

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

NOVEMBER 07, 2022 (VIRTUAL)

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

The following was present: Mike Ewall. 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 reported that Latoya Bowers was hired to fill the open position of Laboratory Technician. She reported that Ms. Bowers is a Chester City resident and that we are excited to have her join the DELCORA team. Secondly, Mrs. Amadio highlighted that DELCORA's Holiday Party is scheduled for Friday, December 2, 2022. She reminded the Board to mark their calendars and noted that the invitations will be mailed within the week. Mrs. Amadio reported that there were no additions to her written report but would answer any questions. The committee had no questions or comments to the written report.

4. ADMINISTRATION REPORT: Ms. Bonnett reported that the Notice to Proceed was issued to Philips Brothers Electrical Contractors for Contract No. TEW-2206-C, the new Electrical Maintenance contract. Under Contract Final/Closeout, the initial close out letter was sent to the contractor, Allan Myers, for the WRTP Plant Upgrades 2020 project. Once we get those documents back, the close-out will be placed on the agendas for close-out approval. All of the executed close-out documents were received from A. J. Jurich for the previous Annual Sewer Maintenance contract so that is on the agendas this month for close-out approval. Ms. Bonnett also noted that a monthly tickler file is kept for contractors' insurance coverage about to expire and renewal letters are sent out when needed. She stated that there were four new sewer planning module applications received and 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 typical items the admin team processed. Ms. Bonnett stated that the first draft of the 2023 meetings list was created and will be sent to the Board for review. The 2023 meetings schedule will be placed on the December agendas for approval and will be advertised by the end of the year. Ms. Nichols asked if the days or number of meetings will change. Mr. Willert responded that, per the By-Laws, the days of the meetings will not be changed for 2023. Ms. Bonnett had no additions or changes to her written report. The Committee had no other questions or comments on the written report.

5. EXECUTIVE SESSION: There was no Executive Session.

6. ADJOURNMENT: It was moved by Mr. Knapp, seconded by Mr. Moss, and unanimously carried to adjourn the meeting at 3:36 PM.