

MINUTES
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING
MARCH 10, 2025 (VIRTUAL)

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

There was one member of the public present: Mr. 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 advised the committee that there were no new staffing or separations this month. Also, there were no Short-Term Disability claims. Under Disability, Old Claims, Mr. Lenton reported that a Mechanic went out October 4, 2024, and his return date is March 24, 2025. Mr. Lenton advised the committee that there was one workers' compensation event. A WWTP operator slipped while ascending the stairs to the aeration tank and injured his hand. He was assessed at the Emergency Room and cleared to return to work. There was no lost time because of this incident. Mr. Lenton advised the Board that there were no grievances at this time. He thanked Kait and Trena for completing the Open Enrollment for the Union and Non-Union personnel, and advised that all changes have been made. There were three pension estimates completed for employees and ten employees were helped with access to eSuites, the payroll portal. Continuing his report, Mr. Lenton advised that three employees needed help with health insurance problems, two employee coaching sessions were held and one employee inquired about FMLA. Lastly, the typical day-to-day HR activities including answering employee concerns, updating personal information, filing, and processing payroll, were done this month. Mr. Lenton had no additions or changes to his written report.

Ms. Nichols asked Mr. Lenton if the Board could get a report stating how many employees are enrolled in DELCORA's Benefit Program. Mr. Lenton will provide this information for next month's report.

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 bid documents for two projects have been on sale and bids for the UV Disinfection System project will be opened tomorrow. There were also four change orders issued by Engineering that are on the O&E agenda for consideration and that close out documents were sent out for two projects. As soon as we receive the executed close out documents, they will be placed on a future agenda for consideration and approval. Ms. Bonnett reported that there were seven sewer planning module applications received and processed, and that most of the Info Link inquiries are billing questions sent to Customer Service. She also noted that there were several regulatory reports received from Engineering that were finalized and sent to EPA and PADEP.

Lastly, she stated that the other items listed are ongoing tasks that are handled every month, but the quantity varies from month to month. Ms. Bonnett had no additions or changes to her written report. The Committee had no 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 3.37 p.m.