

MINUTES
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING
JUNE 10, 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 was one member of the public present. Mike Ewall.

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 there were no staffing issues to report at this time. He reported that there was one voluntary separation for the month of May. Mr. Mark Perrotta, voluntary separation. He went back to work for his family business. Mr. Lenton reported that we had one new Short Term Disability claim, an administrative employee went out on short-term disability on May 9th. Regarding Old Disability Claims, and Workers' Compensation, there are none for the month. Mr. Lenton was happy to report that there were no Union Grievances at present. Lastly, the HR updates for the month of May, day-to-day operations continued as usual. Mr. Lenton reported that between, Kait, Trena and himself, there had been two pension estimates prepared, eight employee coaching sessions regarding attendance, ten employee assistance with eSuites, the payroll portal, three employees were informed about FMLA/STD benefits, five employees were helped with payroll concerns, and the union seniority list was updated. The typical HR activities, including answering employee concerns, updating personal information and processing payroll took place in the month. Mr. Lenton had no other updates to his written report. However, he did report that one of the employees, Ed Paulino, a lifetime Navy man, discovered that a ship was commissioned here in the City of Chester, named the USS Chester. He researched the ship and discovered that it was commissioned in June of 1930 and de-commissioned in 1946. He could not locate the ship's bell but found a plaque weighing approximately 400 pounds in the basement of City Hall. Mr. Pauline and a few other men are cleaning it to be re-presented back to the City of Chester. Mr. Lenton then presented some of the battles the ship was in and advised of some of the awards the ship received. He advised the Board that he would inform them when DELCORA is ready to present the plaque back to the City of Chester. The Committee had no other 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. She noted that under Public Works Contracts, there are two contracts listed that were Authorized to be Advertised at the last Board meeting. The Sewer Maintenance contract bid documents will be available for purchase on June 17th with the bid opening on July 9th. The remainder of

the report lists the other routine tasks that the Admin team handles every month and nothing out of the ordinary occurred. Ms. Bonnett had no additions or changes to her written report. Mr. Kern inquired about the two Right to Know requests listed on the report. Ms. Bonnett responded that she will provide the details about those requests. The Committee had no other questions or comments to the written report.

5. ADJOURNMENT: It was moved by Mr. Martin, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3:38 p.m.