

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

MARCH 13, 2023 (VIRTUAL)

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

The following were 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 a grievance was filed earlier in the month which was handled internally. Lastly, she stated that she did post the temporary bid list for the year. Mrs. Amadio had no additions or changes to the 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. Under Public Works Contracts, she stated that there were two Notices to Proceed issued for contracts that were awarded last month: the Paving Contract and the Townsend Street Contract. The one change order listed on the report was approved last month so a Board approval letter and a fully executed copy of the change order was sent to the contractor. She stated that there was one insurance claim made for a sewer backup issue. All information was sent to Gallagher Insurance for further investigation. There were four sewer planning module applications received and processed, and various pretreatment correspondence was finalized and mailed. She also noted that sewer complaints are received either by phone or in person and are entered into the CityWorks software system for the Sewer Maintenance department to address. Ms. Bonnett reported that a majority of the items that the Admin Team works on each month are fairly consistent but the volume of the work varies each month. The remainder of the report lists the items that the Team processed during the month. Lastly, Ms. Bonnett noted that she recently gave a presentation to Michelle Jackson's students regarding the various duties of the Admin Team and also provided a brief explanation of the Board and Committees, such as, how often they meet, terms, titles, and duties. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

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