

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

NOVEMBER 13, 2023 (VIRTUAL)

Attendants: Messrs. Cherico, DiSantis, S. Garner, Hurst, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Nagle, Willert, and Mesdames Amadio, Billings, Bonnett, Byrd, Caulk, B. Garner, Jackson, Nichols, 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 advised the committee that during the month of October DELCORA had a CM Electrician start. Also, our employees took part in Breast Cancer Awareness month by making donations that will be given on DELCORA's behalf. A portion of the proceeds will go to the Susan G. Komen Foundation and the other portion of the proceeds will go to the HEADStrong Foundation. Our employees rose to the occasion and were so generous in their gifts, we are forever grateful to the employees that work here at DELCORA. Lastly, Mrs. Amadio reported that there was a quarterly labor management meeting with the Shop Stewards. She advised that nothing was noteworthy that was discussed. Mrs. Amadio had no other additions or changes to the written report. The Committee had no questions or comments on the written report.

Mr. Willert thanked everyone involved with the Community Day at the plant. He added that all that attended really enjoyed it.

4. ADMINISTRATION REPORT: Under Public Works, Ms. Bonnett reported that two award letters were sent out and when the executed award documents are received, then the Notice to Proceed will be issued. Also, there were two close-out letters sent out. Once those documents are completed and returned, the close-outs will be placed on the agendas for close-out approval. She also stated that there were five new sewer planning module applications received and sent to Catania Engineering for review. Also listed on the report are the various types of pretreatment correspondence that were finalized and mailed. Ms. Bonnett stated that the first draft of the 2024 meetings schedule was created and will be sent out this Wednesday for review when she sends the first draft of the Board agenda. She noted that the 2024 meetings schedule will be placed on the December agendas for approval and will be advertised by the end of the year. The remainder of the report lists the other typical items the Admin team processed. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments on the written report.

5. ADJOURNMENT: It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to adjourn the meeting at 2:37 PM.