

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

SEPTEMBER 11, 2023 (VIRTUAL)

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

There were no 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 were no changes to her written report, but she highlighted that DELCORA had an employee retire in the month of August with over 40 years of experience. A resolution will be prepared for him at the October meeting. 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 there was no activity under Public Works except for one insurance renewal that was sent out on a closed out contract. The Admin team maintains a monthly Tickler file as a reminder to send out insurance renewals for all contracts. She also stated that there was one new sewer connection permit issued, and that there were five sewer planning module applications received and sent to Catania Engineering for review. The remainder of the report lists the other routine items the Admin team worked on. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. RESOLUTION NO. 2023-07 – AUTHORIZING THE MINIMUM MUNICIPAL OBLIGATION BUDGET FOR 2024 – PENSION FUND: At Ms. Nicholas request, Mr. Cherico explained to the Board that the MMO (Minimum Municipal Obligation) is provided by the CBIZ Benefits & Insurance Services, Inc., the actuary company for DELCORA. He explained that the amount stated in the attached Resolution is budgeted for the 2024 Retirement Plan. This is the amount that needs to be budgeted from the General Fund. There were no further questions.

Following the discussion, it was the consensus of the Committee to recommend Board approval of the above resolution. This item will be placed on the agenda for the September 19th Board meeting.

ADJOURNMENT: It was moved by Mr. Knapp, seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3:39 PM.