

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

MARCH 11, 2024 (VIRTUAL)

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

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 there was one new hire who filled the vacancy of Stefan Roots. Mr. Russell Smith was hired in the Remote Operations Department. In addition, Mrs. Amadio reported that there are no Workers' Compensation or Disability claims at present. Mrs. Amadio had no additions or changes to the written report.

Ms. Nichols asked, was the Separation of Service voluntary or in-voluntary. Mrs. Amadio explained that the employee was not cleared to return to work after being out on Disability. Ms. Nichols asked, with the number of Years of Service can the employee be accommodated in any way. Mrs. Amadio advised that DELCORA has been working on Early Retirement for this employee. In addition, Ms. Nichols recommended a Resolution be prepared for the employee.

The Committee had no additional 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. Under Publics Works Contracts, she stated that the bid documents are now available for sale for the new Paving contract and the Notice of Award was sent to S. J. Thomas for the Municipal Inflow Reduction-Phase 1 project. Also, the fully executed close out documents were just received from A. F. Damon for the previous Paving contract so that close out is on the agendas this month for consideration and approval. The one change order listed was approved last month so a Board approval letter and a fully executed copy of the change order was sent to the contractor. Ms. Bonnett reported that there were seven sewer planning module applications received and processed. She also noted that sewer complaints are received either by phone or in person and are entered into the CityWorks software system for the Sewer Maintenance department to address and that the Info Link inquiries are mostly for customer service. Lastly, there were also several

regulatory reports received from Engineering that were finalized and sent to EPA and DEP. Ms. Bonnett had no additions or changes to her written report.

Ms. Keffer asked what type of Inflow Reduction Phase I projects were there and if they are all in Chester City. Mr. Willert advised that some are in Chester and in the County, which was discussed last month. The Committee had no other questions or comments to the written report.

5. EXECUTIVE SESSION: There was no Executive Session after this meeting.

6. ADJOURNMENT: It was moved by Ms. Keffer, seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3:36 PM.