

## MINUTES

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

SEPTEMBER 10, 2020 (VIRTUAL)

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Attendants: Messrs. Boland, Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nichols, Pisani, and Willert, Mesdames Amadio, Bonnett, Byrd, and Sage.

There were no members of the public present.

1. ROLL CALL: Nine 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. Ms. Amadio reported that Ed Kozlowski who has been here for 38 years has decided to retire. He retired on September 6, 2020. There have been several other staffing changes which are noted on report. Ms. Amadio 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. ADMINISTRATION REPORT: Ms. Bonnett explained the work that the administration does for Engineering, Pretreatment and Operations. Ms. Bonnett had no additions or changes to her written report. The Committee had no other questions or comments to the written report.

5. GRIEVANCE ACTIVITY: Ms. Amadio reported there are no grievances at this time.

6. RESOLUTION NO. 2020-13 – HONORING THE SERVICE OF EDWARD KOZLOWSKI:

Following discussion, it was the consensus of the Committee to recommend Board approval of the above resolution. This item will be placed on the agenda for the September 15<sup>th</sup> Board meeting.

7. RESOLUTION NO. 2020-15 – AUTHORIZING THE MINIMUM MUNICIPAL OBLIGATION BUDGET FOR 2021 – PENSION FUND: Mr. Kern asked if this was a state requirement. He was informed that it was.

Following discussion, it was the consensus of the Committee to recommend Board approval of the above resolution. This item will be placed on the agenda for the September 15<sup>th</sup> Board meeting.

8. HR UPDATES: Ms. Amadio mentioned that as far as COVID-19 we are still following the CDC guidelines. DELCORA is working on a new policy that can be used we will circulate that among the staff and get it approved that will be best for us to use in the fall. There also have been changes made in Administration building to continue to be sensitive to our environment. We will continue to monitor that and as things change or updates are made DELCORA can adjust schedules. Ms. Byrd is working on getting someone in to give flu shots. Several employees have signed up for the extended medical leave. We will be working with payroll to be sure to keep track of that and monitoring it as we go forward.

9. EXECUTIVE SESSION: There was no Executive Session.

10. ADJOURNMENT: It was moved by Mrs. Sage seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:47 pm.

## AGENDA

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

SEPTEMBER 10, 2020

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1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. DIRECTOR OF HUMAN RESOURCES REPORT
4. ADMINISTRATION REPORT
5. GRIEVANCE ACTIVITY
  
6. RESOLUTION NO. 2020-13 – HONORING THE SERVICE OF EDWARD KOZLOWSKI
7. RESOLUTION NO. 2020-15 – AUTHORIZING THE MINIMUM MUNICIPAL OBLIGATION BUDGET FOR 2021 – PENSION FUND
8. HR UPDATES
9. EXECUTIVE SESSION
10. ADJOURNMENT



Robert J. Willert, Executive Director

Lindsey Amadio, Business Resources Manager

### **Human Resources Update**

September 10, 2020

#### **Staffing**

Jeff Chermak will begin employment with DELCORA on September 7, 2020 for the position of WRTP Helper.

Jim Davis transitioned to the role of Incinerator Operator on August 31, 2020.

Stephen Trasatti transitioned to the role of WWTP Operator Trainee on August 31, 2020.

WRTP Helper John Walker resigned from his position on September 4, 2020.

#### **Separations**

WWTP Operator Ed Kozlowski will retired on September 6, 2020 after 38 years of service with DELCORA.

#### **Short Term Disability: New Claims**

None at this time.

#### **Disability: Old Claims**

Senior Secretary Deborah Saunders went out on disability on July 15, 2020. This Disability is not work related.

#### **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.

We have had several employees inquire about the Expanded Family Medical Leave Act specifically related to COVID-19 and childcare. There have been several employees that have filled at the proper paperwork and will be utilizing the Expanded Family Medical Leave Act.

We have had less situations than the previous month as it relates to the COVID-19 pandemic within our workforce. We have decided to continue with a staggered work schedule to avoid any one department being overwhelmed by outages. We met as a staff to discuss changes to our current COVID-19 Policy and will have a new policy in place soon. We continue to monitor the situation as well as the CDC guidelines to ensure we are protecting both our employees and our customers.

### **OTHER UPDATES**

As of 9/8/20 our Administration will open its lobby doors to the public to accept payments. We have distance markers on the floor in the lobby and will make mask wearing in the lobby mandatory.

Since cold season is just around the corner we have decided to consider having a company come onsite to administer flu shots. We are reviewing our options and will have an update for you in October. We have done this previously, but it typically occurred on the day of our Wellness Day. However, because of the current environment we are looking to have this done sooner.



## INTER-OFFICE MEMORANDUM

**TO:** Robert J. Willert, Executive Director  
**FROM:** Barbara Bonnett, Office Manager *BAB*  
**SUBJECT:** Administration Report: 08/07/2020 – 09/03/2020  
**DATE:** September 3, 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. TEW-2008-C – Furnishing Equipment, Labor And Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects
- Contracts Authorized for Advertisement:
  - a) Contract No. TEW-2008-C – Furnishing Equipment, Labor And Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects
- Contract Addendums:
  - a) Contract No. TEW-2008-C – Furnishing Equipment, Labor And Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects – Addendum No. 1
- Contract Notice of Award Issued:
  - a) Contract No. SEW-2007-C – CCTV Inspection And Repair Project – Edgmont, Middletown And Rose Valley (Mobile Dredging & Video Pipe)
- Contract Notice to Proceed:
  - a) Contract No. TC-2006-C – WRTP Plant Upgrades 2020 (Contract A-General: Allan Myers; Contract D-Electrical: Philips Brothers)
  - b) Contract No. TC-2005-C – Roof Replacements Project (Paneko Construction)
  - c) Contract No. SEW-2002-CO – Annual Sewer Maintenance (A.J. Jurich)
- Contract Final/Closeout:
  - a) None at this time.
- Contract Change Orders:
  - a) None at this time.

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 – 6
- Pretreatment correspondence was processed during the month – 4 NOVs; 15 VMRs .
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 5
- Sewer Complaints Received – 4
- Info Link Inquiries from website – 18
- 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.
- Meghan Cummings attends the monthly Safety Committee meeting – ongoing.

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.
- INFO Work Requests submitted or as requested by building personnel.