

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

NOVEMBER 9, 2020 (VIRTUAL)

Attendants: Messrs. Boland, Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, and Pisani, Mesdames Amadio, Bonnett, Byrd, Nichols , 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. Mrs. Amadio reported that there was one new claim for Short Term Disability not work related. He is currently out of our Central Maintenance department. There is still one old claim for disability opened in our Central Maintenance department. We are not sure when he will be back. There was one Central Maintenance mechanic who was injured on the job and was out on Worker's Comp. He is doing well and is back to work. Mrs. Amadio had no additions to her written report but would answer any questions. The committee had no questions or comments to the written report.
4. ADMINISTRATION REPORT: Ms. Bonnett mentioned that the report summarizes all the items that were worked on last month. She noted that nothing out of the ordinary was processed. Ms. Bonnett explained that the Info Link Inquiries were emails that come in through our website. Most of the time, they are questions for billing, inquiries about selling the home or moving into the area. These questions are forwarded to the Customer Service Department for response. Any other questions received are then forwarded to the appropriate person and/or department for response. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.
5. GRIEVANCE ACTIVITY: Mrs. Amadio reported there are no grievances at this time.
6. HR UPDATES: Mrs. Amadio mentioned DELCORA hosted a couple of employee meetings to speak about the DELCORA and Aqua integration. Good questions were received and good feedback. Mr. Willert primarily hosted the meeting but Mr. Hurst, Mr. DiSantis and Mr. Lucca from Aqua were there to answer any questions. The meetings went very well. There are still a lot of questions on the integration. Mrs. Amadio gave the employees a snapshot on how the integration was going and we were in the process of getting those questions answered. The Labor Management Team voted to maintain their work hours from 6:00 a.m. to 2:30 p.m. each day. These hours seem to work best for those who work with childcare and getting children home from school. Ms. Amadio mentioned that several employees were still on the Expanded Family Medical



DELAWARE COUNTY REGIONAL WATER QUALITY CONTROL
100 EAST 5TH STREET • P.O. Box 999 • Chester, PA 19016-0999

To: Robert J. Willert, Executive Director

From: Lindsey Amadio, Business Resources Manager

Subject: **Human Resources Update**

Date: November 9, 2020

Staffing

None at this time.

Separations

None at this time.

Short Term Disability: New Claims

Central Maintenance Mechanic Robert DeMore went out on disability on October 19, 2020. This disability is not work related.

Disability: Old Claims

Central Maintenance Helper John Winns went out on disability on September 10, 2020. This disability is not work related.

Workers' Compensation

Central Maintenance Mechanic Benjamin Eastburn went out on worker's compensation on October 5, 2020. His injury was work related. He is scheduled to return on November 9, 2020.

Grievances

There are no grievances pending at this time.

ADMINISTRATION
☐ 610-876-5523
☐ FAX: 610-876-2728

CUSTOMER SERVICE/BILLING
☐ 610-876-5523
☐ FAX: 610-876-1460

PURCHASING & STORES
☐ 610-876-5523
☐ FAX: 610-497-7959

PLANT & MAINTENANCE
☐ 610-876-5523
☐ FAX: 610-497-7950

HR Updates

We hosted two employee meetings to discuss the progress on the Aqua/DELCORA integration. The employees were receptive and asked good questions.

The Labor Management Team voted on maintaining their "summer hours" work schedule indefinitely. The majority voted to maintain the current hours schedule so they will continue working 6:00 a.m. to 2:30 p.m. each day.

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 are now several employees that are utilizing the Expanded Family Medical Leave Act.

We have had different situations and scenarios as they relate to COVID-19 and continue to react to each situation individually. We continue to monitor the situation as well as the CDC guidelines to ensure we are protecting both our employees and our customers and are continuing to review our procedures and make updates as needed.



INTER-OFFICE MEMORANDUM

TO: Robert J. Willert, Executive Director
FROM: Barbara Bonnett, Office Manager *BAB*
SUBJECT: Administration Report: 10/12/2020 – 11/05/2020
DATE: November 5, 2020

The following work was processed.

Public Works Contracts (Active):

- Contracts Advertised and Bid Packages issued to prospective bidders upon payment of fee:
 - a) None at this time.
- Contracts Authorized for Advertisement:
 - a) None at this time.
- Contract Addendums:
 - a) None at this time.
- Contract Notice of Award Issued:
 - a) None at this time.
- Contract Notice to Proceed:
 - a) Contract No. TEW-2008-C – Furnishing Equipment, Labor And Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects (Philips Brothers Electrical)
- Contract Final/Closeout:
 - a) Contract No. SC-1710-C – Chester Creek East & West Sanitary Sewer Interceptor Pipe Grouting – Parts A (West)
 - b) Contract No. TC-1801-C – Incinerator Annual Maintenance & Emergency Repairs 2018 (Industrial Furnace Co.)
- Contract Change Orders:
 - a) Contract No. PR-1804-C – Marcus Hook Pump Station and Chester Ridley Creek Pump Station Electrical Upgrades – Change Order No. 1 (Philips Brothers Electrical Contractors, Inc.)

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 – 2
- Pretreatment correspondence was processed during the month – 1 Draft Permit; 7 NOV's; 5 VMRs; 10 Formal Inspections .
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes / emailed & US mailed.
- Scan/email monthly Muckinipates financial report to Board members.
- Right-To-Know Requests/Responses received and/or processed – 6
- Sewer Complaints Received – 2
- Info Link Inquiries from website – 15
- 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 preparation of meeting packages & coverage of the 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.