

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

OCTOBER 13, 2021 (VIRTUAL)

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

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 had couple of quick updates. There was one separation from the Authority this past month. It was an individual who was out on Short Term Disability for the full 34 weeks. He was officially terminated as of September 24, 2021 from the Authority. His job has been posted and we are working on filling the position. We had a couple of new Short Term Disability claims. A couple of people have come off Disability. In terms of Workers Comp. we don't have any new updates there. We are still planning on our upcoming Union negotiations to begin in November. We have our annual Holiday Party scheduled for Friday, December 3rd. A poll was sent out to our employees to get an idea of how many will be attending. Mrs. Amadio wanted to let the Board know to mark their calendars and if they can attend we would love to have them at this year's Holiday Party. The Social Committee recognized that this is the 50th Anniversary since DELCORA was established. We have decided to combine the Holiday Party with the 50th Anniversary celebration. The planning has just begun, but we are looking forward to hosting a nice event for all our employees. Some COVID-19 updates, we recently updated our policy to better fall in line with our essential business functions. We will continue to monitor our COVID-19 policy as we have done so through the pandemic. Mrs. 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 stated that the report lists the usual items that the Admin team worked on during the last four weeks. As shown on the report, there was one contract bid package for sale. Notices of Award for the T-28 Construction and PS-5 Modifications project were sent to Allan Myers and Philips Brothers Electrical Contractors. All fully executed Award documents were received from them. She is waiting for a start date from Engineering so we can issue the Notices to Proceed. Under Contract Final/Closeout, the initial close out letter was sent in September to the contractor, A. J. Jurich, with all of the required close out documents for them to execute. Once we get those documents back, the close-out will be placed on the O&E and Board agendas for close-out approval. There were two new sewer planning module applications received and sent to Catania Engineering for review. Catania determines if the application can be approved or if the developer needs to pay a tapping fee first prior to approval and sign off. Also listed on the report are the various types of pretreatment

correspondence that were finalized and mailed. The remainder of the report lists the other routine items the admin team processed. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. RESOLUTION NO. 2021-14 – HONORING THE SERVICE OF STEVEN COSELLA:

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 October 19th Board meeting.

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

7. EXECUTIVE SESSION: There was no Executive Session.

8. ADJOURNMENT: It was moved by Mr. Knapp seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3:38 p.m.