

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

APRIL 08, 2024 (VIRTUAL)

Attendants: Messrs. Cherico, S. Garner, Kern, Lenton, Moss, Mullen, Nagle, 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: 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 day-to-day operations continued as usual. The Annual License Verification was completed in March. A memorandum was sent to all employees regarding the DELCORA Medical Marijuana Policy in the workplace. Mrs. Amadio stated that this policy was already in the employee handbook, but there was some need to reiterate the policy based on the guidelines provided by the state of Pennsylvania. 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 Public Works Contracts, she stated that the new Paving contract has been out for bid since March 6th and that the bids will be opened tomorrow. Also, the Notice to Proceed was issued on March 25th to S. J. Thomas for the Municipal Inflow Reduction – Phase 1 project. She stated that there were four sewer planning module approvals processed and that the remaining items on the report are ongoing tasks that are handled each month. Ms. Bonnett mentioned that she is still waiting for a few 2023 State Ethics forms to be returned as they need to be sent to the County by May 1st. 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. 2024-03 – RETIREMENT OF ROBERT BENNETT: Mrs. Amadio explained that this Resolution was for Mr. Robert Bennett's Retirement.

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 April 16th Board meeting.

6. RESOLUTION NO. 2024-04 – HR BOX DISPOSAL: Mrs. Amadio explained that there is an upcoming shredding event and based on the guidelines in the municipal records manual there were a number of boxes that fall under the disposal category based on time.

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 April 16th Board meeting.

7. ADJOURNMENT: It was moved by Ms. Keffer, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3:37 PM.