

MINUTES
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING
MAY 13, 2024 (VIRTUAL)

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

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. Mr. Lenton reported that day-to-day operations continued as usual. There were no changes in Staffing, no Separations, Disability or Workers' Compensation and no Grievances were filed this month. Mr. Lenton advised that employees signed and returned to HR the memorandum acknowledging DELCORA's Medical Marijuana Policy. He advised that based on the CDC, DELCORA is treating COVID-19 like the flu virus as the CDC says. Lastly, Mr. Lenton stated that Staff conducted the Quarterly Employee Meetings with Union and Non-Union employees from all departments, advising them of what is taking place at present, at DELCORA. The Executive Director along with Staff reported on their departments about progress. Mr. Lenton had no additions or changes to his written report. The Committee had no questions regarding the written report. However, Ms. Nichols did thank Mr. Lenton for stepping back into the HR role. She stated that she was confident that Mr. Lenton was more than capable of the responsibility.

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 the Notice of Award and the Notice to Proceed were sent out for the new paving contract. She also reported that there were five sewer planning module applications received and processed. Ms. Bonnett stated 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. The remainder of the report lists the other items that the Team handled during the month. Lastly, she stated that all the completed 2023 Statement of Financial Interests forms received were sent to the County by the May 1st deadline. Ms. Bonnett had no additions or changes to her written report.

Ms. Nichols had a question regarding the sewer maintenance complaints, does DELCORA get them from the City of Chester Public Works Department as well as individual residents. She stated that she asked this because of the sinkholes and things that are accruing in the city. She wanted to know how they are addressed. Mr. Lenton advised the Board that generally the City of Chester does contact DELCORA at times when there is an emergency of sinkhole complaint. He also advised that DELCORA

sends a crew out immediately. Aside from that DELCORA works through customer complaints received through the hotline. Crews are immediately dispatched. The Committee had no other questions or comments to the written report.

5. EMPLOYMENT CONTRACT RENEWAL: Ms. Nichols advised the Committee that this is the renewal contract for Mr. Willert.

Following discussion, it was the consensus of the Committee to recommend Board approval of the above Employment Contract Renewal. This item will be placed on the agenda for the May 21st Board meeting.

6. RESOLUTION NO. 2024-06 – DISPOSITION OF RECORDS – MISC. ADMINISTRATIVE & ENGINEERING FILES: Ms. Nichols explained that this resolution was for Disposition of Records.

Following 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 May 21st Board meeting.

7. ADJOURNMENT: It was moved by Mrs. Billings, seconded by Mr. Martin, and unanimously carried to adjourn the meeting at 3:43 p.m.