

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

APRIL 10, 2023 (VIRTUAL)

Attendants: Messrs. Cherico, Garner, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Nagle, Willert, Mesdames. Amadio, Billings, Bonnett, Byrd, Caulk, 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 few new employees have been hired recently, including Tim Fedalen who is a Process Automation Security Specialist, as well as Michael Delacy who is a Central Maintenance Electrician. Mrs. Amadio also reported the separation of Bill Smith, she stated that his role has not been filled, but that we are looking to do some reorganizing. Mrs. Amadio and Mr. Willert reported that Bob Willert held the semi-annual internal employee meeting for DELCORA employees. This internal meeting is used to provide employees with important updates and information as it relates to every department at DELCORA. Lastly, Mrs. Amadio reported that the salaried employee handbook was reviewed by the solicitor and sent to staff for review. Staff met to review the updates provided by the solicitor and made additional revisions that will now be sent back to the solicitor for final review and discussion. Mrs. Amadio had no additions or changes to the written report.

Ms. Nichols asked how long Bill Smith was employed with DELCORA? Mrs. Amadio answered eight years. Ms. Nichols also asked if there would be a resolution for Mr. Smith? Mrs. Amadio answered, yes, there will be a resolution prepared and presented to him at the May Board meeting.

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 was one contract awarded last month and two Notices to Proceed were issued. Also, close-out documents were sent for the two contracts listed on the report. She stated that there were five sewer planning module applications received and processed, and the types of pretreatment correspondence finalized and mailed that are listed on the report varies from month to month. Ms. Bonnett stated that she is still waiting for a few 2022 State Ethics forms to be returned as they need to be sent to the County by May 1st. The remainder of the report lists the items that the Team handled 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

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5. ADJOURNMENT: It was moved by Mr. Mullen seconded by Mr. Moss, and unanimously carried to adjourn the meeting at 3:37 PM.