

## MINUTES

### HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

JULY 10, 2023 (VIRTUAL)

---

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

The following were present: There was no one in attendance from the public.

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 were two new hires in the month of June. One in the Automation Department and the other in Customer Service. She added that there were typical day-to-day operations in the HR Department for the month. Mrs. Amadio had no other additions or changes to the written report. The Committee had no questions or comments to 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. She noted that under Publics Works Contracts, the executed award documents were just received from S. J. Thomas for the WRTP Painting contract so the Notice to Proceed will be issued. Ms. Bonnett provided examples of regulatory reports that were recently submitted to the DEP which include the Annual Resource Recovery Report for 2022 and the Whole Effluent Toxicity Test Report for the 2<sup>nd</sup> quarter of 2023. Otherwise, she stated that the report includes all of the routine tasks that are handled every month and that nothing out of the ordinary occurred. She also mentioned that for the first six months of 2023, fifteen Right to Know requests were received and responded to compared to eight in the first six months of 2022. Ms. Bonnett had no additions or changes to her written report. In response to a question from Ms. Billings about the types of requests received, Ms. Bonnett stated that most requests are for sewer payment histories; however, we did just receive one for correspondence concerning the old Don Guanella property on Sproul Road in Marple Twp. That information is being compiled and will be reviewed by the Solicitor prior to the final response being sent. She also stated that a log is kept of all Right to Know requests and responses, and she can provide that if needed. The Committee had no other questions or comments to the written report.

5. ADJOURNMENT: It was moved by Mrs. Billings, seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:41 PM.