

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JULY 12, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, Pisani, and Willert, Mesdames Amadio, Bonnett, Caulk, Middleton, 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 mentioned there were some change overs as some union guys joined us and some left. There still are a few employees are out on Short Term Disability hopefully they will be returning soon. Mrs. Amadio had no additions to her written report, but would answer any questions. Mr. Willert asked if there were any updates on COVID. Mrs. Amadio reported there was not and that we are continuing to utilize our same policies and procedures we have had in place. Mrs. Amadio mentioned that the state of Pennsylvania did change their mask policy. DELCORA is still continuing to operate from the most recent policy and procedure changes. If individuals have been vaccinated they are not permitted to wear a mask. Those that feel more comfortable to continue to wear a mask have done so. Operations continues to run smoothly as it relates to Covid. Mrs. Amadio let everyone that we had been notified by the Teamsters and that they would like to begin negotiating a new contract following the end of our current contract in January 2022. The committee had no other questions or comments to the written report.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the items that the Admin team worked on during the last four weeks. Under Publics Works Contracts, there are two contracts going through the close out process and two contracts undergoing the change order process. They will remain on the report until all steps in the process are completed. Under Insurance Claims, there was one sewer backup claim received last month. Whenever we get a claim for sewer backup property damage or for vehicle accidents, all relevant information such as invoices and photos from the claimant, and the DELCORA contact information is forwarded to our insurance carrier, A. J. Gallagher, and that starts the claim process.

There were four sewer planning module applications received and sent to Catania Engineering for review, and various pretreatment correspondence was completed and mailed as shown on the report. There was only one Right to Know request received last month but, just as information, for the first six months of 2021, we received and responded to 14 Right to Know requests compared to 21 in the first six months of 2020. Progress continues on the cleanout of files that don't need to be retained. The contents

of these files are being entered on an Excel spreadsheet that will become the attachment to the resolution when they are ready to be destroyed. The remainder of the report lists the other routine items the Admin team worked on. 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. EXECUTIVE SESSION: There was no Executive Session.
7. ADJOURNMENT: It was moved by Mr. Monaghan seconded by Mr. Lucas, and unanimously carried to adjourn the meeting at 3:36 p.m.