

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

DECEMBER 7, 2020 (VIRTUAL)

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

There were no members of the public present.

1. ROLL CALL: Eight 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 disability claim. The two older disability claims returned to work today. The Holiday Party was cancelled due to the pandemic. We are currently working on our open enrollment for our Dental and Medical Benefits. 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 did not have anything unusual on it.. The report lists all the items that the Admin team worked on during the last four weeks. So far this year, we processed and responded to 47 Right-to-Know requests and 32 sewer planning modules. Most of the Right-to-Know requests are for sewer payment histories, some are for contract bid or award information and some, if they are asking for what may be privileged information are sent to our solicitor for review first. Our solicitor then drafts the response after we provide him with the response documents, and he may redact privileged information from that response. He then sends the cover letter and all the documents that need to go with the response to DELCORA. The sewer planning modules when received are scanned in and emailed to our consultant at Catania Engineering to review. Then Catania sends DELCORA their response after their review and they determine if the sewer module can be approved and signed as received or if a tapping fee is required first prior to DELCORA signing off on the application. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. HEALTH INSURANCE CAPS FOR 2021:

• MONTHLY CAPS ON AUTHORITY CONTRIBUTION FOR MEDICAL AND PREMIUMS FOR 2021

- Single \$ 857.82
- Parent/Child \$1,529.81
- Parent/Children \$1,529.81

- Husband/Wife \$1,973.73
- Family \$2,610.67

Following discussion, it was the consensus of the Committee to recommend Board approval of the above Health Insurance Caps for 2021. This item will be placed on the agenda for the December 15th, Board Meeting

6. DELCORA COMMITTEE AND BOARD MEETINGS SCHEDULE FOR 2021: Mr. Lucas asked the Committee to review the meeting schedule for 2021. This item will be placed on the agenda for the December 15^h Board Meeting.

7. 2021 HOLIDAY SCHEDULE: The Holiday Schedule for 2021 was provided for the Committee's review. This item will be placed on the agenda for the December 15th Board Meeting.

8. APPOINTMENTS OF ADVISORS FOR 2021

- AUDITOR (LEITZELL & ECONOMIDIS, PC)
- PENSION ADVISORS (CBIZ InR ADVISORY SERVICES, LLC CONTINUES AS INVESTMENT ADVISOR AND CBIZ SAVITZ RETIREMENT PLAN SERVICES CONTINUES TO PROVIDE ACTUARIAL SERVICES)
- FINANCIAL ADVISOR (PUBLIC FINANCIAL MANAGEMENT, INC.)
- SOLICITOR (MCNICHOL, BYRNE & MATLAWSKI, P.C.)

Following discussion, it was the consensus of the Committee to recommend that the Board accept the above Advisor Appointments. These items will be placed on the agenda for December 15th Board Meeting.

9. GRIEVANCE ACTIVITY: Mrs. Amadio reported there are no grievances at this time.

10. HR UPDATES: Mrs. Amadio mentioned that COVID is an ongoing thing. DELCORA updated our policies and procedures and also implemented a mandatory mask wearing policy.

11.

12. EXECUTIVE SESSION: There was no Executive Session.

13. ADJOURNMENT: It was moved by Mr. Mullen seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:41 p.m.