

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

DECEMBER 13, 2021 (VIRTUAL)

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

Mr. Mike Ewall of Energy Justice Network and Ms. Kearni Warren were present. There were no other 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 wasn't too much to update. There are a couple of new Short Term Disability. We are still in the process of negotiations with the Union. We had a couple of meeting with them so far. Another meeting is scheduled for this Wednesday. Once we have things finalized with the Union, we will have more information to report to the Board. 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 items that the Admin team worked on during the last four weeks. There was one contract bid package for sale and one addendum issued for the Church Street contract. That bid opening is tomorrow. Notices to Proceed were issued to Allan Myers and Philips Brothers Electrical Contractors for the T-28 Construction and PS-5 Modifications project. She noted that there were nine sewer planning module applications processed and various types of pretreatment correspondence were finalized and mailed. A majority of the item topics that the Admin Team works on monthly are fairly consistent, but the volume of the work varies each month. Of special note, Ms. Bonnett stated that the team processed and responded to a total of 29 Right to Know requests and 28 sewer planning modules applications in 2021. The remainder of the report lists the other routine items the Admin team processed during the month. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.
5. DELCORA COMMITTEE AND BOARD MEETINGS SCHEDULE FOR 2022: Mr. Monaghan asked the Committee to review the meeting schedule for 2022. This item will be placed on the agenda for the December 21st Board Meeting.

6. 2022 HOLIDAY SCHEDULE: The Holiday Schedule for 2022 was provided for the Committee's review. This item will be placed on the agenda for the December 21st Board Meeting.

7. APPOINTMENTS OF ADVISORS FOR 2022

- AUDITOR (LEITZELL & ECONOMIDIS, PC) (approved in November)
- 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 21st Board Meeting.

8. RESOLUTION NO. 2021-34 – UPDATE SIGNATORIES ON TD AMERITRADE COPORATE ACCOUNT NO. 913232097 JJP

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 December 21st Board meeting.

9. RESOLUTION NO. 2021-35 – UPDATE SIGNATORIES ON TD AMERITRADE COPORATE ACCOUNT NO. 913232093 MJD

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 December 21st Board meeting.

10. RESOLUTION NO. 2021-36 – UPDATE SIGNATORIES ON TD AMERITRADE COPORATE ACCOUNT NO. 913053515 RJW

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 December 21st Board meeting.

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

12. EXECUTIVE SESSION: There was no Executive Session.

13. ADJOURNMENT: It was moved by Mr. Lucas seconded by Mr. Pisani, and unanimously carried to adjourn the meeting at 3:38 p.m.