

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

Attendants: Messrs. Cherico, 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 October 4, 2024. He is expected to return in mid-December. Mr. Lenton reported that another mechanic went out on disability beginning September 9, 2024. He is expected to return in early December. Mr. Lenton advised that there were no workers' compensation claims or grievances at this time. Regarding HR Updates, Mr. Lenton reported that the first union negotiation meeting was held on October 29, 2024. During that meeting, the Union gave their first request. It was reviewed by Mr. Lenton, Mr. Willert, Mr. DiSantis, Ms. Ryan, and Mr. Rice. The request will be discussed further in an Executive Session with the Board. Mr. Lenton reported that the next meeting will be December 4, 2024. After discussion, it was determined that contract negotiations and other matters will be discussed in depth at an Executive Session on November 19, 2024. Continuing, Mr. Lenton advised the Board that six coaching sessions on various issues were held last month. Four pension estimates were completed for employees and seven employees were helped with access to eSuite, the payroll portal. Ten employees were helped with health insurance problems. In October, the Breast Cancer Awareness Fund Raiser was held. Preparation for the employee Holiday and Service Awards Dinner took place. Mr. Lenton stated that the typical day-to-day HR activities, including answering employee concerns, updating personnel information, filing, and processing payroll activities 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 reviewed the written report. She stated that the award letter was sent to Phillips Brothers for the electrical contract. The executed award documents were received and the Notice to Proceed was issued last Thursday. Also listed in the report are the other contract items the team processed during the month. She noted that the insurance claim for the truck damage was sent to

AJ Gallagher for further handling. Ms. Bonnett stated that there were several sewer planning module applications received and sent to Catania Engineering for review. She also noted that, based on their review of previous applications this past month, there were six that were sent a tapping fee due letter, one was approved after the tapping fee was received, and three were approved with no fee required. Ms. Bonnett stated that the first draft of the 2025 meetings schedule was created and was sent out to the Board earlier today for review along with the first draft of the Board agenda. She noted that the 2025 meetings schedule will be placed on the December agenda for approval and will be advertised by the end of the year. 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. The Committee had no questions or comments on the written report.

5. ADJOURNMENT: It was moved by Mr. Martin, seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3.43 p.m.