

## MINUTES

### HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

FEBRUARY 13, 2023 (VIRTUAL)

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

The following were present: Z.T. Mayfield and Joyce Bell. 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 there have been two additions to the authority as well as two separations within the last month. Mrs. Amadio also reported that there are a few legal topics that are in John Rice's hands that she is not able to elaborate on at this time. Mrs. Amadio had no additions or changes to the written report.

Ms. Nichols asked if the board will be updated on any legal matters during an executive session or will they be updated as the legal matter progresses? Mr. Willert answered if needed, the Board will be updated during an executive session.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the items that the Admin team worked on during the last four weeks. Under Public Works Contracts, there were two Notices of Award issued for the Paving Contract and the Townsend Street Contract. All of the properly executed award documents were received. As soon as start dates are provided by the Engineering Department, the Notices to Proceed will be issued. There was one change order on the report which is on the O&E agenda for consideration, then will be placed on the Board agenda for approval. Also, Ms. Bonnett stated that there were three sewer planning module applications received and sent to Catania Engineering for review, and there were also various types of pretreatment correspondence that were finalized and mailed. The remaining items listed on the report are ongoing tasks that are handled every month but vary from month to month. Ms. Bonnett had no additions or changes to the written report. The Committee had no questions or comments to the written report.

5. HR UPDATES: There are no additional HR updates.

6. EXECUTIVE SESSION: There was no Executive Session.

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