

MINUTES
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING
DECEMBER 09, 2024 (VIRTUAL)

Attendants: Messrs. Cartafalsa, Cherico, Kern, Lenton, Martin, Moss, Mullen, Nagle, Schuster, Willert, and Mesdames Amadio, Billings, Bonnett, Byrd, Caulk, B. Garner, Jackson, 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. Mr. Lenton advised the Committee that there was no new staffing at this time. However, there was one separation of employment on November 25, 2024. Regarding short-term disability, an Operation Foreman went out on disability beginning November 23, 2024. He is expected to return in late December. Mr. Lenton reported that under old disability claims, A mechanic went out on October 4, 2024. He is expected back in mid-December. Another mechanic went out beginning September 9, 2024, and he is expected to return in early December, he is waiting to hear from the doctor. Mr. Lenton advised that there were no workers' compensation claims or grievances at this time. Regarding HR Updates, Mr. Lenton reported that there was a second union negotiation meeting on December 4, 2024. The next negotiation meeting is scheduled for Tuesday, December 17, 2024. Further, he reported that DELCORA hosted a successful wellness fair on November 21, 2024, where employees had the opportunity to participate in biometric screenings and vision testing. The event was well attended, and many employees took part. Continuing, Mr. Lenton advised the Board that two coaching sessions on various issues were held last month. Two pension estimates were completed for employees and five employees were helped with access to eSuite, our payroll portal. Eleven employees were helped with payroll concerns and three employees were helped with health insurance problems. Mr. Lenton reported that holiday invitations and holiday cards were sent out and continued preparation for the holiday dinner and service awards were made. One employee verification was completed in the month. Donations were presented to various organizations in support of Cancer Awareness. Lastly, Mr. Lenton reported that the typical day-to-day HR activities, including answering employee concerns, updating personnel information, filing, and processing payroll were done during the month. Mr. Willert added that DELCORA has two employees who will be acknowledged for 45 years of service. Ms. Nichols asked for the date for this year's Holiday Dinner. Mr. Lenton replied that the invitations were mailed. The Holiday Dinner is December 13, 2024, at the Lazaretto Ballroom, in Essington, PA, on a Friday night. Ms. Nichols asked the Board to block out that date on their calendars. The Committee had no additional questions or comments.

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 there was one Notice to Proceed issued and three close outs processed. She also noted that there were three sewer planning module applications processed and various types of pretreatment correspondence were finalized and mailed. Ms. Bonnett stated that a majority of the item topics that the Admin Team works on are fairly consistent but the volume of the work varies each month. Of special note, Ms. Bonnett stated that the team processed and responded to a total of 23 Right to Know requests and 32 sewer planning modules applications in 2024. The remainder of the report lists the other routine items the Admin team processed during the month. Ms. Bonnett had no additions or changes to her written report. Ms. Nichols asked about the sewer planning modules and what areas are usually included. Ms. Bonnett responded that the projects are situated in all of Delaware County and Edgmont Township. Ms. Nichols said she would follow up on that with Mr. Willert. The Committee had no further questions or comments to the written report.

5. DELCORA COMMITTEE AND BOARD MEETING SCHEDULE FOR 2025: The DELCORA Committee and Board Meeting Scheduled for 2025 was provided for the Committee's review. There were no questions or concerns.

It was the consensus of the Committee to recommend Board approval. This item will be placed on the agenda for the December 17th Board meeting.

6. 2025 HOLIDAY SCHEDULE: The Holiday Schedule for 2025 was provided for the Committee's review. There were no questions or concerns.

It was the consensus of the Committee to recommend Board approval. This item will be placed on the agenda for the December 17th Board meeting.

7. HEALTH INSURANCE CAPS FOR 2025: Mr. Lenton noted that the premiums have not increased for the past several years.

- Monthly Caps on Authority Contribution For Medical And Dental Premiums For 2025:

o Single	\$ 941.81
o Parent/Child	\$1,724.09
o Parent/Children	\$1,724.09
o Husband/Wife	\$2,196.86
o Family	\$2,775.54

Mr. Martin asked, did the numbers for the Cap stayed the same or had they been adjusted from 2024? Mr. Lenton replied that in the exchange that we participate in, they have increased approximately 8.5% but DELCORA did not see an increase in 7 years.

Following discussion, it was the consensus of the Committee to recommend Board approval of the above Health Insurance Caps for 2025. This item will be placed on the agenda for the December 17th Board Meeting.

8. ADJOURNMENT: It was moved by Mr. Martin, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3.40 p.m.