

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

SEPTEMBER 12, 2022 (VIRTUAL)

Attendants: Messrs. Cherico, Garner, Hurst, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Nagle, Willert, Mesdames. Amadio, Billings, Bonnett, Byrd, Caulk, Cummings, Nichols, and Sage.

Public attendees: Z. Mayfield, S. Newell, M. Barbiero, Peter, 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 reiterated that the information provided in the report is based on the previous month of the committee meeting. She reported that the interviews for the Community Engagement and Outreach position have concluded and the position has been filled. The new employee will be starting on Tuesday, September 13, 2022. Mr. Willert added that the candidates name was Michelle Jackson and he was extremely impressed with Michelle and her experience within the community. Mr. Moss and Ms. Nichols spoke very highly of Michelle as well. Mrs. Amadio added that the interview process for the Laboratory Technician position is ongoing. Lastly, Mrs. Amadio reported that the MMO request for Savitz was completed and sent to compute the pension MMO calculation. Savitz has provided DELCORA with the MMO to place on the Board Agenda for September.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the items that the Admin team worked on during the last four weeks. She noted that there was one contract out for bid and that the bid opening is tomorrow for the Annual Electrical Maintenance contract. The Notice to Proceed for the Annual Sewer Maintenance contract was issued so the close-out process of the previous Sewer Maintenance contract has begun. She also reported that there was some activity this month under Sewer Connection permits and there were four sewer planning module applications received. These were sent to Catania Engineering for review. 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 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: No grievance activity was reported.

6. EXECUTIVE SESSION: There will be an Executive Session following the SPAG meeting.
7. ADJOURNMENT: It was moved by Ms. Billings, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3:39 PM