

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

DECEMBER 12, 2022 (VIRTUAL)

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

The following were present: Mike Ewall and Samantha Newell. 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 highlighted a few events that took place at the beginning of December. She spoke about our annual Wellness Day/Open enrollment, as well as our Company's Holiday Party which both were a success. Mrs. Amadio had no additions or changes to her written report. The Committee had no questions or comments on 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. The two contracts out for bid will be opened in January and the other contract items listed were initiated by the Engineering Department. She noted that there were five 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 23 Right to Know requests and 27 sewer planning modules applications in 2022. 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 2023: Ms. Nichols stated that the meeting schedule can be found online on Board Paq. There will not be any changes to the meeting dates. The Committee had no questions or comments to add. This item will be placed on the agenda for the December 20th Board Meeting.

6. 2023 HOLIDAY SCHEDULE: Ms. Nichols stated that Juneteenth has been added to the 2023 holiday schedule. The Committee had no questions or comments to add. This item will be placed on the agenda for the December 20th Board Meeting.

7. HEALTH INSURANCE CAPS FOR 2023:

- Monthly Caps On Authority Contribution For Medical And Dental Premiums For 2023:
 - Single \$ 857.82
 - Parent/Child \$1,529.81
 - Parent/Children \$1,529.81
 - Husband/Wife \$1,973.73
 - Family \$2,610.67

Ms. Nichols briefly discussed the monthly caps for each household. The Committee had no questions or comments to add. This item will be placed on the agenda for the December 20th Board Meeting.

8. APPOINTMENTS OF ADVISORS FOR 2023:

- Auditor (Leitzell & Economidis, PC) (Approved In November)
- Pension Advisors (CBIZ InR Advisory Services, Llc Continues As Investment Advisor And CBIZ Benefits & Insurance Services Continues To Provide Actuarial Services)
- Financial Advisor (Public Financial Management, Inc.)
- Solicitor (Grim, Biehn & Thatcher)

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 20th Board Meeting.

9. EXECUTIVE SESSION: An Executive Session will be held after the SP&G meeting.

10. ADJOURNMENT: It was moved by Ms. Sage, seconded by Mr. Moss, and unanimously carried to adjourn the meeting at 3:40 PM.