monday, March 23.

With no further business to discuss, the meeting was adjourned.

Respectfully Submitted,

Cheri F. Grumbine  
Township Manager/Secretary