

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

FEBRUARY 12, 2024 (VIRTUAL)

Attendants: Messrs. Cartafalsa, Cherico, S. Garner, Kern, Lenton, Martin, Moss, Mullen, Nagle, Willert, and Mesdames Amadio, Billings, Bonnett, Byrd, Caulk, B. Garner, Jackson, Keffer, and Nichols.

There were no members of the public present.

1. ROLL CALL: Eight 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 was one addition to the authority Vincenzo DiSantis filling the role of Meghan O'Donnell, who left in September of last year. She advised that DELCORA had a couple employees retire, last December, Stefan Roots and Robert Bennett a mechanic in January 2024. She reported that Brad Warner from CBIZ was on-site conducting individual meetings with employees reviewing their retirement accounts. Lastly, Mrs. Amadio reported that DELCORA had its Annual Holiday Party on the snowiest day of the year, meanwhile, it was a great turn out despite the weather. Mrs. Amadio had no additions or changes 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. Under Public Works Contracts, there was one close-out letter with the required documents sent to A. F. Damon for the current annual Paving contract. When those documents are completed and returned, that item will be placed on the agendas for formal approval. There was also one change order listed for the Incinerator Maintenance contract which is on the O&E agenda for consideration, and then it will be placed on the Board agenda for approval. Also, Ms. Bonnett stated that there were eight sewer planning module applications either sent to Catania Engineering for review or final approvals were sent out. There were also several regulatory reports received from Engineering that were finalized and sent to EPA and DEP. The remaining items listed on the report are ongoing tasks that are handled every month, but the quantity varies from month to month. Ms. Bonnett had no additions or changes to the written report. The Committee had no questions or comments to the written report.

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