

**MINUTES**  
**HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING**  
**OCTOBER 7, 2024 (VIRTUAL)**

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Attendants: Messrs. Garner, Hurst, Kern, Lenton, Martin, Moss, Mullen, Nagle, Schuster, Willert, and Mesdames Amadio, 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 advised the Committee that there were no new staffing or separations at this time. Regarding short term disability, a mechanic went out beginning September 9, 2024. He is expected to return in early December. Mr. Lenton reported that the Administration employee returned to work on Tuesday, September 3, 2024, and a Sewer Maintenance Helper returned from disability on September 9, 2024. He advised that there were no Workers Compensation incidents this month, nor were there any grievances. Under Human Resources updates for the month, he advised that Union Negotiations for the upcoming contract will take place on Tuesday, October 29, 2024. Also, an internal meeting with Mr. Rice, Legal Counsel for DELCORA, will take place prior to that meeting. Mr. Lenton reported that HR had five coaching sessions on various issues and six employees were helped with access to eSuites, the payroll portal. Four employees were informed about FMLA/STD benefits, eight employees were helped with payroll concerns, and three employees were helped with health insurance problems. He also advised that one employee was given education assistance program information. Lastly, the typical day-to-day HR activities were done which were, answering employee concerns, updating personal information, filing, and processing payroll. Mr. Lenton had no additions or changes to his written report. However, Mr. Martin asked, "When does the Union contract expire and how long is the term of the contract?" Mr. Lenton replied that the contract expires January 8, 2025, and that it is normally a three-year term. Ms. Keffer asked, "Who sits at the negotiating table?" Mr. Lenton advised that he, the Executive Director, legal counsel, Ms. Byrd, Ms. Ryan, Mr. DiSantis as the Operations liaison, the four Shop Stewards and their business agent. Ms. Keffer also asked if there were any gaps in positions at this time. Mr. Lenton advised that there are internal gaps, which have been posted and may lead to a final posting of an incinerator operators' position. Ms. Billings asked, "What is the procedure for negotiations?" Mr. Lenton stated that in the first meeting the Union brings their demands to the table, the demands are then discussed and considered by Staff and Legal Counsel, and a second meeting with all takes place. Ms. Nichols asked if DELCORA has Labor Counsel or is it normally in-house Counsel. Mr. Lenton replied that DELCORA uses in-house Counsel. Lastly, Ms. Nichols had a question concerning the company's GPS system. Mr. Lenton replied that GPS was used for safety issues and verification purposes. He also advised that the business agent did not see the GPS

System in those terms, therefore, this matter could be a negotiation bargaining item. The Committee had no additional questions or comments.

4. ADMINISTRATION REPORT: Ms. Bonnett reviewed the written report. She stated that the Annual Electrical Maintenance contract is out for bid and that bid opening is tomorrow. The change order and contract close out listed on the report are on the agendas for consideration and approval this month. Also listed on the report are the other contract items the team processed during the month. The insurance claim for the auto damage was sent to AJ Gallagher for further handling. She also stated that there were five new sewer planning module applications received and sent to Catania Engineering for review. Ms. Bonnett also noted that, based on Catania's review of others this past month, there were two that were sent a tapping fee due letter and three were approved after the tapping fee was received. The remainder of the report listed the other routine items the Admin team processed. Ms. Bonnett had no additions or changes to her written report. In response to a question from Ms. Keffer about the monthly report sent to the Southern Delaware County Authority (SDCA), Ms. Bonnett stated that the report is generated by the Operations & Maintenance Department at the request of SDCA and summarizes the work that was performed at the Beech Street and Naamans Creek Pump Stations. The Committee had no other questions or comments on the written report.

5. ADJOURNMENT: It was moved by Ms. Keffer, seconded by Mr. Martin, and unanimously carried to adjourn the meeting at 3.45 p.m.