

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

SEPTEMBER 13, 2021 (VIRTUAL)

Attendants: Messrs. Cherico, Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, and Willert, Mesdames Amadio, Bonnett, Caulk, Cummings, Nichols, and Sage.

Mr. Mike Ewall of Energy Justice Network was present. There were no other 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 mentioned she did not have too many updates to the report. A couple of people are still out on disability currently. We continue to monitor the CDC guidelines/recommendations as well as the PA Health Department as it relates to COVID. We have not needed to revise any of our policies at this time, but if we need to we are ready to reflect any changes as they arise. It is important for DELCORA to be fully staff. We are still following our policies and providing thorough cleaning. We continue to monitor each situation individually. There was a labor management meeting last month most of their questions were related to the Aqua transition. However, we really did not have much information right now at this time because of the acquisition being a little stagnant. We will be negotiating a new contract as the current contract ends January 2022. We are setting up a few dates for negotiations and will coordinate with the Union. Mrs. Amadio had no additions to her written report, but would answer any questions. Mrs. Nichols wanted to know if we enter the contract as DELCORA would Aqua honor it. Mrs. Amadio replied that they would. The committee had no other questions or comments to the written report.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the usual items that the Admin team worked on during the last four weeks. There wasn't too much activity under the Public Works Contracts section. For the T-28 Construction contract, there were five addendums issued by the consulting engineer. There were six insurance renewals sent out to contractors. The Admin team maintains a tickler file for contractor insurance renewals. When a contract is awarded, a copy of the insurance certificate is placed in the tickler file in the month before the coverage expires. Then, each month, these copies are removed and letters are sent to the contract for renewal. This continues to be done until the contract close out date surpasses one year. Continuing, Ms. Bonnett stated that there were three new sewer planning module applications received and sent to Catania Engineering for review. The Admin team also routinely follow ups with Catania for any other applications that are still pending. Also, various pretreatment correspondence was completed and mailed out as listed on the report. The remainder of the report lists all of the other items the Admin team worked on. Ms.

Bonnett had no other additions to the report, but would answer any questions. The Committee had no questions or comments to the written report.

5. RESOLUTION NO. 2021-09 – HONORING THE SERVICE OF DERICK BLACKBURN:

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 21th Broad meeting.

6. RESOLUTION NO. 2021-10 – AUTHORIZING THE MINIMUM MUNICIPAL OBLIGATION BUDGET FOR 2022 – PENSON FUND

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 21th Board meeting.

7. GRIEVANCE ACTIVITY: Mrs. Amadio reported there were no grievances at this time.

Prior to adjournment Mr. Kern wanted to mention that as to the items he talked about at the last meeting about the post-sale activities, a meeting was held with Pat Larkin about the insurance. The committee realized that another meeting will be needed. Also, some amendments needs to be added to the by-laws. Adam Matlawski put together a proposal for the amendments. Mr. Kern wanted to know if anyone had seen them. Mr. Kern wanted to be sure that amendments would include proper wording on by-laws, virtually meeting, Board members liability post-sale. Mr. Willert mentioned that Mr. Matlawski send an email recently requesting a word document that he could change. Ms. Bonnet send a word document to him today. Mr. Willert assured everyone as soon as he received the document from Mr. Matlawski he would forward the revised document to everyone. Mr. Kern was also concerned about Board member liability post sale and would like some legal advice on any liability. He also had concerns about the articles of incorporation. Mr. Willert met with legal and it seems more logical as per county ordinance would be to present county with dissolution certificate of the authority and the county would be administers of the Trust. Mr. Willert will set up meeting with the Board and Legal in the near future.

8. EXECUTIVE SESSION: There was no Executive Session.

9. ADJOURNMENT: It was moved by Mr. Monaghan seconded by Ms. Sage, and unanimously carried to adjourn the meeting at 3:50 p.m.