

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MARCH 23, 2020**

An Emergency meeting of the North Lebanon Township Board of Supervisors was held at 8:30 AM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people available in person or by phone:

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

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

**A.) Temporary Employee Scheduling -**

As a follow-up from the emergency meeting held on Friday, March 20, Manager Grumbine discussed with the Board the splitting of the workforce into two groups, with half working one week and the other half working the next week at the township building. The Board discussed paying the employees their regular wages during the week they are home for the temporary arrangement. This would be an interim measure, with the intent that such an arrangement would continue only until such time that a plan can be put into place that would allow employees to work their full hours while minimizing contact with the public and other employees, or furloughs may become necessary. The Board would make this decision in the coming weeks and at some point, the employees may be asked to sign up for Unemployment Benefits.

Manager Grumbine and Assistant Manager Books can work from home with their laptops during the week they are out of the office. Manager Grumbine will look to set up other office staff employees with the ability to work from home after speaking with the IT vendor, which will enable office employees to return to their full work hours as soon as possible.

**MOTION:** Was made and seconded to split the workforce into two groups, with half working one week and the other half working the next week at the township building. The board would pay the employees their regular wages during the week they are home for the temporary arrangement. Written Conflict of Interest-Abstention Memorandum were provided by Supv. Brensinger and Supv. Snook.) Motion approved.

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

Respectfully Submitted,

Cheri F. Grumbine  
Township Manager/Secretary