

## MINUTES

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JULY 13, 2020 (VIRTUAL)

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Attendants: Messrs. Boland, Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, and Willert, Mesdames Amadio, Bonnett, Byrd, Carrero-Papi, and Sage.

There were no members of the public present.

1. ROLL CALL: Seven members of the DELCORA Board of Directors were present constituting a quorum.
2. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all parties present.
3. DIRECTOR OF HUMAN RESOURCES' REPORT: The report was provided for the Committee's information. Mrs. Carrero-Papi reported that she had no additions to her written report but would answer any questions. The committee had no other questions or comments to the written report.
4. GRIEVANCE ACTIVITY: Mrs. Carrero-Papi reported that there are no grievances at this time.
5. HR UPDATES: Mrs. Carrero-Papi mention we are continuing with our COVID-19 preparations. We make sure to monitor, watch and are prepared to do the things we need to do under the Governor's mandate. Mrs. Carrero-Papi had no other additions of her written report. The Committee had no questions or comments to the written report.
6. ADMINISTRATION REPORT: Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.
7. EXECUTIVE SESSION: There was no Executive Session.
8. ADJOURNMENT: It was moved by Mr. Mullen seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:37 pm.



## Inter - Office Memorandum

**To:** Robert J. Willert, Executive Director  
**From:** Dalinda Carrero-Papi, Director of Human Resources  
**Subject:** **Human Resources Update**  
**Date:** July 13, 2020

### Staffing

None at this time.

### Separations

None at this time.

### Short Term Disability: New Claims

None at this time.

### Disability: Old Claims

WRTP Helper Chris Trexler went out on disability on April 25, 2020. This disability is not work related. His return date is unknown.

### Workers' Compensation

None at this time.

### Grievances

There are no grievances pending at this time.

## HR Updates

### **COVID-19 WORKPLACE UPDATES**

We continue to follow all government mandates regarding cleaning and disinfecting, mask wearing and the providing of proper PPE to our employees.



## INTER-OFFICE MEMORANDUM

**TO:** Robert J. Willert, Executive Director

**FROM:** Dalinda Carrero-Papi, Director of Human Resources, and Barbara Bonnett, Office Manager *BB*

**SUBJECT:** Administration Report: 06/04/2020 – 07/08/2020

**DATE:** July 8, 2020

The following work was processed.

### Public Works Contracts (Active):

- Contracts Advertised and Bid Packages issued to prospective bidders upon payment of fee:
  - a) Contract No. SEW-2002-CO – Annual Sewer Maintenance
  - b) Contract No. TC-2006-C – WRTP Plant Upgrades 2020
- Contracts Authorized for Advertisement:
  - a) Contract No. TC-2005-C – Roof Replacements Project
  - b) Contract No. TC-2006-C – WRTP Plant Upgrades Project 2020
  - c) Contract No. SEW-2007-C – CCTV Inspection And Repair Project In Edgmont, Middletown, And Rose Valley
- Contract Addendums:
  - a) Contract No. SEW-2002-CO – Annual Sewer Maintenance – Addendum No. 1
  - b) Contract No. TC-2006-C – WRTP Plant Upgrades 2020 – Addendums No. 1 & 2
- Contract Notice of Award Issued:
  - a) Contract No. TC-2005-C – Roof Replacements Project (Paneko Construction)
- Contract Notice to Proceed:
  - a) Contract No. PFR-2004-C – Springhill Farm Sanitary Force Main Extension (A. J. Jurich, Inc.)
- Contract Final/Closeout:
  - a) None at this time.
- Contract Change Orders:
  - a) Contract No. TC-1608-C – Solids Handling Upgrade 2016 – Part B – Electrical – Change Order No. 2 – Increase In Contract Time Only Of 481 Days Prior To Closeout (Philips Brothers Electrical)

Public Works Contracts:

- Insurance Renewals/Follow-up – 0 Active; 0 Closed

Insurance Claims:

Sewer Backup: None at this time.  
Liability: None at this time.  
Auto: None at this time.

Miscellaneous:

- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 12
- Pretreatment correspondence was processed during the month – 1 Permit; 1 Draft Permit; 3 NOVs; mass mailing of survey to all dental offices in Delaware County.
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 2
- Sewer Complaints Received – 3
- Info Link Inquiries from website – 19
- Monthly DMR Reports sent to PADEP for Chadds Ford (3), Thornbury, Pocopson (2), and DELCORA.
- Monthly report sent to Southern Delaware County Authority.
- Various regulatory reports were completed and submitted.
- Work Requests were created and processed.

OFFICE MANAGER:

Barbara Bonnett accomplished the following:

- Managed the day-to-day operations of the Administration team.
- Assisted Staff in administrative functions and other special requests.
- Coordinated preparation of a variety of miscellaneous requests for typing, file searches, document retrieval, etc.
- Prepared Board Meeting Agenda and Minutes; rotate O&E and Finance Committee meetings.
- Route/file insurance claims/civil suits, as required.
- Consent Decree – Various reports submitted to DOJ, USEPA, and PADEP – as requested – as needed; ongoing.
- Miscellaneous research projects for Staff/Management – as needed.
- Training of Meghan Cummings continues in the Admin Department.
- Administration of Public Works Contracts – ongoing.