

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

OCTOBER 13, 2022 (VIRTUAL)

Attendants: Messrs. Cherico, Garner, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Nagle, Willert, Mesdames. Amadio, Billings, Bonnett, Byrd, Cummings, Jackson, 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 introduced Michelle Jackson as our new Community Engagement and Outreach Coordinator. Mrs. Amadio advised the Board of Mr. Ray Rios's resignation. She also mentioned the date for the Holiday Party and advised everyone to save the date. Lastly, she reported the HR team is working on updating employees' personal information and all information will be updated annually moving forward.

Mr. Willert added that the solicitor and his team were still reviewing and making updates to the salaried employee handbook. He mentioned that a meeting was pending with the solicitor and his team, and we are hopeful to have more information about this topic next month. Ms. Nichols asked if any collective bargaining agreements (CBA) needed to be negotiated. Mrs. Amadio replied no, we only have one CBA, and that contract was negotiated last year and will continue through 2024.

4. ADMINISTRATION REPORT: Ms. Bonnett reviewed her report. She stated that there was a Notice of Award issued to Philips Brothers Electrical Contractors for the Electrical Maintenance contract and that the Notice to Proceed will be issued shortly. Under Contract Final/Closeout, an initial close-out letter was sent to the contractor, A. J. Jurich, for the previous Annual Sewer Maintenance contract, with all of the required close-out documents for them to execute. Once those documents are returned, the close-out will be placed on the O&E and Board agendas for close-out approval. She also stated that there were three new sewer planning module applications received and sent to Catania Engineering for review. Catania will determine if the application can be approved or if the developer needs to pay a tapping fee first prior to approval and sign-off. Ms. Bonnett also noted that various types of pretreatment correspondence were finalized and mailed. The remainder of the report listed 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 on the written report.

5. GRIEVANCE ACTIVITY: No grievance activity was reported.

6. EXECUTIVE SESSION: There was no Executive Session.

7. ADJOURNMENT: It was moved by Mr. Mullen, seconded by Ms. Billings, and unanimously carried to adjourn the meeting at 3:35 PM.