

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Public Meeting**  
**Wednesday, January 14, 2026**  
**10:00 AM**

**AGENDA**

**I. CALL MEETING TO ORDER**

**II. MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT ON AGENDA ITEMS**

**IV. APPROVAL OF MINUTES**

- December 17, 2025, Public Meeting

**V. PROCLAMATIONS AND PRESENTATIONS**

**A. Being presented today:**

- Volunteer Income Tax & Earned Income Tax Credit Day - January 28, 2026

Previously mailed:

- The Lawrence Welk Show

**VI. FINANCE REPORT**

**VII. OLD BUSINESS**

**VIII. BOARD OF ELECTIONS**

**IX. NEW BUSINESS**

**A. Clerk of Courts**

1. Approval of a Professional Services Contract with Matthew F. Marshall, Esquire, of Dillon McCandless King Coulter & Graham, LLP, in the amount of \$500/month, in order to appoint Attorney Marshall as the Solicitor for the Clerk of Courts Office, commencing 1/2026.

**B. Coroner's Office**

1. Approval of a Professional Services Contract with Mike Hnath, Esquire, in the amount of \$500/month, retroactive to 1/5/26, for usual solicitor services. Litigation and investigatory services would require a request to the Board of Commissioners for such services to be performed at the then existing outside counsel rate in advance of any such services being performed.
2. Approval of a Forensic Services Agreement with Dr. Todd Luckasevic, independent contractor, for forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings, retroactive to 1/5/26.

3. **Approval of a Forensic Services Agreement with Dr. Willis Ashton Ennis, M.D., independent contractor, for forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings, retroactive to 1/5/26.**
4. **Approval of a Forensic Services Agreement with Dr. Joseph A. DeITondo, D.O., independent contractor, for forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings, retroactive to 1/5/26.**
5. **Approval of a Forensic Services Agreement with Brittany Harmon, independent contractor, for forensic services, included but not limited to, that of an autopsy technician, in the amount of \$225/autopsy, retroactive to 1/5/26.**
6. **Approval of a Forensic Services Agreement with Timothy Manzewitsch, Autopsy Technician, independent contractor, for forensic services including, but not limited to, that of an autopsy technician, in the amount of \$225/autopsy, retroactive to 1/5/26.**
7. **Approval of a Forensic Services Agreement with Timothy Manzewitsch, independent contractor, for forensic services including, but not limited to, histological services such as block and slide preparation, in the amount of \$100/autopsy, retroactive to 1/5/26.**
8. **Approval of an Amendment to Agreement with Young Funeral Home, Ltd., for private mortuary services, due to the fact that the County does not own and operate its own County morgue, with Korynne L. Young as newly elected Coroner as of 1/5/26, succeeding William F. Young, III.**

**C. Court Administration**

1. **Approval of Amendment No. 2 to the Redwood Toxicology Laboratory, Inc. Service Agreement for the purchase of drug tests at an increase of 3% for the period 1/1/26 - 12/31/26.**
2. **Approval of the FY 2024/2025 Financial Statement, with authorization for the Chairman to sign, for funds expended under the Juvenile Probation Services Grant budget period covering 7/1/24 - 6/30/25, and approval of Letter of Equity.**

**D. Human Services - Drug & Alcohol (See Attachment)**

1. **Approval of the five-year (2025 - 2030) Grant Agreement (#4100101140) with the PA Department of D&A Programs. The amount for the period 1/1/26 - 6/30/26 is \$1,574,595.50.**
2. **Approval of the contract extension with Davis Archway Centers for Addiction Treatment for the period 7/1/25 - 12/31/25.**

**E. Human Services - Area Agency on Aging**

1. **Approval to pay \$5,225.55 for the MIP Maintenance & Support Plan for the period 1/29/26 - 1/28/27 (with Momentive Software, Inc.) check payable to Abila. There are no County funds involved; payment is from the Aging Block Grant and Aging Well funding. This system can extract and import financial data into the Department of Aging's Fiscal Database and offers the following for our MIP Fund Accounting:**
  - **Product Upgrades and Releases**
  - **Unlimited Support Inquiries**

2. Approval to sign an agreement with the Veterans Health Foundation for a project titled "Developing and Piloting a VA-APS Partnered Intervention for Elder Mistreatment in Older Veterans". The sub-award amount for the period 10/1/25 - 9/29/26 is \$18,561. The grant agreement is for the period 10/1/25 - 9/29/28 for an estimated total of \$61,749.

**F. Planning - CDBG**

1. Ratification of CO #2 for the Marion Township Reservoir project, to have the water hauled in for the new reservoir, as this was to originally be filled by the old reservoir, but the pump went and had to be replaced. Due to time constraints of the grant, water needed to be hauled in to meet the grant deadline. The demolition of the existing reservoir will be deleted with a credit of \$14,500 and the water hauling will cost \$22,000. This is an increase of \$7,500 to the contract. This will use the 2022 CDBG funds.

**G. Prison**

1. Approval to apply for a non-competitive grant for the 2026 Medication-Assisted Substance Use Treatment Grant Program in the amount of \$130,647 for MAT funding.

**H. Commissioners**

1. Approval of an Engagement Letter between the County of Butler and Maher Duessel for the preparation of the County audits for the years ended 12/31/25 - 2029, with authorization for the Chairman to sign. The fees are as follows:
  - 2025 - \$119,500 plus out-of-pocket expenses
  - 2026 - \$122,000 plus out-of-pocket expenses
  - 2027 - \$124,500 plus out-of-pocket expenses
  - 2028 - \$127,000 plus out-of-pocket expenses
  - 2029 - \$129,500 plus out-of-pocket expenses
2. Approval of the Engagement Letter between the County of Butler and Maher Duessel for the preparation of the audits for the individual row offices, District Courts and any other audits as requested by the County Commissioners or County Controller for the years ended 12/31/25 - 2029. Fees are billed on an hourly basis by level of professional as shown on the engagement letter.
3. Approval of a Service Agreement between the County of Butler and Victim Outreach Intervention Center (VOICe) to provide legal representation for domestic violence victims in Butler County, in the amount of \$125,000 for the period 1/1/26 - 12/31/26.
4. Approval to appoint Michael G. Smelko, Executive Vice President and Chief Credit Officer for NexTier Bank, to the Board of Assessment and Appeals for the period ending 12/2026, replacing Brian McClaine, who is leaving one year early.
5. Ratification of CO #1 W-1 with Book & Proch, Inc. for the AC Valley Municipal Authority, a lump sum increase in the amount of \$17,094 to repair existing fire hydrant and valve assemblies.
6. Ratification of CO #2 W-1 with Book & Proch, Inc. for the AC Valley Municipal Authority for a time extension with no increase in cost.
7. Ratification of CO #3 W-1 with Book & Proch, Inc. for the AC Valley Municipal Authority, a lump sum increase in the amount of \$15,611.55 for all work and

materials to plumb a potable waterline to the limits of the work for the sewage treatment plant.

8. Ratification of CO #1 W-2 with Book & Proch, Inc. for the AC Valley Municipal Authority for a time extension associated with the schedule at no increase in cost.
9. Ratification of CO #1 W-3 with Book & Proch, Inc. for the AC Valley Municipal Authority for a time extension with no increase in cost.
10. Ratification of CO #2 W-4 with Book & Proch, Inc. for the AC Valley Municipal Authority for a time extension at no increase in cost.
11. Ratification of CO #2 S-1 with Konzel Construction Co., Inc. for the AC Valley Municipal Authority, a lump sum increase in the amount of \$25,845.43 for all work and materials to install water treatment waste pipe and basins.
12. Ratification of CO #3 S-1 with Konzel Construction Co., Inc. for the AC Valley Municipal Authority, a lump sum increase in the amount of \$16,927.38 for all work and materials to install water service and yard hydrants.
13. Approval of CO #20 with Massaro Corp., for 215 N. Duffy Road, for the credit amount of -\$5,287.13 to remove the modified signs as indicated in the submittal return.
14. Approval of CO #21 with Massaro Corp., for 215 N. Duffy Road, in the amount of \$9,846.93 for costs associated with Kusler Masonry to repair existing masonry block and joints.
15. Approval of CO #22 with Massaro Corp., for 215 N. Duffy Road, in the amount of \$20,735 to extend general conditions for 29 work days, due to foundation support scope of work that was required due to existing foundation settling during construction.
16. Approval of CO #23 with Massaro Corp., for 215 N. Duffy Road, for a credit amount of -\$1,625 for costs associated with the window sills and aprons.
17. Approval of CO #24 with Massaro Corp., for 215 N. Duffy Road, for a credit amount of -\$3,704 for costs associated with waterproofing modifications.
18. Approval of an increase in cost with Moshier Studio, for 215 N. Duffy Road, in the amount of \$6,600 (this was previously approved in the amount of \$6,000) for additional services due to both the settlement of the building and the damage to the basement wall.

**X. APPROVAL OF BUDGETARY TRANSFERS, RATIFICATION OF PERSONNEL TRANSACTIONS, TRAVEL REQUESTS, REQUISITIONS AND CHECK REGISTER**

**XI. CONFERENCE TIME WITH MEDIA**

**XII. PUBLIC COMMENT ON GENERAL ITEMS**

**XIII. ADJOURNMENT**

**BUTLER COUNTY COMMISSIONERS' MEETING SCHEDULE**

**NEXT PUBLIC MEETING:**

**Wednesday, January 28, 2026, at 10:00 a.m.**

**Public Meeting Room, 1st Floor Government Center**

**Public Meeting Calendar is available online at <https://www.butlercountypa.gov>**

***NOTE: Agenda is subject to change due to unforeseen circumstances.***

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Public Meeting**  
**Wednesday, December 17, 2025**  
**10:00 a.m.**

**MINUTES**

**PRESENT:**

Chairman Leslie Osche  
Commissioner Kimberly Geyer  
Commissioner Kevin Boozel (via Zoom)  
Maria Malloy, Chief Clerk  
Ann Brown, Budget/HS Finance Director  
Julie Graham, Solicitor  
Cindy Hilderbrand, Admin. Assistant  
Pam Hammonds, Admin. Assistant  
Matthew Vickless, Commissioners' Office  
Shawn Pugh, Commissioners' Office  
Kathy Kline, Commissioners' Office  
Lori Altman, Commissioners' Office  
Laura Ankrom, Controller's Office  
Steve Bicehouse, Emergency Services  
Paula Crider, Human Resources  
B.J. Edwards, Area Agency on Aging  
Amanda Feltenberger, Human Services  
Mark Gordon, Planning  
Kevin Gray, Planning-Bridges  
Ashley Helmstaedter, Parks and Recreation  
Beth Herold, Area Agency on Aging  
Ashley Leslie, Mapping  
Wendy Leslie, Planning – CDBG  
Chantell McCurdy, Elections  
Janet Mentel, Property & Revenue  
Jenn Newton, Planning – CDBG  
Leslie Powers, Controller's Office  
Lance Welliver, Parks and Recreation

**VISITORS:**

Kathy Allen, Clinton Township  
Karen Barbati, Lancaster Township  
John B.  
Carol Christner, Clinton Township  
Leo John Cypher, Jefferson Township  
John Haven, Buffalo Township  
Rich Hall, Buffalo Township  
David Johnston, Saxonburg Boro  
Gordon Kennedy, Butler City  
Matt Klabnik, Winfield Township  
Catherine Lalonde, Lancaster Township  
Marty Miko  
Edie Rath, Penn Township  
Nicole Rella  
Camryn Sacco, Miss Moraine State  
Kerri Sacco  
Chas Tanner, Butler  
Brenden Wood, Cranberry Township  
Steve May, Saxonburg

**MEDIA:**

Steve Ferris, Butler Eagle  
Tyler Friel, Butler Radio

**CALL MEETING TO ORDER**

The regular public meeting of the Butler County Board of Commissioners was called to order by Chairman Leslie Osche at 10:02 a.m. on Wednesday, December 17, 2025, in the Public Meeting Room, 1<sup>st</sup> Floor Government Center.

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

A moment of silent prayer was observed, followed by the Pledge of Allegiance.

**PUBLIC COMMENT ON AGENDA ITEMS/PUBLIC COMMENT ON GENERAL ITEMS**

**APPROVAL OF MINUTES**

Chairman Osche called for a motion to approve the December 3, 2025 Public Meeting minutes.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

## **PROCLAMATIONS AND PRESENTATION**

### **FINANCE REPORT**

#### **OLD BUSINESS**

##### **A. Parks and Recreation**

1. Lance Welliver requested to award the bid for the Lower Alameda Park Electrical Improvement Project to OSP.com LLC in the amount of \$308,000 for the main distribution electrical improvements including shelters, restrooms, underground conduit and all other circuits, security camera boxes, etc.

Marty Miko and Nicole Rella of Redcon Engineering were in attendance and presented their Letter of Recommendation of award to the Board of Commissioners. They recommended award of Contract No. 25-01 Lower Alameda Park Electrical Improvements for a total contract price of \$308,000 to OSP.com LLC.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

### **BOARD OF ELECTIONS**

#### **NEW BUSINESS**

##### **A. Emergency Services**

1. Steve Bicehouse requested approval of an Equipment Lease modification with Thomas Shelby & Company, Inc. to replace three of the chairs currently leased for the dispatch center with another model. The additional cost is \$300 for a total cost of \$5,701.44/year, with authorization for the Chairman to sign.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

2. Steve Bicehouse requested approval to apply for recertification of the Act 165 Hazmat Team 100, with authorization for the Chairman to sign.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

3. Steve Bicehouse requested approval of an Agreement stating that the County Hazmat Team 100 is the authorized 165 certified team for hazardous material emergency response in the County.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

4. Steve Bicehouse requested approval of a Subscription Agreement with Regroup Mass Notification software for calendar year 2026 in the amount of \$21,750, with authorization for the Chairman to sign.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**B. Human Services – Drug & Alcohol (See Attachment)**

1. Amanda Feltenberger requested approval of the following contract amendments for the period 7/1/25 – 12/31/25:
  - a. SPHS Care Center – add SOR funding for Certified Recovery Support (CRS) Services for the period 9/30/25 – 12/31/25.
  - b. Arc Manor – amended to include Urine Testing/Screening at the outpatient and intensive outpatient levels of care and Medication Assisted Treatment (MAT) Services at the outpatient and intensive outpatient levels of care for the period 7/1/25 – 12/31/25.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**C. Human Services – Children & Youth (See Attachment)**

1. Amanda Feltenberger requested approval of the Butler County Children and Youth/Juvenile Probation contract with Bethany Christian Services – Delaware County for the period 7/1/25 – 6/30/26.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**D. Human Services – Area Agency on Aging**

1. Beth Herold requested approval of payment in the amount of \$2,447.47 by the County of Butler to the Catholic Diocese of Pittsburgh – Divine Grace Parish. This payment serves as reimbursement for the use of Ritzert Hall (the “premises”) by the Butler County Area Agency on Aging. The payment shall be issued in accordance with the rates established under the previously executed License Agreement for the premises, which expired on 6/30/25. The payment covers the County’s continued occupancy and use of the premises from 7/1/25 – 10/20/25, the date on which the transaction where the County purchased the premises from the Diocese of Pittsburgh was formally closed. Although no written extension of the License Agreement was executed following its expiration, the Diocese and the County mutually agreed that the County would continue to occupy and use the premises at the previously established rates until closing of the County’s purchase of the premises on 10/20/25.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

2. Beth Herold requested approval of the Intellectual Property License Agreement with Older Adults Technology Services, Inc. (OATS) from AARP for the period 1/12/26 – 2/28/27. This is a free program that gives up to five Area Agency on Aging employees training and use of the AARP Senior Planet Programs, with authorization for Beth Herold to sign.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**E. Mapping**

1. Ashley Leslie requested approval of a Renewal Quotation with Esri for the GIS software maintenance for Mapping, Emergency Services and Information Technology for the period 2/6/26 – 2/5/27, in the amount of \$29,405, with authorization for the Chairman to sign. The cost will be divided among the above-mentioned departments according to their use as follows:
  - Mapping - \$9,605
  - Emergency Services - \$2,125
  - Information Technology - \$17,675

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

- Ashley Leslie requested approval to enter into an Agreement with T & M Associates for up to fifty (50) support hours of GIS professional services, not to exceed an estimate of \$9,100, for the period 1/1/26 – 12/31/26, and will be paid out of the Mapping Department budget, with authorization for the Chairman to sign.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

- Ashley Leslie requested approval of the following proposed 2026 fees for the Butler County Mapping Department:

**PRINTS**

- 8.5 x 11 (letter) Print Map: \$1
- 11 x 17 (tabloid) Print Map: \$5
- 24 x 36 (Arch D) Print Map: \$20
- 36 x 48 (Arch E) Print Map: \$25
- Outside of county-wide format copies: \$15

**SHAPEFILES**

- Shapefiles for each Municipality (parcels and roads): \$200
- Shapefiles for road centerlines only (entire county): \$1,000
- Shapefiles for address points only (entire county): \$1,000
- Shapefiles for entire county (parcels, road centerlines and address points, if desired): \$10,000

All Archive Tax Maps loaded to Dropbox/FTP: \$250

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**F. Parks and Recreation**

- Lance Welliver announced the bid results, which were opened in the Controller's Office on 12/3/25, for the Jefferson Township SEBCO pool project as follows:

<b>Pool Improvements</b>	<b>Base Bid</b>
Main Line Commercial Pools	\$2,460,000
Massaro Corporation	\$2,732,000
Caliber Contracting Services, Inc.	\$2,889,000

<b>Electrical</b>	<b>Base Bid</b>
Blackhawk Neff Electric	\$166,600
Westmoreland Electric Services, LLC	\$219,000

<b>Plumbing</b>	<b>Base Bid</b>
Newman Plumbing, Inc.	\$74,480
McRandal Company, Inc.	\$83,490
Fred L. Burns, Inc.	\$124,000

2. Lance Welliver requested approval to table award of the above bids until final review by Jefferson Township, Consultants and Solicitor.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

#### **G. Planning**

1. Mark Gordon introduced the individuals from the Southeast Butler Municipal Collaborative who gave a brief update on all they are working on.

#### **H. Planning – Bridges**

1. Kevin Gray requested approval of an Agreement with Evans City Borough and the County of Butler to replace a culvert on Harrison Street. The Borough will be reimbursing the County for materials estimated at \$440,000. The labor will be paid for from the \$5 Use Fee as part of the Grant Program.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

#### **I. Planning - CDBG**

1. Wendy Leslie requested approval of Change Order #1 for the Marion Township Water Reservoir project. This is to add a fire hydrant in the amount of \$25,000 near the water treatment building below the new reservoir where there currently is none. This will ease firetrucks with filling their tanks when needed and bring additional protection to the Township. This will also extend the contract from 12/31/25 – 1/10/26.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

2. Wendy Leslie requested approval to modify the 2024 County Housing Rehab funds to the Slippery Rock Borough storm water project in the amount of \$74,292. A public hearing was held at the Borough Municipal Building on 12/16/25 at 6:45 p.m. for public comment.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

#### **J. Commissioners**

1. Chief Clerk Maria Malloy requested approval to reappoint the following Agricultural Land Preservation Board members for the three-year term 1/1/26 – 12/31/28:
  - a. John Allen
  - b. Larry Baumgartel
  - c. Ken Moniot – to be reappointed as Chairman for the period 1/1/26 – 12/30/26.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

2. Chief Clerk Maria Malloy requested approval to appoint Dan Santoro to the SPC Advisory Board to fill the remaining term of Amber Davis ending 12/31/27.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

3. Chief Clerk Maria Malloy requested approval of the testing and inspection services for 215 N. Duffy Road with Artuso Construction Engineering Consultants, with authorization for the Chairman to sign.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

4. Chief Clerk Maria Malloy requested approval of an Addendum to the Parking Lease by and between Butler County and the Butler County Historical Society, dated 12/1/23, for the 35 parking spaces located in the Historical Society's lot, at a new cost of \$60 per month per space (an increase of \$10 per month per space). This Addendum also establishes in writing the Historical Society's responsibility to plow the parking lot, salt the sidewalks and be responsible for all conditions of the parking lot and the adjacent sidewalks.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

5. Chief Clerk Maria Malloy requested approval of a rate increase effective 1/1/26, from \$50/month to \$60/month for County personnel to park in the assigned spaces in the Annex garage.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

6. Ann Brown requested approval of Resolution No. 2025-27, to allocate Act 137 funds in the amount of \$25,000 to the Housing Authority of the County of Butler to continue the Homeownership and Housing Counseling Program for the calendar year 2026.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

7. Ann Brown requested approval of Resolution No. 2025-28, to allocate Act 137 funds in the amount of \$100,000 to the Housing Authority of the County of Butler to continue the Emergency Residential Rehabilitation Program for the calendar year 2026.

Commissioner Boozel made the motion; seconded by Commissioner Geyer. The motion carried unanimously.

8. Ann Brown requested approval of Resolution No. 2025-29, to allocate Act 137 funds in the amount of \$75,000 to the Redevelopment Authority of the County of Butler to continue the Land Bank operations for the calendar year 2026.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

9. Ann Brown requested approval of Resolution No. 2025-30, Adoption of the 2026 Budget.

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

10. Ann Brown requested approval of Resolution No. 2025-31, General Revenue Real Estate Tax for 2026 (21.890).

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

- 11. Ann Brown requested approval of Resolution No. 2025-32, Debt Service Real Estate Tax for 2026 (2.801).

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

- 12. Ann Brown requested approval of Resolution No. 2025-33, Butler County Community College Real Estate Tax for 2026 (2.935).

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**APPROVAL OF BUDGETARY TRANSFERS, RATIFICATION OF PERSONNEL TRANSACTIONS, TRAVEL REQUESTS, REQUISITIONS AND CHECK REGISTER**

Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously.

**CONFERENCE TIME WITH MEDIA**

**PUBLIC COMMENT ON GENERAL**

Chas Tanner spoke briefly regarding healthcare medical costs and aviation safety during government shut down.

Gordon Kennedy spoke briefly regarding smoking in public places in Butler County.

**ADJOURNMENT**

There being no further business, Chairman Osche called for a motion to adjourn. Commissioner Geyer made the motion; seconded by Commissioner Boozel. The motion carried unanimously. The meeting was adjourned at 11:33 a.m.

Respectfully submitted,

Pam Hammonds  
Administrative Assistant

Approved: \_\_\_\_\_

**BUTLER COUNTY COMMISSIONERS' MEETING SCHEDULE:**

**NEXT PUBLIC MEETING:** Wednesday, January 14, 2026, at 10:00 a.m.  
**LOCATION:** Public Meeting Room, 1<sup>st</sup> Floor Government Center

Public Meeting Calendar is available online at <https://www.butlercountypa.gov/>

***NOTE: Agenda is subject to change due to unforeseen circumstances.***

## PROFESSIONAL SERVICES CONTRACT

This Agreement made this 14th day of January, 2026, by and between Matthew F. Marshall, Esquire, having his principal place of business at Dillon McCandless King Coulter & Graham, LLP, 600 Cranberry Woods Drive, Suite 175, Cranberry Township, Pennsylvania 16066, hereinafter referred to as the "INDEPENDENT CONTRACTOR",

A  
N  
D

Tammy D. Thibodeau, the Clerk of Courts for the County of Butler, herein referred to as the "ROW OFFICER",

**WHEREAS**, the Row Officer desires to retain the professional services of an Independent Contractor to be the Solicitor for the office of Clerk of Courts, Tammy D. Thibodeau, as is authorized by the County Code; and

**WHEREAS**, the Independent Contractor possesses the necessary skills in order to provide these services and is desirous of providing them as an Independent Contractor to the Clerk of Courts, Tammy D. Thibodeau; and

**WHEREAS**, the Clerk of Courts, Tammy D. Thibodeau, desires to appoint Matthew F. Marshall, Esquire, as the Solicitor for her office.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties intending to be legally bound hereby, for good and valuable consideration, do hereby agree as follows:

### Section I Services Provided

In accordance with the provisions of the County Code, the Independent Contractor shall advise the Clerk of Courts, Tammy D. Thibodeau, upon all legal matters as may be submitted to him and conduct all litigation connected with the Clerk of Courts Office when requested to do so by Tammy D. Thibodeau and agreed to by Independent Contractor, and subject to clearance of applicable conflict of interest requirements.

Representation would include all of the usual Solicitor services as now being provided, but not including threatened or pending litigation, investigatory services or other work outside of ordinary day-to-day services (collectively the "Additional Services"). If Additional Services are needed to be performed, the Row Officer must still request Salary Board to authorize such services at the then existing outside counsel rate in advance of any such services being performed. This will allow the County to determine whether or not the County's insurance carrier or County Solicitor could otherwise provide the service, or might be otherwise prohibited from providing the service due to a conflict between the County and the Row Officer, or in the event of multiple defendants.

### Section II

This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party.

### **Section III Relationship of the Parties**

This Agreement is a contract between independent parties and shall not be construed to create any relationship other than that of independent contractor. Each party will act and perform as an Independent Contractor with respect to the other party. Accordingly, the Independent Contractor shall be responsible for payment of all taxes, including Federal, State and local taxes arising out of the Independent Contractor's activities in accordance with this Agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, unemployment insurance taxes and other taxes or business license fees as required. A 1099 Form will be issued to the Independent Contractor.

### **Section IV Consideration**

In consideration for the services to be performed as outlined and set forth in Section I of this Agreement, the Independent Contractor will be paid an annual amount of \$6,000, payable \$500 at the beginning of each month, commencing January 2026.

In the event that the anticipated services to be performed by the Independent Contractor may exceed that as outlined in Section I of this Agreement, then the Row Office must make a request to Salary Board to authorize such additional services and to set a rate of compensation for such services at the existing outside Counsel rate.

### **Section V Insurance**

For the term of this Agreement, the Independent Contractor will take out and maintain or will cause to be taken out and maintain or will cause to be taken out and maintained the following insurance:

1. Professional Malpractice Insurance: with a limit of liability of not less than \$250,000 per claim and an aggregate of \$500,000 per year.
2. Workers' Compensation Insurance: as required by law. The Independent Contractor is hereby put on notice that as an Independent Contractor they are not covered by the County for workers' compensation claims. Therefore, the Independent Contractor is required to review their own needs for workers' compensation insurance and is required to provide the workers' compensation insurance as required by law.

The Independent Contractor will provide the County, with the execution of this Agreement, certificates of insurance evidencing the insurance coverage identified above, and will submit the new certificates of such insurance coverage one (1) month in advance of their expiration during the term of this Agreement.

All certificates of insurance will provide that the insurance company will notify the County, in writing, prior to the termination of the policy and any alterations in the policy, which alterations change, restrict or reduce the insurance provided or change the name of the insured.

## **Section VI Termination**

The Independent Contractor or the Clerk of Courts, may terminate this Agreement, at any time, with or without cause, by giving written notice of election to terminate. Such termination shall be effective five (5) days after mailing of the written notice. In the event of termination, the County shall pay pro-rata for services performed and rendered satisfactorily by the Independent Contractor, up to the effective date of termination.

In the event of termination, all finished or unfinished documents, pleadings and other materials prepared by the Independent Contractor under this Agreement, shall become the property of the County and the Independent Contractor shall turn over such documentation to the County on or before the effective date of the termination notice.

## **Section VII Construction**

The laws of the Commonwealth of Pennsylvania shall govern the construction of this Agreement.

## **Section VIII Notices**

All communications pursuant to this Agreement shall be sent to the County and the Row Officer at its principal office located at County Government Center, 124 West Diamond Street, P.O. Box 1208, Butler, PA, 16003-1208. All communications pursuant to this Agreement shall be sent to the Independent Contractor at his principal office located at Dillon McCandless King Coulter & Graham, LLP, 600 Cranberry Woods Drive, Suite 175, Cranberry Township, Pennsylvania 16066.

Written notice given pursuant to this Agreement shall be sent by registered or certified mail and shall be effective as of the date of mailing to the addresses as set forth above. Changes of address must be provided in writing pursuant to this Section.

## **Section IX Severability**

In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision hereof.

## **Section X Assignment**

This Agreement may not be assigned by either party without the written consent of the other party.

**Section XI  
Entire Agreement**

This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings expressed or implied, oral or written.

**Section XII  
Paragraph Headings**

The paragraph and other headings in this Agreement are provided for convenience of reference only and shall not be included in any interpretation or construction of the substantive provisions hereof.

**Section XIII  
Counterparts**

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be an original, that all such counterparts shall together constitute but one and the same Agreement.

**IN WITNESS WHEREOF**, the parties have hereby set their hands and seals, causing this Agreement to be executed and legally binding the day and year first above written.

**WITNESS:**

\_\_\_\_\_

**CLERK OF COURTS**

\_\_\_\_\_

Tammy D. Thibodeau

**WITNESS:**

\_\_\_\_\_

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_

Matthew F. Marshall, Esquire

**ATTEST:**

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**Maria G. Malloy**  
**Chief Clerk**

**BOARD OF COMMISSIONERS**

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**Leslie A. Osche, Chairman**

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**Kimberly D. Geyer, Vice Chairman**

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**Kevin E. Boozel, M. S., Secretary**

## **PROFESSIONAL SERVICES CONTRACT**

This Agreement made this 14th day of January 2026, by and between the County of Butler, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, P. O. Box 1208, 124 West Diamond Street, Butler, Pennsylvania 16003-1208, hereinafter referred to as the "COUNTY",

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Mike Hnath, Esquire, having his principal place of business at 600 Cranberry Woods Drive, Suite 175, Cranberry, PA 16066, hereinafter referred to as the "INDEPENDENT CONTRACTOR",

A  
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D

Korynne L. Young, the Coroner for the County of Butler, herein referred to as the "ROW OFFICER",

**WHEREAS**, the County desires to retain the professional services of an Independent Contractor to be the Solicitor for the office of Coroner, Korynne L. Young, as is authorized by the County Code; and

**WHEREAS**, the Independent Contractor possesses the necessary skills in order to provide these services and is desirous of providing them as an Independent Contractor to the Coroner, Korynne L. Young; and

**WHEREAS**, the Coroner, Korynne L. Young, desires to appoint Mike Hnath, Esquire, as the Solicitor for her office.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties intending to be legally bound hereby, for good and valuable consideration, do hereby agree as follows:

## **Section I Services Provided**

In accordance with the provisions of the County Code, the Independent Contractor shall advise the Coroner, Korynne L. Young, upon all legal matters as may be submitted to him and conduct all litigation connected with the Coroner's Office when requested to do so by Korynne L. Young.

Representation would include all of the usual Solicitor services as now being provided, but not including an unlimited allowance for litigation or investigatory services. If litigation or investigatory services work is needed to be performed, the Row Officer must still request Salary Board to authorize such services at the then existing outside counsel rate in advance of any such services being performed. This will allow the County to determine whether or not the County's insurance carrier or County Solicitor could otherwise provide the service, or might be otherwise prohibited from providing the service due to a conflict between the County and the Row Officer, or in the event of multiple defendants.

## **Section II**

This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party.

## **Section III Relationship of the Parties**

This Agreement is a contract between independent parties and shall not be construed to create any relationship other than that of independent contractor. Each party will act and perform as an Independent Contractor with respect to the other party. Accordingly, the Independent Contractor shall be responsible for payment of all taxes, including Federal, State and local taxes arising out of the Independent Contractor's activities in accordance with this Agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, unemployment insurance taxes and other taxes or business license fees as required. A 1099 Form will be issued to the Independent Contractor.

## **Section IV Consideration**

In consideration for the services to be performed as outlined and set forth in Section I of this Agreement, the Independent Contractor will be paid an annual amount of \$6,000, payable \$500 monthly.

In the event that the anticipated services to be performed by the Independent Contractor may exceed that as outlined in Section I of this Agreement, then the Row Office must make a request to Salary Board to authorize such additional services and to set a rate of compensation for such services at the existing outside Counsel rate.

#### **Section V Insurance**

For the term of this Agreement, the Independent Contractor will take out and maintain or will cause to be taken out and maintain or will cause to be taken out and maintained the following insurance:

1. Professional Malpractice Insurance: with a limit of liability of not less than \$250,000 per claim and an aggregate of \$500,000 per year.
2. Workers' Compensation Insurance: as required by law. The Independent Contractor is hereby put on notice that as an Independent Contractor they are not covered by the County for workers' compensation claims. Therefore, the Independent Contractor is required to review their own needs for workers' compensation insurance and is required to provide the workers' compensation insurance as required by law.

The Independent Contractor will provide the County, with the execution of this Agreement, certificates of insurance evidencing the insurance coverage identified above, and will submit the new certificates of such insurance coverage one month in advance of their expiration during the term of this Agreement.

All certificates of insurance will provide that the insurance company will notify the County, in writing, prior to the termination of the policy and any alterations in the policy, which alterations change, restrict or reduce the insurance provided or change the name of the insured.

#### **Section VI Termination**

The Independent Contractor or the Coroner, may terminate this Agreement, at any time, with or without cause, by giving written notice of election to terminate. Such termination shall be effective five (5) days after mailing of the written notice. In the event of termination, the County shall pay pro-rata for services performed and rendered satisfactorily by the Independent Contractor, up to the effective date of termination.

In the event of termination, all finished or unfinished documents, pleadings and other materials prepared by the Independent Contractor under this Agreement, shall become the property of the County and the Independent Contractor shall turn over such documentation to the County on or before the effective date of the termination notice.

#### **Section VII Construction**

The laws of the Commonwealth of Pennsylvania shall govern the construction of this Agreement.

#### **Section VIII Notices**

All communications pursuant to this Agreement shall be sent to the County and the Row Officer at its principal office located at 107 Woody Drive, Butler, PA, 16001. All communications pursuant to this Agreement shall be sent to the Independent Contractor at its principal office located at 600 Cranberry Woods Drive, Suite 175, Cranberry, PA 16066.

Written notice given pursuant to this Agreement shall be sent by registered or certified mail and shall be effective as of the date of mailing to the addresses as set forth above. Changes of address must be provided in writing pursuant to this Section.

#### **Section IX Severability**

In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision hereof.

#### **Section X Assignment**

This Agreement may not be assigned by either party without the written consent of the other party.

**Section XI  
Entire Agreement**

This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings expressed or implied, oral or written.

**Section XII  
Paragraph Headings**

The paragraph and other headings in this Agreement are provided for convenience of reference only and shall not be included in any interpretation or construction of the substantive provisions hereof.

**Section XIII  
Counterparts**

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be an original, that all such counterparts shall together constitute but one and the same Agreement.

**Section XIV**

The Board of Commissioners recognizes the statutory right of the Row Officer to select a Solicitor. The signatures of the Board of Commissioners are affixed to this Agreement to satisfy the requirements of the County Code that only the Commissioners can enter into Contracts for the County.

**IN WITNESS WHEREOF**, the parties have hereby set their hands and seals, causing this Agreement to be executed and legally binding the day and year first above written.

**WITNESS:**

\_\_\_\_\_

**CORONER**

\_\_\_\_\_

Korynne L. Young

**WITNESS:**

\_\_\_\_\_

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_

Mike Hnath, Esquire

**ATTEST:**

\_\_\_\_\_

Maria G. Malloy  
Chief Clerk

**BOARD OF COMMISSIONERS**

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Leslie A. Osche, Chairman

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Kimberly D. Geyer, Vice Chairman

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Kevin E. Boozel, M. S., Secretary

**FORENSIC SERVICES AGREEMENT**

This Agreement made this 14th day of January, 2026, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

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KORYNNEL YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

A  
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D

DR. TODD LUCKASEVIC, whose mailing address is 2353 Sterling Court, Sewickley Pennsylvania 15143, hereinafter referred to as the "INDEPENDENT CONTRACTOR".

**WITNESSETH:**

WHEREAS, Butler has a Coroner's Office existing pursuant to Act of July 2, 1939, P.L. 559, 16 P.S. 145, hereinafter referred to as "Coroner"; and

WHEREAS, Coroner from time to time requires forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings; and

WHEREAS, the Independent Contractor is capable and able to provide such forensic services to the County and Coroner.

NOW THEREFORE, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request in writing Independent Contractor to provide forensic services which shall include with respect to each such request the performance of an autopsy, preparation of a protocol, and the appearance, as necessary, at the

coroner's inquest, magistrate's hearing, and trial for each autopsy.

2. For such services rendered, the County shall compensate the Independent Contractor by paying a fee as follows:
  - (a) \$1,250 for each autopsy and protocol
  - (b) \$250 for each external examination not performed as part of an autopsy and protocol
  - (c) \$500 for each appearance at a Coroner's inquest
  - (d) \$500 for each appearance at a magistrate's hearing
  - (e) \$750 for each court appearance
3. Independent Contractor shall acknowledge the request in writing and provide Coroner direction as to time and place for Coroner to deliver the body, when the autopsy will be performed, and when to pick up the body.
4. The expense of transporting the body and procuring any necessary documents relevant to the autopsy, including but not limited to investigation reports, hospital and medical records, shall be arranged by and any costs borne by County.
5. Independent Contractor shall have full and complete control of which pathologists will be assigned to each request.
6. Independent Contractor shall invoice the County for all such forensic services provided and the County shall issue payment within thirty (30) days from approval.
7. It is agreed and understood that this Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the physician shall receive compensation for the satisfactory work completed until the date of termination.
8. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits. Physician indemnifies and holds the County harmless from any and all demands and actions based upon or arising out of any activities or failure to take action by its employees, assigns, and subcontractors under this Agreement and shall

indemnify and defend any and all actions brought against the County based upon any such claims and demands.

9. Independent Contractor acknowledges that this work entails confidential matters and privacy rights. Contractor shall not breach the confidentiality or privacy rights; nor disclose any details relating to services to any third party who is not privy to this Agreement (absent County approval or Judicial Directive/Order).
10. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
11. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 7.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

\_\_\_\_\_  
Leslie A. Osche, Chairman

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman

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Kevin E. Boozel, M.S., Secretary

**WITNESS:**

**CORONER OF BUTLER COUNTY**

\_\_\_\_\_  
Korynne L. Young

**WITNESS:**

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_  
Dr. Todd Luckasevic

## **FORENSIC SERVICES AGREEMENT**

This Agreement made this 14<sup>th</sup> day of January, 2026, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

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KORYNNE L. YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

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DR. WILLIS ASHTON ENNIS, M.D., having his principal place of business at 2318 Middle Road, Glenshaw, Pennsylvania 15116, hereinafter referred to as "INDEPENDENT CONTRACTOR".

### **WITNESSETH:**

**WHEREAS**, Butler has a Coroner's Office existing pursuant to Act of July 2, 1939, P.L. 559, 16 P.S. 145, hereinafter referred to as "Coroner"; and

**WHEREAS**, Coroner from time to time requires forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings; and

**WHEREAS**, the Independent Contractor is capable and able to provide such forensic services to the County and Coroner.

**NOW THEREFORE**, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request in writing Independent Contractor to provide forensic services which shall include with respect to each such request the performance of

an autopsy, preparation of a protocol, and the appearance, as necessary, at the coroner's inquest, magistrate's hearing, and trial for each autopsy.

2. For such services rendered, the County shall compensate the Independent Contractor by paying a fee as follows:
  - (a) \$1,250 for each autopsy and protocol
  - (b) \$250 for each external examination not performed as part of an autopsy and protocol
  - (c) \$500 for each appearance at a Coroner's inquest
  - (d) \$500 for each appearance at a magistrate's hearing
  - (e) \$750 for each court appearance
3. Independent Contractor shall acknowledge the request in writing and provide Coroner direction as to time and place for Coroner to deliver the body, when the autopsy will be performed, and when to pick up the body.
4. The expense of transporting the body and procuring any necessary documents relevant to the autopsy, including but not limited to investigation reports, hospital and medical records, shall be arranged by and any costs borne by County.
5. Independent Contractor shall have full and complete control of which pathologists will be assigned to each request.
6. Independent Contractor shall invoice the County for all such forensic services provided and the County shall issue payment within thirty (30) days from approval.
7. It is agreed and understood that this Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the physician shall receive compensation for the satisfactory work completed until the date of termination.
8. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits. Physician indemnifies and holds the County harmless from any and all demands and actions based upon or arising out of any activities or failure to take action by

its employees, assigns, and subcontractors under this Agreement and shall indemnify and defend any and all actions brought against the County based upon any such claims and demands.

9. Independent Contractor acknowledges that this work entails confidential matters and privacy rights. Contractor shall not breach the confidentiality or privacy rights; nor disclose any details relating to services to any third party who is not privy to this Agreement (absent County approval or Judicial Directive/Order).
10. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
11. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 7.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Leslie A. Osche, Chairman

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman

\_\_\_\_\_  
Kevin E. Boozel, M.S., Secretary

**WITNESS:**

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**CORONER OF BUTLER COUNTY**

\_\_\_\_\_  
Korynne L. Young

**WITNESS:**

\_\_\_\_\_

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_  
Dr. Willis Ashton Ennis, M.D.

## **FORENSIC SERVICES AGREEMENT**

This Agreement made this 14th day of January, 2026, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

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KORYNNEL YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

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DR. JOSEPH A. DELTONDO, D.O., having his principal place of business at 1015 Pleasant Ridge Drive, Mars, Pennsylvania 16046, hereinafter referred to as "INDEPENDENT CONTRACTOR".

### **WITNESSETH:**

**WHEREAS**, Butler has a Coroner's Office existing pursuant to Act of July 2, 1939, P.L. 559, 16 P.S. 145, hereinafter referred to as "Coroner"; and

**WHEREAS**, Coroner from time to time requires forensic services including, but not limited to, the performance of autopsies, preparation of protocols and testimony of pathologists with respect to such autopsies in court proceedings; and

**WHEREAS**, the Independent Contractor is capable and able to provide such forensic services to the County and Coroner.

**NOW THEREFORE**, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request in writing Independent Contractor to provide forensic services which shall include with respect to each such request the performance of

an autopsy, preparation of a protocol, and the appearance, as necessary, at the coroner's inquest, magistrate's hearing, and trial for each autopsy.

2. For such services rendered, the County shall compensate the Independent Contractor by paying a fee as follows:
  - (a) \$1,250 for each autopsy and protocol
  - (b) \$250 for each external examination not performed as part of an autopsy and protocol
  - (c) \$500 for each appearance at a Coroner's inquest
  - (d) \$500 for each appearance at a magistrate's hearing
  - (e) \$750 for each court appearance
3. Independent Contractor shall acknowledge the request in writing and provide Coroner direction as to time and place for Coroner to deliver the body, when the autopsy will be performed, and when to pick up the body.
4. The expense of transporting the body and procuring any necessary documents relevant to the autopsy, including but not limited to investigation reports, hospital and medical records, shall be arranged by and any costs borne by County.
5. Independent Contractor shall have full and complete control of which pathologists will be assigned to each request.
6. Independent Contractor shall invoice the County for all such forensic services provided and the County shall issue payment within thirty (30) days from approval.
7. It is agreed and understood that this Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the physician shall receive compensation for the satisfactory work completed until the date of termination.
8. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits. Physician indemnifies and holds the County harmless from any and all demands and actions based upon or arising out of any activities or failure to take action by

its employees, assigns, and subcontractors under this Agreement and shall indemnify and defend any and all actions brought against the County based upon any such claims and demands.

9. Independent Contractor acknowledges that this work entails confidential matters and privacy rights. Contractor shall not breach the confidentiality or privacy rights; nor disclose any details relating to services to any third party who is not privy to this Agreement (absent County approval or Judicial Directive/Order).
10. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
11. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 7.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

\_\_\_\_\_  
Leslie A. Osche, Chairman

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman

\_\_\_\_\_  
Kevin E. Boozel, M.S., Secretary

**WITNESS:**

**CORONER OF BUTLER COUNTY**

\_\_\_\_\_  
Korynne L. Young

**WITNESS:**

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_  
Dr. Joseph A. DeTondo, D.O.

**FORENSIC SERVICES AGREEMENT**

This Agreement made this 14<sup>th</sup> day of January, 2025, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

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KORYNNEL YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

A  
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BRITTANY HARMON, having her principal place of business at 2911 McCarrell Street, McKeesport, Pennsylvania, 15132, hereinafter referred to as "INDEPENDENT CONTRACTOR".

**WITNESSETH:**

**WHEREAS**, Butler has a Coroner's Office existing pursuant to Act of July 2, 1939, P.L. 559, 16 P.S. 145, hereinafter referred to as "Coroner"; and

**WHEREAS**, Coroner from time to time requires forensic services including, but not limited to, that of an autopsy technician; and

**WHEREAS**, the Independent Contractor is capable and able to provide such forensic services to the County and Coroner.

**NOW THEREFORE**, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request Independent Contractor to provide forensic services when necessary.
2. For such services rendered, the County shall compensate the Independent Contractor by paying the sum of \$225.00 dollars per autopsy.
3. Independent Contractor shall invoice the County for all such forensic services provided, and the County shall issue payment within thirty (30) days from approval.
4. It is agreed and understood that this Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the physician shall receive compensation for the satisfactory work completed until the date of termination.
5. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits.
6. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
7. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 4.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Leslie A. Osche, Chairman

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman

\_\_\_\_\_  
Kevin E. Boozel, M.S., Secretary

**WITNESS:**

\_\_\_\_\_

**CORONER OF BUTLER COUNTY**

\_\_\_\_\_  
Korynne L. Young

**WITNESS:**

\_\_\_\_\_

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_  
Brittany Harmon

## **FORENSIC SERVICES AGREEMENT**

This Agreement made this 14<sup>th</sup> day of January, 2025, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

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KORYNNE L. YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

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D

TIMOTHY MANZEWITSCH, whose mailing address is 200 May Road, Beaver Falls, Pennsylvania 15010 (hereinafter referred to as the "Independent Contractor").

### **WITNESSETH:**

**WHEREAS**, Butler has a Coroner's Office existing pursuant to Act of July 2, 1939, P.L. 559, 16 P.S. 145, hereinafter referred to as "Coroner"; and

**WHEREAS**, Coroner from time to time requires forensic services including, but not limited to, that of an autopsy technician; and

**WHEREAS**, the Independent Contractor is capable and able to provide such forensic services to the County and Coroner.

**NOW THEREFORE**, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request Independent Contractor to provide forensic services when necessary.
2. For such services rendered, the County shall compensate the Independent Contractor by paying the sum of \$225.00 dollars per autopsy.
3. Independent Contractor shall invoice the County for all such forensic services provided, and the County shall issue payment within thirty (30) days from approval.
4. It is agreed and understood that this Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the physician shall receive compensation for the satisfactory work completed until the date of termination.
5. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits.
6. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
7. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 4.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

**BOARD OF COMMISSIONERS**

\_\_\_\_\_

Maria G. Malloy

Chief Clerk

\_\_\_\_\_

Leslie A. Osche, Chairman

\_\_\_\_\_

Kimberly D. Geyer, Vice Chairman

\_\_\_\_\_

Kevin E. Boozel, M.S., Secretary

**WITNESS:**

**CORONER OF BUTLER COUNTY**

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\_\_\_\_\_

Korynne L. Young

**WITNESS:**

**INDEPENDENT CONTRACTOR**

\_\_\_\_\_

\_\_\_\_\_

Timothy Manzewitsch

## FORENSIC SERVICES AGREEMENT

This Agreement made this 14<sup>th</sup> day of January, 2025, by and between the COUNTY OF BUTLER, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, having its principal place of business at Butler County Government Center, 124 West Diamond Street Butler, Pennsylvania 16001, hereinafter referred to as the "COUNTY",

A

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D

KORYNNE L. YOUNG, having her principal place of business at 107 Woody Drive, Butler, Pennsylvania, 16001, hereinafter referred to as the "CORONER",

A

N

D

TIMOTHY MANZEWITSCH, whose mailing address is 200 May Road, Beaver Falls, Pennsylvania 15010 (hereinafter referred to as the "Independent Contractor").

### WITNESSETH:

**WHEREAS**, the Coroner, from time to time and on an as needed basis, requires forensic services including, but not limited to, histological services such as block and slide preparation; and

**WHEREAS**, the Independent Contractor is capable, willing and able to provide such forensic services to the County and Coroner.

**NOW THEREFORE**, the parties, intending to be legally bound by this Agreement, do hereby agree as follows:

1. Coroner shall request Independent Contractor to provide forensic services when necessary.

2. For Block and Slide preparation, the County shall compensate the Independent Contractor by paying a sum of \$100.00 per autopsy case.
3. Independent Contractor shall invoice the County for all such forensic services provided, and the County shall issue payment within thirty (30) days from approval.
4. This Agreement may be terminated by either party at any time by giving the other thirty (30) days written notice of such termination. In the event of termination, any case in progress shall be completed and the Independent Contractor shall receive compensation for the satisfactory work completed until the date of termination.
5. Independent Contractor is deemed an independent contractor and not an employee and is not entitled to be included in any normal employee benefits.
6. All services shall be provided without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
7. This Agreement shall be effective retroactive to January 5, 2026, and shall continue on until termination by either party pursuant to paragraph 4.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, set their hands and seals to this Agreement the day and year first above written.

**ATTEST:**

**BOARD OF COMMISSIONERS**

---

Maria G. Malloy

Chief Clerk

---

Leslie A. Osche, Chairman

---

Kimberly D. Geyer, Vice Chairman

---

Kevin E. Boozel, M.S., Secretary

**WITNESS:**

---

**WITNESS:**

---

**CORONER OF BUTLER COUNTY**

---

Korynne L. Young

**INDEPENDENT CONTRACTOR**

---

Timothy Manzewitsch

## **AMENDMENT TO AGREEMENT**

This Amendment to Agreement is made and entered into this 14<sup>th</sup> day of January, 2026, by and between the County of Butler, a fourth class county and a political subdivision of the Commonwealth of Pennsylvania, whose mailing address is Butler County Government Center, 124 West Diamond Street, P.O. Box 1208, Butler, Pennsylvania, 16003-1208 (hereinafter, referred to as "County"), and Korynne L. Young, Coroner for the County of Butler (hereinafter referred to as "County"), 107 Woody Drive, Butler, Pennsylvania, 16001

A  
N  
D

Young Funeral Home, Ltd., P.O. Box 1522, 127 West Jefferson Street, Butler, PA 16003 (hereinafter referred to as "Young").

### **WITNESSETH**

*WHEREAS*, the Parties entered into a previous Agreement for private mortuary services, pursuant to 16 Pa.C.S.A §13916, because the County did not own and operate its own county morgue; and

*WHEREAS*, Butler County is in the process of completing construction of its own county morgue, which is anticipated to be fully operational by March 2026; and

*WHEREAS*, after the municipal election held on November 4, 2025, Korynne L. Young has been duly elected and sworn in to the office of Butler County Coroner effective January 5, 2026, succeeding William F. Young, III; and

*WHEREAS* former Coroner William F. Young, III had previously entered into an Agreement with Young Funeral Home, Ltd., dated December 1, 2021, to provide Mortuary Services; and

*WHEREAS*, the Parties desire to modify the termination notice period required to end the Agreement.

*NOW THEREFORE*, the parties hereto agree as follows:

1. Paragraph 4 of the Agreement, currently requiring six months' prior written notice for amendment of term, is hereby amended in its entirety to read as follows:

Either party may terminate this Agreement at any time, for any reason or no reason, by providing the other Party with 30-day prior written notice of such termination.

2. Except as set forth in this Amendment to Agreement, all other terms and conditions of the December 1, 2021, Agreement shall remain in full force and effect.

*IN WITNESS WHEREOF*, this Amendment has been duly executed by the parties hereto, effective as of the date first written above.

**ATTEST:**

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

\_\_\_\_\_  
Leslie A. Osche, Chairman

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman

\_\_\_\_\_  
Kevin E. Boozel, M.S., Secretary

**WITNESS:**

**CORONER OF BUTLER COUNTY**

\_\_\_\_\_

\_\_\_\_\_  
Korynne L. Young

**WITNESS:**

**YOUNG FUNERAL HOME**

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**AMENDMENT NO. 2**

**to the**

**Redwood Toxicology Laboratory, Inc. Service Agreement**

This Amendment No. 2 (the "2nd Amendment") is made to the Service Agreement between Redwood Toxicology Laboratory, Inc. (hereinafter "RTL") and Butler County Adult & Juvenile Probation (hereinafter "Butler County"). The foregoing are collectively referred to as the "Parties".

Whereas, the Parties entered into the above-referenced Agreement effective July 1, 2023 (the "Agreement");

Therefore, in consideration of the promises, and the terms and conditions set forth in this amendment, the Parties agree to the following amendment to the Agreement:

1. Attachment 2.A to RTL Services Agreement is deleted in its entirety and replaced with the Updated Attachment 2.A, Pricing Schedule, expiring December 31, 2026.
2. Attachment 2.A, Pricing Schedule, effective January 1, 2026, is added to RTL Services Agreement.
3. Except as provided in this 2nd Amendment, all terms, capitalized or otherwise, used in this 2nd Amendment that are not otherwise defined shall have the respective meanings ascribed to such terms in the Agreement.
4. This 2nd Amendment embodies the entire agreement between RTL and Butler County with respect to the amendment of the Agreement. In the event of any conflict or inconsistency between the provisions of the Agreement and this 2nd Amendment, the provisions of this 2nd Amendment shall control and govern.
5. Except as specifically modified and amended herein, all of the terms, provisions, requirements and specifications contained in the Agreement remain in full force and effect. Except as otherwise expressly provided herein, the parties do not intend to, and the execution of this 2nd Amendment shall not, in any manner impair the Agreement, the purpose of this 2nd Amendment being simply to amend and ratify the Agreement, as hereby amended and ratified, and to confirm and carry forward the Agreement, as hereby amended, in full force and effect.
6. This 2nd Amendment shall be construed and governed by the laws of the State of Illinois, without regard to any conflicts of laws provisions contained therein.
7. This 2nd Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument. Copies of signatures sent by facsimile transmission or via electronic mail will be deemed to be originals.

IN WITNESS WHEREOF, this 2nd Amendment shall become effective (the "Effective Date") upon the last date that this Amendment is executed either by RTL or by Butler County.

**Redwood Toxicology  
Laboratory, Inc.**

**Butler County Adult & Juvenile  
Probation**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Mary Tardel

Name: \_\_\_\_\_

Title: General Manager, Government Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Attachment 2.A  
Pricing Schedule, effective January 1, 2026  
Butler County Adult & Juvenile Probation

**URINE LABORATORY SERVICES**

Urine Lab Tests - Standard Drugs - Screen Only

*Standard drugs include : Alcohol (Ethanol), Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Buprenorphine\*, Cocaine, Carisoprodol, Ecstasy (MDMA), Ethyl Glucuronide (EtG), Heroin (6-MAM), Marijuana (THC), Meperidine\*, Methadone, Opiates, Oxycodone, PCP, Propoxyphene, Tramadol. May substitute drug with adulteration test such as Creatinine, pH, or Specific Gravity at no additional cost. Creatinine is automatically included as a drug on every urine panel. Drugs marked with an asterisk (\*) cost more to confirm than standard drugs.*

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
Various	One Drug Standard Urine Lab Panel - Screen Only	\$2.58
Various	Four Drug Standard Urine Lab Panel - Screen Only	\$3.86
Various	Five Drug Standard Urine Lab Panel - Screen Only	\$4.12
Various	Six Drug Standard Urine Lab Panel - Screen Only	\$4.38
Various	Seven Drug Standard Urine Lab Panel - Screen Only	\$4.64
Various	Eight Drug Standard Urine Lab Panel - Screen Only	\$5.15
Various	Nine Drug Standard Urine Lab Panel - Screen Only	\$5.67
Various	Ten Drug Standard Urine Lab Panel - Screen Only	\$6.18
Various	Eleven Drug Standard Urine Lab Panel - Screen Only	\$6.18
Various	GC-MS, LC-MS/MS or GC-FID Standard Urine Confirmation - cost per drug	\$12.88

Urine Lab Tests - Specialty Drugs

*Specialty lab tests may be ordered in addition to a standard panel or as stand-alone tests. Please visit [www.redwoodtoxicology.com](http://www.redwoodtoxicology.com) or contact us at (800) 255-2159 for more information about our specialty tests and panels.*

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
092	Buprenorphine - Screen Only	\$6.18
5292	Buprenorphine - Confirmation Only	\$15.45
1273	Cotinine (Nicotine metabolite) - Screen Only	\$7.21
N/A	Ethyl Glucuronide (EtG) Alcohol Metabolite - Add-On Screen Only*	\$2.58
049 or 050	Ethyl Glucuronide (EtG) Alcohol Metabolite - Stand-Alone Screen Only	\$5.15
5647	Ethyl Glucuronide (EtG) - Confirmation Only	\$12.88
2101	Fentanyl - Add-On Screen Only*	\$3.09
2101	Fentanyl - Screen Only	\$7.73
5504	Fentanyl - Confirmation Only	\$41.20
5560	Gabapentin - Confirmation Only	\$77.25
5094	Heroin metabolite (6-MAM) - Confirmation Only	\$12.88
5501	Ketamine - Confirmation Only	\$12.88
5960	Kratom - Confirmation Only	\$82.40
1163	LSD - Screen Only	\$15.45
N/A	Oxycodone - Add-On Screen Only*	\$1.03
098	Oxycodone - Stand-Alone Screen Only	\$3.09
5098	Oxycodone - Confirmation Only	\$12.88
091	Tramadol - Screen Only	\$8.24
5212	Tramadol - Confirmation Only	\$15.45

Urine Lab Tests - Specialty Panels

*Standard drugs include : Alcohol (Ethanol), Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Buprenorphine\*, Cocaine, Carisoprodol, Ecstasy (MDMA), Ethyl Glucuronide (EtG), Heroin (6-MAM), Marijuana (THC), Meperidine\*, Methadone, Opiates, Oxycodone, PCP, Propoxyphene, Tramadol. Creatinine is automatically included as a drug on every urine panel. Drugs marked with an asterisk (\*) cost more to confirm than standard drugs.*

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
P45	Comprehensive Panel - Screen Only / Confirmation for additional fee of \$20.00 per drug. Detects over 600 brand name prescription drugs, illicit drugs, and alcohol.	\$41.20
8474	Synthetic Marijuana (K2/Spice) - Premium Panel	\$46.35
5550	Steroid Testing	\$51.50



Attachment 2.A  
New Pricing Schedule, effective January 1, 2026  
Butler County Adult & Juvenile Probation

**ORAL FLUID LABORATORY SERVICES**

**Oral Fluid Lab Tests - Standard Drugs**

*Standard drugs include : Alcohol (Ethanol), Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Buprenorphine\*, Cocaine, Carisoprodol, Ecstasy (MDMA), Ethyl Glucuronide (EtG), Heroin (6-MAM), Marijuana (THC), Meperidine\*, Methadone, Opiates, Oxycodone, PCP, Propoxyphene, Tramadol. Creatinine is automatically included as a drug on every urine panel. Drugs marked with an asterisk (\*) cost more to confirm than standard drugs.*

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
2101001	Quantisal Oral Fluid Collection Device - purchase required prior to testing	\$2.27
Various	Six Drug Standard Oral Fluid Lab Panel - Screen Only	\$7.21
Various	Seven Drug Standard Oral Fluid Lab Panel - Screen Only	\$7.98
Various	Eight Drug Standard Oral Fluid Lab Panel - Screen Only	\$8.76
Various	Nine Drug Standard Oral Fluid Lab Panel - Screen Only	\$9.53
Various	Ten Drug Standard Oral Fluid Lab Panel - Screen Only	\$10.30
Various	Eleven Drug Standard Oral Fluid Lab Panel - Screen Only	\$11.07
Various	GC-MS, LC-MS/MS or GC-FID Standard Oral Fluid Confirmation - cost per drug	\$15.45

**Oral Fluid Lab Tests - Specialty Drugs**

TEST CODE	DESCRIPTION	PRICE PER SPECIMEN
N/A	Buprenorphine - Add-On Screen Only*	\$1.03
N/A	Buprenorphine - Add-On Auto-Confirm Panel*	\$1.55
N/A	Fentanyl - Add-On Screen Only*	\$7.73
F901	Fentanyl - Screen Only	\$10.30
9595	Fentanyl - Confirmation Only	\$25.75
F25	Synthetic Cannabinoids (K2/Spice)	\$18.54
F55	Tramadol	\$25.75

**LABORATORY SUPPLEMENTARY SERVICES**

**Problematic Specimen and Additional Service Charges**

TEST CODE	DESCRIPTION	PRICE PER OCCURRENCE
QNS	Insufficient Volume	\$10.30
PROB	Chain of Custody (COC) and/or Specimen Label Errors	\$10.30
ADS	Accidental Delivery Specimen - Specimen Sent to RTL in Error	\$103.00
PULL	Specimen Retrieval from Storage for Follow-Up Testing	\$10.30
STAT	STAT Testing (Priority)	\$154.50
FEDEX	Short Shipment - Less than Five (5) Specimens Next day air service of inbound specimens sent to RTL for testing is provided at no charge when five (5) or more urine and/or oral fluids specimens are sent in each FedEx overnight shipment. Any combination of urine and/or oral fluids devices may be shipped together via FedEx overnight service.	\$25.00



Attachment 2.A  
New Pricing Schedule, effective January 1, 2026  
Butler County Adult & Juvenile Probation

LABORATORY SUPPLEMENTARY SERVICES (Continued)

Court Support / Expert Witness Services (RTL)

TEST CODE	DESCRIPTION	PRICE PER OCCURRENCE
AFFD	Affidavits	\$128.75
INTP	Letter of Interpretation	\$128.75
CORT	Telephonic or Webinar Court Testimony, including preparation and travel time	\$300 per hour
	In-Person Court Testimony	\$800 per day + travel
	Expert Witness Prep Time	\$150 per hour
LPCK	Litigation Package	\$154.50

COLLECTION & SHIPPING SUPPLIES

RTL provides all necessary urine specimen collection and shipping supplies to its clients at no additional cost. For urine testing, these supplies include:

- Urine specimen collection containers: wide-mouth beaker with 45mL flip-top vial or 90mL bottles with lids and built-in temperature strips.
- Electronic Test Requisition forms
- Specimen baggies with absorbent material
- Pre-paid FedEx or UPS lab packs or pre-paid U.S. mailer boxes.

**Lab Supply Shipping and Handling:** Outbound lab supply orders will be shipped at no charge for ground service delivery. Expedited shipping of supplies will be charged on an 'at cost' basis. FOB Shipping Point.



Attachment 2.A  
New Pricing Schedule, effective January 1, 2026  
Butler County Adult & Juvenile Probation

**RAPID ON-SITE TEST DEVICES - URINE DIPS**

Panel-Dip Test Devices

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE PER DEVICE	BOX PRICE (25/BOX)
ABTETGF11401A	1	PANEL DIP 01 EtG 500 - <i>For Forensic Use Only**</i>	\$1.80	\$45.06
ABTFTYF11401A	1	PANEL DIP 01 FENTANYL 20 - <i>For Forensic Use Only**</i>	\$1.65	\$41.20
01 102 0173	1	PANEL DIP 01 BUPRENORPHINE 10 (BUP)	\$0.88	\$21.89
01 102 0119	6	PANEL DIP 06 BZO300, COC300, MAMP1000, MOP300, OXY100, THC50	\$1.55	\$38.63
01 102 0182	10	PANEL DIP 10 AMP1000, BAR300, BUP10, BZO300, COC300, MAMP1000, MOP300, MTD300, OXY100, THC50	\$2.99	\$74.68

**RAPID ON-SITE TEST DEVICES - ORAL FLUID**

Oral Fluid Devices

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE PER DEVICE	BOX PRICE (25/BOX)
ABTOFCUBF1001A	10	CUBE 10 Oral Fluid Device AMP50/BZO30/BUPS /COC20/MET50/OPI40/ OXY20/ PCP10/THC25 + FTY100 - <i>FFUO**</i>	\$6.18	\$154.50

**COLLECTION SUPPLIES**

Collection Supplies

PART NUMBER	DRUG(S)	CONFIGURATION	PRICE
GD5334T1	N/A	90 mL bottle	\$0.00
Q133	N/A	6.5 oz/ Graduated Beaker	\$0.40
031258	N/A	Temperature Strip	\$0.00
AB001	N/A	Double Pouch Bags	\$0.10

**Device Order Shipping & Handling:** Device orders will be shipped at no charge for ground service delivery. Expedited shipping of device orders will be charged on an 'at cost' basis. FOB Shipping Point.

**\*\*Forensic Use Only (FFUO)** devices are intended for use only in drugs of abuse testing for law enforcement purposes. Appropriate users of such devices include, for example, court systems, police departments, probation/parole offices, juvenile detention centers, prisons, jails, correction centers and other similar law enforcement entities, or laboratories or other establishments performing forensic testing for these entities. Forensic Use Only devices are not designed, tested, developed, or labeled for use in other settings, such as clinical diagnostic or workplace settings.

## Juvenile Justice System Enhancement Strategies Grant and Aide

- Butler County receives \$257,705.00 per year.
- This is allocated toward juvenile probation officers' salaries.
- To receive these monies, we are required to work on JJSES initiatives.
- We are working on rolling out the use of a Child Trauma Screening tool, as well as the MAYSI-2 (Massachusetts Youth Screening Instrument-version 2) There are 5 subscales that have been validated for both boys and girls: Alcohol/Drug Use, Anger-Irritability, Depression-Anxiety, Somatic Complaints, and Suicide Ideation, and a sixth scale, Thought Disturbance, validated only for boys. A seventh scale, Traumatic Experiences, measures lifetime trauma exposure and posttraumatic reactions and contains slightly different items for girls and boys.
- By 2027, both tools will be a requirement to continue receiving the funding.

**FY 2024-2025 FINANCIAL STATEMENT**  
**FUNDS EXPENDED UNDER JUVENILE PROBATION SERVICES GRANT**  
**BUDGET PERIOD COVERED: JULY 1, 2024 TO JUNE 30, 2025**

<b>COUNTY:</b>	<b>BUTLER</b>
<b>AMOUNT OF GRANT RECEIVED:</b>	<b>\$257,705.00</b>
<b>INTEREST EARNED FROM JULY 1, 2024 TO JUNE 30, 2025:</b>	<b>\$0.00</b>
<b>FY 2023-2024 Approved Amount Carried Forward to FY 2024-2025:</b>	<b>\$0.00</b>
<b>TOTAL:</b>	<b>\$257,705.00</b>

JUVENILE PROBATION PERSONNEL			Total Annual Salary (rounded to nearest dollar)	% FT Employment	% of Time in Juvenile	Amount of Grant Expenditure Used to Support Salary
Last Name	First Name	MI				
Ritson	Douglas	E	\$ 105,457.10	100%	50%	\$ 19,823.46
Stover	Susan	E	\$ 89,726.56	100%	100%	\$ 19,823.46
Toland	Chad	D	\$ 83,898.05	100%	100%	\$ 19,823.46
Robinson	Denise	A	\$ 84,922.03	100%	100%	\$ 19,823.46
Pugh	Jodi	R	\$ 81,235.86	100%	100%	\$ 19,823.46
Ritzert	Kevin	L	\$ 81,235.86	100%	100%	\$ 19,823.46
Switzer	James	A	\$ 81,235.86	100%	100%	\$ 19,823.46
Goodwin	Monesha	J	\$ 69,608.66	100%	100%	\$ 19,823.46
Monaco	Christopher	T	\$ 67,982.30	100%	100%	\$ 19,823.46
Marzolf	Jeffrey	S	\$ 55,296.59	100%	100%	\$ 19,823.46

Juvenile Probation Personnel amount transferred from Page 2 (if entered) \$ 59,470.40

**JUVENILE PROBATION PERSONNEL TOTAL** \$ 257,705.00

**FY 2024-2025 EXPENDED OPERATIONS COSTS**

Expense Type	Vendor	Qty	General Description	Amount of Grant Expenditure used for Operations
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

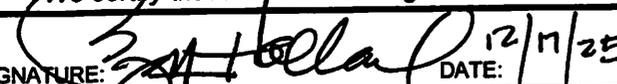
Operations costs transferred from Page 3 (if entered) \$ -

**OPERATIONS TOTAL** \$ -

**FY 2024-2025 Requested Amount Carried Forward to FY 2025-2026**

**TOTAL EXPENDITURES** \$ 257,705.00

*We certify that the information given above is true and correct to the best of our knowledge and belief.*

SIGNATURE: 	DATE: 12/11/25	SIGNATURE: _____	DATE: _____
County Controller / Treasurer		Chairman / County Executive	

	A	B	C	D	E	F	G	
1	JUVENILE PROBATION PERSONNEL			Total Annual Salary (rounded to nearest dollar)	% FT Employ- ment	% of Time in Juvenile	Amount of Grant Expenditure Used to Support Salary	
2	Last Name	First Name	MI					
3	Lawson	Erin	N	\$ 57,784.90	100%	100%	\$ 19,823.46	
4	Reiser	Spencer		\$ 55,296.59	100%	100%	\$ 19,823.47	
5	Whann	Nicholas	R	\$ 55,296.59	100%	100%	\$ 19,823.47	
6				\$ -			\$ -	
7				\$ -			\$ -	
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44				\$ -			\$ -	
45				\$ -			\$ -	
46	JUVENILE PROBATION PERSONNEL SUBTOTAL (Amount will be transferred to Page 1)							\$ 59,470.40
47	Page 2							



**Pennsylvania  
Juvenile Court  
Judges' Commission**

Date: \_\_\_\_\_

Mr. Robert J. Tomassini  
Executive Director  
Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
601 Commonwealth Ave., Suite 4600  
P.O. Box 62425  
Harrisburg, PA 17106-2425

Dear Mr. Tomassini:

Please be advised that the compensation provided to juvenile probation officers including salaries, salary increases and bonuses, provided to Butler County's juvenile probation personnel is equitable to the compensation provided to other county and court personnel, in accordance with subsection 200.1003 (a) of Title 37 of the Pennsylvania Code.

Sincerely,

\_\_\_\_\_  
President Judge Date

\_\_\_\_\_  
Chairman/County Executive Date

\_\_\_\_\_  
County Commissioner Date

\_\_\_\_\_  
County Commissioner Date

BOARD OF COUNTY COMMISSIONERS  
Leslie A. Osche, Chairman  
Kimberly D. Geyer, Vice-Chairman  
Kevin E. Boozel, M.S. Secretary

Amanda Feltenberger  
Human Services Director

William Kepple  
Human Services Fiscal Officer

Allyson Rose  
Director of Integrated Services



## HUMAN SERVICES DEPARTMENT

COUNTY GOVERNMENT CENTER ANNEX – 1<sup>st</sup> FLOOR  
124 WEST DIAMOND STREET, P.O. BOX 1208  
BUTLER, PA 16003-1208

# Butler County

TELEPHONE: (724) 284-5114 – TTD USERS: (724) 284-5473  
FAX: (724) 284-5128 – EMAIL: bcmhmr@co.butler.pa.us

DATE: January 8, 2026

TO: Maria Malloy  
Chief Clerk

FROM: Amanda Feltenberger  
Human Services Director

RE: Commissioners' Public Meeting – January 14, 2026  
Human Services Agreements

I am requesting Commissioners' approval of the following Human Services items:

### Drug & Alcohol

1. Approval of the (five year) 2025-2030 Grant Agreement (#4100101140)

#### **FY 2025-2030 Grant Agreement with the PA Department of Drug and Alcohol Programs (DDAP):**

Ratification of the five (5) year Grant Agreement (#4100101140) between Butler County and the Department of Drug and Alcohol Programs to develop and implement a comprehensive plan of addiction services relative to substance use and problem gambling disorders. The Grant Agreement is in effect from January 1, 2026, through June 30, 2026.

The awarded amount will be up to \$1,574,595.50 for the initial period of performance for this agreement, which will commence on January 1, 2026, and end on June 30, 2026.

DDAP is not able to allocate funds for future years that have not yet been appropriated. Under the terms of the agreement, DDAP can issue subsequent grant awards and extend the performance period by issuing written notice without the need to amend the agreement.

2. Approval of the following Drug & Alcohol contract extension for July 1, 2025 – December 31, 2025:

<b>Davis Archway Centers for Addiction Treatment:</b>		
Facility No. 107-112	Non-Hospital Detoxification- Adult	\$350.00/Day
	CM Services: Completion of Initial SOR GPRA	\$45.00 Per Occurrence
	Level 3.5-Non-Hospital Inpatient -Adult	\$316.00/Day
	MAT Services	At Cost- per Prescribed Amount
Facility No. 107-036	Level 3.1- Halfway House- Adult Male	\$122.00/Day
	MAT Services	At Cost- per Prescribed Amount

If you have any questions or require further information, please give my office a call. Thank you.



Building 3, Sunnyview Home Complex - 111 Sunnyview Circle  
Suite 101 – Butler, PA 16001-3547

## Butler County

### Area Agency on Aging

Phone (724) 282-3008 Fax (724) 282-1466 Toll Free 1-888-367-2434  
Fax (724) 283-6844 Protective Service (724) 283-6955  
[aaainfo@co.butler.pa.us](mailto:aaainfo@co.butler.pa.us)



TO: Leslie A. Osche  
Kimberly D. Geyer  
Kevin E. Boozel

FROM: *Beth A. Herold*  
Beth A. Herold, RN, BSN, MBA, Administrator

DATE: January 5, 2026

RE: COMMISSIONERS' MEETING – January 14, 2026

I am submitting the following items for your consideration at the Commissioners' Public Meeting on January 14, 2026.

- **MIP Fund Accounting Maintenance & Support Plan Renewal**  
I am requesting the Board's approval to pay \$5,225.55 for the MIP Maintenance & Support Plan for the period of 1/29/2026-1/28/2027. Check is payable to Abila. The MIP Fund Accounting System can extract and import financial data into the Department of Aging's Fiscal Database.  
The Maintenance and Support Plan offers the following for our MIP Fund Accounting:
  - Product Upgrades and Releases
  - Unlimited Support InquiriesThere are no county funds involved; payment is from Aging Block Grant and Aging Well Funding.
- **Veterans Health Foundation Subrecipient Award – ACL 2025-1013**  
I am requesting the Board's approval to sign an agreement with the Veterans Health Foundation for project titled "Developing and Piloting a VA-APS Partnered Intervention for Elder Mistreatment in Older Veterans". The sub-award amount for 10/1/25-09/29/26 is \$18,561. The grant agreement is from 10/01/25-09/29/28 for an estimated total of \$61,749.

If you have any questions or need additional information regarding these agenda items, please contact me.

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#### BUTLER COUNTY HUMAN SERVICES

Area Agency on Aging • Children & Youth Services • Drug & Alcohol • Early Intervention & Intellectual Disabilities • Mental Health



**MOMENTIVE SOFTWARE, INC.  
NEW ORDER FORM**

This order form cover sheet and any product addenda, schedules, or attachments hereto (collectively, the "Order Form") is entered into on the date of last signature below ("Effective Date") by and between Butler County Area Agency on Aging with offices located at 111 Sunnyview Circle Ste 101, Butler, Pennsylvania, 16001-3537, United States (the "Customer") and Momentive Software, Inc. and its brand affiliates ("Provider") for the provision of the Products and Services listed below. Customer and Provider agree to be bound by Provider's terms and conditions (the "Terms and Conditions"), a copy of which is available on Provider's website at Terms and Conditions and incorporated herein by reference, and supersedes all prior, conflicting agreements or representations, written or oral between the parties for the Products and Services listed below. Capitalized terms in this Order Form will have the meanings given in the Terms and Conditions. The Order Form and the Terms and Conditions shall be known, collectively, as the "Agreement." In the event of conflict between the Order Form and the Terms and Conditions, the Order Form shall control.

**QUOTE DETAILS** **PREPARED BY**

Quote Number: Q-219525	MOMENTIVE SOFTWARE, INC.
Quote Date: 01/29/2026	360 Central Ave.
Quote Expires on: 04/20/2025	Suite 1120
	St. Petersburg, Florida
	33701
Term Commencement Date: 01/29/2026	Representative: Tony Slan
Term Completion Date: 01/28/2027	
Term Duration: 12 Months	
Payment Terms: N30	

**BILLING INFORMATION** **PRIMARY CONTACT**

Butler County Area Agency on Aging 111 Sunnyview Circle Ste 101 Butler, Pennsylvania 16001-3537 United States	Billie Jo Edwards  1 (724) 431-1228 bedwards@co.butler.pa.us
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**ORDER SUMMARY:**

<b>Maintenance and Support</b>		
The following table provides a description of the data base and user quantities and corresponding fees.		
Product Name	Qty	Annual Price
MIP On-Premise: Accounts Payable - M&S	1.00	\$953.99
MIP On-Premise: Accounts Receivable Billing - M&S	1.00	\$839.33



MIP On-Premise: Accounts Receivable Reporting - M&S	1.00	\$342.47
MIP On-Premise: Budget Management - M&S	1.00	\$762.88
MIP On-Premise: Data Import/Export - M&S	1.00	\$457.12
MIP On-Premise: Forms Designer - M&S	1.00	\$342.47
MIP On-Premise: General Ledger - M&S	1.00	\$1,527.29
<b>Total</b>		<b>\$5,225.55</b>

<b>TOTAL</b>
<b>\$5,225.55</b>

<b>ESTIMATED TAX</b>
<b>\$137.23</b>

<b>TOTAL WITH ESTIMATED TAX</b>
<b>\$5,362.78</b>

**Customer Notes:**

Please confirm your tax-exempt status by checking one of the following boxes:

We are tax-exempt:      We are not tax-exempt:

The total contract value includes an estimated tax value. If you have not already submitted your business's tax exempt certificate, please email it to [salestax@momentivesoftware.com](mailto:salestax@momentivesoftware.com). You will be invoiced and responsible for tax payments until your certificate is received and approved by our tax department.

**Products and Services Fees**

Unless otherwise specified in this Order Form, Provider will invoice Customer applicable fees for the Products and Professional Services described above (collectively, "Products and Services Fees") which shall be due and payable within 30 days of the invoice date.

**Processing fees**

Third Party Payment Processing: If applicable, Provider shall enable credit and debit card processing services for Customer, including but not limited to authorization, settlement, and support services. In such event, Customer will be required to establish a merchant services account and to maintain such account in accordance with card networks regulations. The payment processor will assess Customer applicable card processing fees (collectively "Processing Fees") in the amount of 3.5% per Visa/Mastercard/Discover transaction and 3.95% per Amex transaction, provided, Processing Fees are subject to adjustment upon advance written notice in accordance with card network rules, including without limitation network fees, issuing bank fees, or interchange rates. Customer shall remit payment for Processing Fees in accordance with the Customer's merchant services account terms.

**Term**

The Term of this Order Form shall continue for 12 months and automatically renew for a twelve (12) month term (each a "Renewal Term") unless either party provides the other party with written notice of intent not to renew no later than one hundred twenty (120) days prior to the expiration of the current Term.

*[Remainder of this page intentionally left blank; signature pages follow next page]*



IN WITNESS WHEREOF, the parties hereto, each by a duly authorized officer, have entered into this Agreement as of the Effective Date.

**CUSTOMER: Butler County Area Agency on Aging**

**PROVIDER: Momentive Software, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## FDP Cost Reimbursement Subaward

<b>Federal Awarding Agency:</b> Other [Type in Agency]		Administration for Community Living
<b>Pass-Through Entity (PTE):</b>		<b>Subrecipient:</b>
Veterans Health Foundation		County of Butler: Butler Area Agency on Aging
PTE PI: Lena Makaroun		Sub PI: Beth Herold
PTE Federal Award No: 90EJIG0065		Subaward No: ACL 2025-1013
Project Title: Developing and Piloting a VA-APS Partnered Intervention for Elder Mistreatment in Older Veterans		
<b>Subaward Budget Period:</b>		Amount Funded This Action (USD): \$ 18,561.00
Start: 10/01/2025	End: 09/29/2026	
<b>Estimated Period of Performance:</b>		Incrementally Estimated Total (USD): \$ 61,749.00
Start: 10/01/2025	End: 09/29/2028	

### Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(b). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's **Financial** Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's **Financial** Contact, as shown in Attachment 3A, not later than **60 days** after **the final Budget Period end date**.  
The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to the PTE's **Administrative** Contact and the Subrecipient's **Administrative** Contact shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Budget Period(s) and Budget **Unilaterally**. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's **Authorized Official** Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with Awarding Agency requirements. PTE shall direct written notice to the Subrecipient's **Authorized Official** contact, and Subrecipient shall direct written notice to the PTE's **Administrative** contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

<b>By an Authorized Official of the PTE:</b>		<b>By an Authorized Official of the Subrecipient:</b>	
	[Signature Box]		[Signature Box]
Name: Alanna Caffas	Date	Name: [Signature]	Date
Title: CEO		Title: [Signature]	

**Attachment 1**  
**Certifications and Assurances**

Subaward Number:

ACL 2025-1013

**Certification Regarding Lobbying (2 CFR 200.450)**

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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**Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.214 and 2 CFR 180)**

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.214 and 2 CFR 180.

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**Audit and Access to Records**

Subrecipient certifies that it will provide PTE with notice of any adverse findings which impact this Subaward. Subrecipient certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If Subrecipient is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and will provide access to such audits upon request. Subrecipient will provide access to records as required by parts 2 CFR 200.332 (a)(5), 200.337, and 200.338 as applicable.

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**Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)**

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

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The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**Use of Name**

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

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**Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment**

Pursuant to 2 CFR 200.216, Subrecipient will not obligate or expend funds received under this Subaward to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

**Attachment 2**  
**Federal Award Terms and Conditions**

Subaward Number  
**ACL 2025-1013**

**Required Data Elements**

The data elements required by Uniform Guidance are incorporated in the attached Federal Award.

Awarding Agency Institute (If Applicable)

Federal Award Issue Date	FAIN	Assistance Listing No.
09/26/25	90EJIG0065	93.747
Assistance Listing Program Title (ALPT)		
Elder Abuse Prevention Interventions Program		
Key Personnel Per NOA		
Lena Makaroun		

**This Subaward Is:**

Research & Development     Subject to FFATA

**General Terms and Conditions**

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:

<https://acl.gov>

2. 2 CFR 200

3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

<https://acl.gov/grants/managing-grant>

4. Applicable Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:

<https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>

except for the following :

- a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the **Administrative** Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
- b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
- c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
- d. Title to equipment as defined in 2 CFR 200.1 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
- e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).

5. Treatment of program income: **Additive**

**Special Terms and Conditions:**

**Data Sharing and Access:**

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and/or access requirements as reflected in the NOA or the Federal Awarding Agency's standard terms and conditions as referenced in General Terms and Conditions 1-4 above.

**No additional requirements**

**Data Rights:**

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

**Copyrights:**

**Subrecipient Shall Grant** to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

**Promoting Objectivity in Research (COI):**

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply: **Subrecipient**

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein: **DHHS Administration for Community Living**

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

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**Work Involving Human or Vertebrate Animals (Select Applicable Options)**

No Human or Vertebrate Animals

This section left intentionally blank.

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**Human Subjects Data (Select One)**

This section left intentionally blank

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This section left intentionally blank

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**Additional Terms**

**Attachment 3A**  
**Pass-Through Entity (PTE) Contacts**

Subaward Number:  
ACL 2025-1013

**PTE Information**

Entity Name:

Legal Address:

Website:

**PTE Contacts**

Central Email:

Principal Investigator Name:

Email:  Telephone Number:

Administrative Contact Name:

Email:  Telephone Number:

COI Contact email (if different to above):

Financial Contact Name:

Email:  Telephone Number:

Email invoices?  Yes  No Invoice email (if different):

Authorized Official Name:

Email:  Telephone Number:

**PI Address:**

University Drive C  
Pittsburgh, PA 15240

**Administrative Address:**

University Drive C Building 30  
Pittsburgh, PA 15240

**Invoice Address:**

University Drive C Building 30  
Pittsburgh, PA 15240  
laura.soule@va.gov

**Attachment 3B**  
**Subrecipient Contacts**

Subaward Number:  
**ACL 2025-1013**

**Subrecipient Information for FFATA reporting**

Entity's UEI Name: **County of Butler**

EIN No.:  Institution Type: **County Government**

UEI: **CCZ1R4JL2GU4** Currently registered in SAM.gov:  Yes  No

Parent UEI:  Exempt from reporting executive compensation:  Yes  No (if no, complete 3Bpg2)

Place of Performance Address **This section for U.S. Entities:** Zip Code Look-up  
Congressional District: **PA-016** Zip Code+4: **160015780**

**111 sunnyview circle  
bldg 3 suite 101  
Butler pa 16001**

**Subrecipient Contacts**

Central Email: **bherold@co.butler.pa.us**

Website:

Principal Investigator Name: **Beth Herold**

Email: **bherold@co.butler.pa.us** Telephone Number: **7244311220**

Administrative Contact Name: **Beth Herold**

Email: **bherold@co.butler.pa.us** Telephone Number: **7244311220**

Financial Contact Name: **Billie Jo Edwards**

Email: **Bedwards@co.butle.pa.us** Telephone Number: **7244311228**

Invoice Email: **bherold@co.butler.pa.us Bedwards@co.butler.pa.us**

Authorized Official Name: **Leslie Osche**

Email: **Losche@co.butler.pa.us** Telephone Number: **7244315101**

**Legal Address:**

Butler County Area agency on Aging  
111 Sunnyviw circle  
Bldg 3  
suite 101  
Butler pa 16001

**Administrative Address:**

Butler County Area agency on Aging  
111 Sunnyviw circle  
Bldg 3  
suite 101  
Butler pa 16001

**Payment Address:**

Butler County Area agency on Aging  
111 Sunnyviw circle  
Bldg 3  
suite 101  
Butler pa 16001

**Attachment 3B-2**  
**Highest Compensated Officers**

Subaward Number:  
ACL 2025-1013

**Subrecipient:**

Institution Name:

PI Name:

**Highest Compensated Officers**

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

**Attachment 4**  
**Reporting and Prior Approval Terms**

Subaward Number:

ACL 2025-1013

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

**Technical Reports:**

- Monthly technical/progress reports will be submitted to the PTE's Administrative Contact within 15 days of the end of the month.
- Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's Administrative Contact.
- Annual technical / progress reports will be submitted within 60 days prior to the end of each budget period to the PTE's Administrative Contact. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- A Final technical/progress report will be submitted to the PTE's Administrative Contact within 60 days of the end of the Project Period or after termination of this award, whichever comes first.
- Technical/progress reports on the project as may be required by PTE's Administrative Contact in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

**Prior Approvals:**

Carryover:

Carryover is restricted for this subaward by the: Pass-Through Entity

*Carryover instructions and requirements are as stated by the Federal Awarding Agency guidance or as shown below.*

Submit carryover requests to the Administrative Contact.

**Other Reports:**

- In accordance with 37 CFR 401.14, Subrecipient agrees to notify both the Federal Awarding Agency via designated portal and PTE's Administrative Contact within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's Administrative Contact within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.

A negative report is required: Upon Request

- Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Additional cost sharing requirements included below:

**Additional Technical and Reporting Requirements:**

Cost sharing of 15% of total costs is required.

**Attachment 5**  
**Statement of Work, Cost Sharing, Indirects & Budget**

Subaward Number:  
**ACL 2025-1013**

**Statement of Work**

Below  Attached,  pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

Beth Herold, Director of the Butler County Area Agency on Aging (AAA) in the Department of Human Services, Butler County Older Adult Protective Services, will provide support for the Veterans Health Foundation Elder Justice Innovation Grant Project led by Project Director Dr. Lena Makaroun through the following roles and responsibilities:

- Ms. Beth Herold, Director at Butler County Department of Human Services Area Agency on Aging, or an appropriate representative, will join a VA-APS advisory group and attend 1-hour bi-monthly meetings for the duration of the 3-year project period to help establish a local VA-APS collaboration for coordination of care and services to address mistreatment in older Veterans in Butler County.
- Ms. Herold, or an appropriate representative, will contribute additional protective services expertise as needed through communications outside of bi-monthly meetings.
- Butler County Older Adult Protective Services staff will participate in piloting the partnership as part of the THRIVE intervention pilot in years 2 and 3 of the project period for an estimated maximum of 15 Veteran clients.
- Ms. Herold, or an appropriate representative, will work with representatives from the Allegheny County AAA as needed outside of regular meetings to share experiences and expertise for creating work flows for coordination between the AAA and VA Medical Centers.
- Butler County AAA staff involved in piloting the intervention will participate in the research evaluation of the program by participating in brief interviews and providing other feedback to the research team led by Dr. Makaroun.
- Ms. Herold, or an appropriate representative, will critically review and provide feedback on products arising from the advisory group, including memoranda of understanding, standard operating procedures, and other products.
- Ms. Herold will help disseminate lessons learned and products to relevant county and state-level stakeholders to increase the impact of the local VA-APS partnership.

**Budget Information**

<b>Indirect Cost Rate Information</b>	Rate Applied: <input type="text" value="0"/> %	<b>Cost Sharing</b> <input type="text" value="Yes"/>
Type: <input type="text" value="SELECT RATE TYPE"/>	Base: <input type="text" value="SELECT RATE BASE"/>	If Yes, include Amount: \$ <input type="text" value="3,276.00"/>

**Budget Details**  Below  Attached,  pages

<b>YEAR 1</b>	
- Key protective services staff salary	= \$19,337
- Travel	= \$2,500
- Subtotal Direct Costs	= \$21,837
- Non-federal 15% Cost Share (in kind)	= -\$3,276
<b>TOTAL FEDERAL FUNDS REQUESTED</b>	<b>= \$18,561</b>

**Budget Totals**

Direct Costs	\$ <input type="text" value="18,561.00"/>
Indirect Costs	\$ <input type="text" value="0.00"/>
<b>Total Costs</b>	<b>\$ <input type="text" value="18,561.00"/></b>

*All amounts are in United States Dollars*

**Attachment 6**  
**Notice of Award (NOA) and any additional documents**

- The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.
- Not incorporating the NOA or any additional documentation to this Subaward.



Department of Health and Human Services

Administration For Community Living

Notice of Award

Award# 90EJIG0065-01-00

FAIN# 90EJIG0065

Federal Award Date: 09/26/2025

Recipient Information

- 1. Recipient Name**  
VETERANS HEALTH FOUNDATION  
1010 Delafield Rd  
Pittsburgh, PA 15215-1802
- 2. Congressional District of Recipient**  
17
- 3. Payment System Identifier (ID)**  
1251666090A1
- 4. Employer Identification Number (EIN)**  
251666090
- 5. Data Universal Numbering System (DUNS)**
- 6. Recipient's Unique Entity Identifier (UEI)**  
GBYKKNK9SAE5
- 7. Project Director or Principal Investigator**  
Ms. Shannon Hula  
shannon.hula@va.gov  
412-360-2456
- 8. Authorized Official**  
Dr. Lena Makaroun  
Staff Physician and Core Investigator  
lena.makaroun@va.gov  
4123602253

Federal Agency Information

AOA Elder Justice & Adult Protective Services Elder Justice Innovation Grants

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss  
Grants Management Officer  
jennifer.curtiss@acf.hhs.gov  
816-426-2991

10. Program Official Contact Information

Ms. Erin Kee  
Aging Services Program Analyst  
erin.kee@acl.hhs.gov  
202 795 7420

Federal Award Information

- 11. Award Number**  
90EJIG0065-01-00
- 12. Unique Federal Award Identification Number (FAIN)**  
90EJIG0065
- 13. Statutory Authority**  
42 USC 3001 et seq.
- 14. Federal Award Project Title**  
Elder Abuse Prevention Interventions Program
- 15. Assistance Listing Number**  
93.747
- 16. Assistance Listing Program Title**  
Elder Abuse Prevention Interventions Program
- 17. Award Action Type**  
New
- 18. Is the Award R&D?**  
No

Summary Federal Award Financial Information

<b>19. Budget Period Start Date</b>	09/30/2025	<b>- End Date</b>	09/29/2026
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$231,589.00		
20a. Direct Cost Amount	\$246,674.00		
20b. Indirect Cost Amount	\$62,111.00		
<b>21. Authorized Carryover</b>	\$0.00		
<b>22. Offset</b>	\$0.00		
<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$0.00		
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$77,196.00		
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$308,785.00		
<b>26. Period of Performance Start Date</b>	09/30/2025	<b>- End Date</b>	09/29/2028
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>	\$308,785.00		

28. Authorized Treatment of Program Income

MATCHING

29. Grants Management Officer - Signature

Ms. Jennifer M Curtiss  
Grants Management Officer

30. Remarks

NEW MONETARY AWARD

This action is issued as a new award for the period identified on line 19, and the federal amount on line 20.



Department of Health and Human Services  
Administration For Community Living

Notice of Award

Award# 90EJIG0065-01-00  
FAIN# 90EJIG0065  
Federal Award Date: 09/26/2025

<b>Recipient Information</b>	
<b>Recipient Name</b> VETERANS HEALTH FOUNDATION 1010 Delafield Rd Pittsburgh, PA 15215-1802	
<b>Congressional District of Recipient</b> 17	
<b>Payment Account Number and Type</b> 1251666090A1	
<b>Employer Identification Number (EIN) Data</b> 251666090	
<b>Universal Numbering System (DUNS)</b>	
<b>Recipient's Unique Entity Identifier (UEI)</b> GBYKKNK9SAE5	
<b>31. Assistance Type</b> Cooperative Agreement	
<b>32. Type of Award</b> Demonstration	

<b>33. Approved Budget (Excludes Direct Assistance)</b>	
i. Financial Assistance from the Federal Awarding Agency Only	
ii. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$104,660.00
b. Fringe Benefits	\$44,224.00
c. Total Personnel Costs	\$148,884.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$2,319.00
g. Construction	\$0.00
h. Other	\$0.00
i. Contractual	\$95,471.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$246,674.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$62,111.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$308,785.00</b>
<b>m. Federal Share</b>	<b>\$231,589.00</b>
<b>n. Non-Federal Share</b>	<b>\$77,196.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-2994405	90EJIG006501	AOA	41.45	93.747	\$231,589.00	75-25-0142

# AWARD ATTACHMENTS

VETERANS HEALTH FOUNDATION

90EJIG0065-01-00

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## 1. Terms and Conditions

## STANDARD ADMINISTRATIVE TERMS

### General Grants Management

Awards issued through Notices of Funding Opportunities are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards eCFR :: 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards ; effective on or after 10/1/25: 2 CFR Parts 200 eCFR :: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 300 eCFR :: 2 CFR Part 300 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Effective 10/1/2024:** This award is subject to the requirements in 45 CFR part 75, except as amended by the following provisions of 2 CFR part 200:

2 CFR 200 citation	Replaces 45 CFR 75 citation
2 CFR § 200.1. Definitions, <i>"Modified Total Direct Cost"</i>	45 CFR § 75.2. Definitions, <i>"Modified Total Direct Cost"</i>
2 CFR § 200.1. Definitions, <i>"Equipment"</i>	45 CFR § 75.2. Definitions, <i>"Equipment"</i>
2 CFR § 200.1. Definitions, <i>"Supplies"</i>	45 CFR § 75.2. Definitions, <i>"Supplies"</i>
2 CFR § 200.313(e). Equipment, <i>Disposition</i>	45 CFR § 75.320(e). Equipment, <i>Disposition</i>
2 CFR § 200.314(a). Supplies	45 CFR § 75.321(a). Supplies
2 CFR § 200.320. Procurement methods	45 CFR § 75.329. Procurement procedures
2 CFR § 200.333. Fixed amount subawards	45 CFR § 75.353. Fixed amount subawards
2 CFR § 200.344. Closeout	45 CFR § 75.381. Closeout
2 CFR § 200.414(f). Indirect costs, <i>De Minimis Rate</i>	45 CFR § 75.414(f). Indirect (F&A) costs, (f)
2 CFR § 200.501. Audit requirements	45 CFR § 75.501. Audit requirements

### Effective 10/1/2025: 2 CFR 200 and HHS Specific Modifications Implementation

- Adopt 2 CFR Part 200
- Repeal 45 CFR Part 75 in its entirety and update existing citations in HHS regulations.
- Relocate HHS-Specific modifications from 45 CFR Part 75 to 2 CFR Part 300:

<b>Modification</b>	<b>Before 10/1/2025 45 CFR Part 75</b>	<b>On and After 10/1/2025 2 CFR Part 300</b>
Adoption of 2 CFR Part 200	75.106	300.106
Conflict of Interest	75.112	300.112
Special Provisions for Awards to For-Profit Organizations as Recipients	75.216 and 75.322(f)	300.218
Special Provisions for Awards to Federal Agencies	75.217	300.219
Nondiscrimination language	75.300	300.300
Federal Payment	75.305(a)	300.305
Prior approval requirement for inclusion of research patient care costs in research awards	75.308(c)(1)(ix)	300.308
Intangible Property	75.307(c)(2)	300.315
Indirect Costs	75.414(c)(1)	300.414
Independent research and development costs	75.476	300.477
Shared responsibility payments	75.477	300.478
Principles for Determining Costs Applicable to Research and Development under grants with Hospitals	Appendix IX	Appendix IX

**Precedence** Applicable statutory or regulatory provisions supersede conflicting or inconsistent provisions in this Standard Administrative Terms. Discretionary awards are subject to the requirements set forth in the Notice of Funding Opportunity (NOFO); Notice of Award (NoA) including remarks and/or specific award conditions (e.g., restricted drawdown); these Standard T&Cs; and the U.S. Department of Health and Human Services (HHS) Grants Policy Statement <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf>

1. Payments – Funds for this award are available through the Payment Management System (PMS). Please go to <https://pms.psc.gov/> for access, payment, reporting and training information.

2. **Award Acceptance** - Initial withdrawal of funds by the recipient, constitutes acceptance of the terms and conditions of this award. Any future support is subject to the availability of funds and programmatic priorities. If an initial payment is not requested within 30 business days of the project start date, contact your Federal Project Officer or Grants Management Specialist to provide a reason(s) for the inactivity.

3. **Matching Requirements** – Recipients must provide the match listed in line 24 of this Notice of Award (NoA) in accordance with the program requirements and any matching requirements stated within the Notice of Funding Opportunity.

4. **Grants Management Module** - ACL discretionary recipients are required to use the Grants Management Module (GMM) for their end to end grants management services (tracking and receiving various award actions, submitting financial and progress reports, general correspondence, requests etc.). The recipient authorizing official identified in item 8., and recipient project director identified in item 7., must ensure they are registered with GMM and have the appropriate role assigned to them by their organization. Please follow the GMM recipient account registration information located at the following URL: <https://www.grantsolutions.gov/support/registration.html>. If you are unable to register or have questions associated with registration, contact your Grants Management Specialist (GMS).

5. **Closeout Requirements** – A final Federal Financial Report (SF-425), a Property Inventory and Disposition Statement, and a final Project Report are due within 120 days after the expiration of the project period of the Notice of Award. Submit the SF-425 in PMS, and the remaining reports as a “note” using an authorized Grants Management Module account.

6. **Overlapping Projects** - Recipients with overlapping projects must be specifically cautious that approved costs on any budget, including match or cost share, is not also included on any other federally financed program in either the current or a prior period.

7. **Grants Policy** - This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award. The HHS GPS is available here: <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf>

#### **HHS Administrative and National Policy Requirements**

8. **General** – Unless otherwise noted in the NOFO or program specific requirements, HHS policy directives and public policy requirements are imposed by statute and are applicable to all programs. This list is not exhaustive: **HHS Administrative and National Policy Requirements**

9. Trafficking - This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). For the full text of the award term, go to <https://acl.gov/grants/managing-grant>

10. Salary Limitation - "Full-Year Continuing Appropriations and Extensions Act, 2025" applies to terms and conditions of the Consolidated Appropriations Act of 2024 (Public Law 118-47) including a salary rate limitation. The law limits the salary amount that may be awarded and charged to ACL grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$225,700. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an ACL grant or cooperative agreement. Note that these or other salary limitations will apply in FY 2025 as required by law.

11. Whistleblower Protections – As a recipient of this award you must comply with the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, 41 U.S.C. § 4712) "Enhancement of contractor protection from reprisal for disclosure of certain information," and 48 CFR part 3 subpart 3.9, "Whistleblower Protections for Contractor Employees." For more information see: <https://oig.hhs.gov/fraud/whistleblower/>

12. Stevens Amendment - In accordance with the Stevens Amendment, all HHS grant and cooperative agreement recipients are required to acknowledge federal funding when publicly communicating projects or programs funded through HHS federal financial assistance. You must use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL supported publications and forums describing projects or programs funded in whole or in part with ACL funding.

**HHS Grant or Cooperative Agreement is NOT funded with other non-governmental sources:**

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funding by ACL/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

**The HHS Grant or Cooperative Agreement IS partially funded with other nongovernmental sources:**

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non-government source(s).

The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

14. **Antidiscrimination** - This project must be administered in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS.

See <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- Reasonable steps must be taken to ensure that the project provides meaningful access to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>.
- For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>.
- For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

15. **Telecommunications** - Effective August 13, 2020, in accordance with 2 CFR 200.216, "Prohibition on certain telecommunications and video surveillance services or equipment."

(a) As described in CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:

(1) Procure or obtain,

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

16. Security and Privacy: Should the collection of information require the use of an information technology system, the grant recipient and subrecipient(s) will be expected to adhere to the NIST Cybersecurity Framework to help ensure the security of any system used or developed by the grant recipient or subrecipient(s). In particular, if the data to be collected includes Personally Identifiable Information (PII) or Protected PII, the grant recipient and subrecipient(s) must apply the appropriate security controls required to protect the privacy and security of the collected PII and/or Protected PII. (See 2 CFR 200.1 Definitions)

#### **Reporting Requirements**

17. Responsibility/Qualification Reports - Responsibility/qualification reports in SAM.gov contain all the information formerly available from the Federal Awardee Performance and Integrity Information System (FAPIIS). If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time, must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the

designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

18. Subaward Reporting -The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System which has moved to SAM.gov Subaward Reporting in SAM | SAM.gov for all sub-awards and sub-contracts issued for \$30,000 or more as well as executive total compensation for both recipient and subaward organizations.

19. Financial Reporting - Grantees are required to submit a financial report (SF 425). A final report (cumulative of the entire grant period) is due 120 days after the expiration date of the project period. The FFR report must be submitted in the Payment Management System (PMS).

20. Program Progress Reporting - Program Progress Reports are due semi-annually (within 30 days following each six month period), effective with the start date of the award. A final report is due 120 days after the expiration date of the project period. This report must be submitted as a "grant note" using an authorized GrantSolutions account.

*Butler County Board of Commissioners*  
**Economic Development and Planning**

124 W. Diamond Street, PO Box 1208, Butler, PA 16003-1208  
Phone 724.284.5300 Fax 724.284.5315 TDD 724.284.5473

*Commissioners*

Leslie A. Osche, **Chairman**  
Kimberly D. Geyer, **Vice Chairman**  
Kevin E. Boozel, **Secretary**



Chief of Economic  
**Development & Planning**  
Mark Gordon

**TO: Board of Butler County Commissioners**

**FROM: Wendy Leslie, CDBG Coordinator**

**RE: Public Meeting January 14, 2026**

**The following item(s) are for the public meeting:**

- 1.) **Marion Twp Reservoir Change Order #2**  
Request to approve Change order #2 for the Marion Twp Reservoir project. This is to have the water hauled in for the new reservoir as this was to originally be filled by the old reservoir, but the pump went and had to be replaced. Due to time constraints of the grant, water needed to be hauled in so we can meet the deadline of the grant. The demolition of the old existing reservoir will be deleted with a credit of \$14,500 and the water hauling is \$22,000. This is an increase of \$7,500 to the contract. This will use the 2022 CDBG funds.



CHANGE ORDER

Order No. 2  
Date: 1-5-256  
Agreement Date: 4-23-25

NAME OF PROJECT: Marion Township Water Storage Tank Project

OWNER: Marion Township, Butler County

CONTRACTOR: Hiles Excavating, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: Additional services to provide hauled water to fill the water tank due to Township well pump replacement (\$22,000) and elimination of demolition of the existing reservoir (-\$14,500).

CHANGE TO CONTRACT PRICE

Original CONTRACT PRICE	\$501,000.00 ✓
Current CONTRACT PRICE adjusted by previous CHANGE ORDER	\$526,000.00 ✓
The CONTRACT PRICE due to this CHANGE ORDER will be (increased) ( <del>decreased</del> ) by	\$7,500.00 ✓
The new CONTRACT PRICE including this CHANGE ORDER will be	\$533,500.00 ✓

CHANGE TO CONTRACT TIME

The Contract Time will be (increased) (decreased) by 0 calendar days.

The date for completion of all work will be 1-10-26  
(Date)

Requested by [Signature] (Owner) Date 1-5-26

Recommended by David A. Neill (Engineer) Date 1-2-26  
Digitally signed by David A. Neill  
DN: cn=David A. Neill, o=David A. Neill, email=da.neill@hiles.com

X Accepted by [Signature] (Contractor) Date 1/5/26



# MaherDuessel

January 6, 2026

Board of County Commissioners  
County of Butler  
P.O. Box 1208  
Butler, PA 16003

Dear County Commissioners:

In accordance with our engagement letter dated December 21, 2025, the County of Butler (County) may contract with our firm for providing additional services that will not impair our independence to perform the overall audit of the County. At the direction of Benjamin Holland, Controller, we may be requested to perform audits of the individual row offices and the District Courts. Additionally, at the direction of the Controller and with the approval of the Commissioners we may be requested to perform other audit or attest reports. We will complete the row office and District Courts audits and will issue audited financial statements on each of the row offices and the District Courts for each year beginning with the years ended December 31, 2025, 2026, 2027, 2028, and 2029. Findings and any significant deficiencies identified during the audits will be included in the audit reports. Other matters will be reported to the County in the form of a management letter.

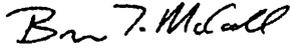
Fees for these additional services will be billed on an hourly basis at the following hourly rates by level of professional.

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Partner	\$ 178	\$ 182	\$ 187	\$ 192	\$ 197
Senior Manager	\$ 152	\$ 156	\$ 160	\$ 164	\$ 168
Manager	\$ 133	\$ 136	\$ 139	\$ 142	\$ 146
Supervisor	\$ 121	\$ 124	\$ 127	\$ 130	\$ 133
Senior	\$ 108	\$ 111	\$ 114	\$ 117	\$ 120
Staff	\$ 93	\$ 95	\$ 97	\$ 99	\$ 101
Administrative	\$ 60	\$ 62	\$ 64	\$ 66	\$ 68

All other applicable provisions of our engagement letter with the County will be adhered to for these additional services. If you have any questions, please call.

County of Butler  
January 6, 2026  
Page 2

Sincerely,



Brian T. McCall - Partner

The arrangements described above are accepted by the County of Butler.

BY:

\_\_\_\_\_  
Commissioner Leslie Osche

\_\_\_\_\_  
Commissioner Kevin Boozel

\_\_\_\_\_  
Commissioner Kim Geyer

CC: Controller, Benjamin Holland

# MaherDuessel

December 21, 2025

Board of County Commissioners  
Mr. Benjamin Holland, Controller  
County of Butler  
Butler County Government Center  
P.O. Box 1208  
Butler, PA 16003

Dear Board of County Commissioners and Mr. Holland:

We are pleased to confirm our understanding of the services we are to provide for County of Butler (Organization) for the years ended December 31, 2025 through 2029.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Organization as of and for the years ended December 31, 2025 through 2029.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Organization's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Organization's RSI in accordance with generally accepted auditing standards. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedules related to the Net Pension Liability (or Asset)
- Notes to Schedules of Required Supplementary Information

Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements

- Combining Financial Statements
- Schedule of Expenditures of Federal Award
- Notes to Schedules of Supplementary Information

In connection with our audit of the financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section
- Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP), and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a

reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Pennsylvania Department of Human Services (DHS) *Single Audit Supplement*.

Hereafter in this letter, the term “financial statements” will refer to the financial statements.

#### **Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and Pennsylvania DHS *Single Audit Supplement*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and Pennsylvania DHS *Single Audit Supplement*, and other procedures we consider necessary to enable us to express such an opinion(s). As part of an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or

employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major program(s). However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys and confirmations from financial institutions as part of the engagement, and they may bill you directly or indirectly through us for responding to this inquiry.

In the event that representation by legal counsel, during the term of this agreement or subsequently, is deemed necessary by Maher Duessel in connection with any aspect of this engagement, fees and expenses for counsel will be reimbursed to the auditor as out-of-pocket expenses. In addition, you shall compensate Maher Duessel for all time we expend in connection with such legal responses at normal and customary hourly rates.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your

information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The Organization and Maher Duessel agree that any claim arising from this agreement shall be commenced within one year of the date of the auditor's report or the date of the engagement letter if no report has been issued. Maher Duessel's responsibility for any claims, damages or cost shall be limited to the amount of fees paid for the services rendered under this engagement letter.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Organization's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will assist in preparing the financial statements (as defined in the audit scope and objectives section above) including the required supplementary information and including the supplementary information, and data collection form of the Organization in conformity with the basis of accounting previously defined, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined and the Uniform Guidance. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the basis of accounting described above. and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers) and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

As an attest client, Maher Duessel cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the AICPA Code of Professional Conduct. The Organization is responsible for maintaining its own data and records.

**Mahe Duessel does not host any of the Organization's information. Suralink is used solely as a method of exchanging information and is not intended to store the Organization's information. Upon completion of the engagement, data and other content will either be removed from Suralink or become unavailable to Mahe Duessel within a reasonable time frame. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.**

**At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.**

**Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.**

**You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.**

**You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document**

that contains, and indicates that we have reported on, the schedule of expenditures of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the basis of accounting previously defined. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the basis of accounting previously defined; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the basis of accounting previously described; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website (if applicable), you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maher Duessel, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement. With regard to an exempt offering document with which

**Maher Duessel is not involved, you agree to clearly indicate in the exempt offering document that Mahe Duessel is not involved with the contents of such offering document.**

**Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.**

**Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.**

**You agree to assume all management responsibilities for all nonaudit services we provide as defined in the Other Services section of this letter. You will be required to acknowledge in the management representation letter the following related to our nonaudit services:**

- Management is responsible for the substantive outcomes of the work and therefore, has a responsibility to be in a position in fact and appearance to make an informed judgment on the results of these services.**
- Management has designated a management-level individual to be responsible and accountable for overseeing these services who possesses skill, knowledge, and/or experience to oversee our services.**
- Management will establish and monitor the performance of these services to ensure that it meets management's objectives.**
- Management will evaluate the adequacy and will review and accept responsibility for the services performed.**

**We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing**

requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

#### **Engagement Administration and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. We will electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or pass-through

entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brian T. McCall is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Maher Duessel's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, in recognition of the investment made into training and developing our employees, in the event that any of our employees who were part of your engagement team accept a position of employment with your organization, or any of its related parties at any time while we are performing services for you or within one year thereafter, you agree to pay us a placement fee equal to fifty percent of the employee's annual salary in effect on the date such employment was contracted. This fee would be payable at the time the employee accepts a position.

Professional standards require Maher Duessel to establish policies and procedures designed to provide it with reasonable assurance that it deals appropriately with complaints and allegations. It is Maher Duessel's policy that any complaints or allegations should be reported to the CEO, or any other partner as identified on our website at [www.md-cpas.com](http://www.md-cpas.com).

### **Audit Meetings**

Management will arrange for Maher Duessel to meet with the Organization's Board of County Commissioners or an appropriate committee thereof, as requested, in connection with the audit(s). Generally, the meeting can occur in advance of and following the completion of year-end fieldwork for the audit of the Organization's financial statements.

### **Use and Distribution of Reports**

Maher Duessel will provide draft reports to management for review and approval before issuance. Final reports for internal use and external distribution will be delivered to the Organization. The Organization's use and distribution of reports is expected to be limited to (1) filings routinely required by government agencies, (2) lenders, and (3) internal use. If the Organization intends to publish or otherwise reproduce the financial statements and make reference to our firm name, the Organization agrees to provide Maher Duessel with printer's proofs or masters for our review and approval prior to printing. The Organization also agrees to provide Maher Duessel with a copy of the final reproduced material for our approval before it is distributed.

## **Reporting**

We will issue written report(s) upon completion of our Single Audit. Our reports will be addressed to the Board of County Commissioners of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion(s), add a separate section, or add an emphasis of- matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion(s) on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue report(s), or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose, which will also address other information in accordance with AU-C 720, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports* (if applicable).

## **Confidentiality**

The audit documentation for this engagement is the property of Maher Duessel and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the federal oversight agency or pass-through agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maher Duessel personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the

above-mentioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The AICPA requires members who practice public accounting to participate in either a Quality Review or Peer Review practice-monitoring program. Maher Duessel is enrolled in such a program. The Organization grants permission for Maher Duessel to respond fully to inquiries and allow review of working papers in connections with practice monitoring program activities.

#### **Other Services - Agreed-Upon Procedures**

We will apply the agreed-upon procedures which the Commonwealth of Pennsylvania Department of Human Services (PA DHS), has specified, with respect to the supplemental schedules required by agreements with provide the County of Butler (County) as of and for the years ended June 30, September 30, and December 31, 2025 through 2029. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in the section below. Your agreement and acknowledgment are evidenced by your agreement to this engagement letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

The procedures are as follows:

- a. Verify, by comparison, the amounts and classifications that the supplemental financial schedules required by PA DHS, which summarize amounts reported to the PA DHS for fiscal years ended June 30, September 30, and December 31, 2025 through 2029 have been accurately compiled and reflect the audited books and records of the County. We have also verified, by comparison to the example schedules, that these schedules are presented, at a minimum, at the level of detail and in the format required by the PA DHS.
- b. Inquire, of management, regarding adjustments to reported revenues or expenditures which were not reflected on the reports submitted to PA DHS for the period in question.
- c. Disclose adjustments to the reported amounts or any other audit findings pertaining to the schedules outlined in (a).

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the supplemental schedules. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue written reports upon completion of our engagement that lists the procedures performed and our findings. Our reports will be addressed to the County and PA DHS. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. You understand that the reports are intended solely for the use of the appropriate parties listed above and for the County and should not be used by anyone other than those specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgement, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the supplemental schedules, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the supplemental schedules and that they are in accordance with procedures specified by the PA DHS Single Audit Supplement; In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of

performing the agreed-upon procedures, and (3) unrestricted access to persons within the County from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the supplemental schedules in accordance with the PA DHS Single Audit Supplement.

### **Fees**

The professional fees for the scope of services will be:

2025	\$	119,500
2026		122,000
2027		124,500
2028		127,000
2029		129,500

Out-of-pocket expenses associated with these services will be reimbursed.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Federal, State, and Local rule-making bodies may at times make changes that require us to modify our scope of work. Such changes require monitoring and evaluation by Maher Duessel, and often

result in new and/or expanded procedures on our part. To the extent these required changes will significantly impact the time required to complete our procedures, an adjustment to the fee will be necessary. Should such a situation occur, we will meet with you to discuss a revised fee estimate.

#### **Additional Services**

Maher Duessel may provide additional services which can be either non-recurring matters or changes to the scope of recurring services, including matters such as: (1) changes to the body of compliance and other requirements applicable to the Organization; (2) changes in the nature or scope of programs that comprise the reporting entity; (3) changes in the application of accounting principles or the application of new principles; (4) changes to auditing standards of a nature that results in an increase in the audit effort required; (5) management requests for procedures of a nature and extent beyond those necessitated for an audit; (6) consent letters; (7) changes to accounting software; (8) changes required as part of a prior period restatement (9) costs related to required surcharges; and (10) matters of management responsibility (e.g. the condition of records) or other matters beyond Maher Duessel's reasonable control that impair the efficient conduct or expand the scope of effort beyond the audit procedures necessary for the scope of recurring services.

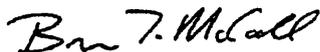
In the event that the Organization requires additional services, the Organization may request that Maher Duessel provide such additional services and pay fees based upon professional hours.

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We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the document, and return it to us.

Sincerely,

Maher Duessel



BY: \_\_\_\_\_  
Brian T. McCall, Partner

The arrangements described above are accepted by the Organization.

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of authorized signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **SERVICES AGREEMENT**

**THIS SPECIALIZED SERVICES AGREEMENT** (the "Agreement") is made by and between **VICTIM OUTREACH INTERVENTION CENTER**, having an address of 301 First Street, Butler, PA 16001 (hereinafter known as the "Provider"), and **BUTLER COUNTY**, a political subdivision of the Commonwealth of Pennsylvania, having an office and place of business at 124 W Diamond Street, Butler, PA 16001 (hereinafter known as the "County").

**WHEREAS**, the County desires that the Provider perform certain services, as more specifically set forth in the Program Description attached hereto as Attachment "1" and incorporated herein by reference as if a part of this Agreement (the "Services"); and

**WHEREAS**, the Provider agrees to perform the Services; and

**WHEREAS**, the County and the Provider understand and agree that the terms and conditions of this Agreement are specific to this Agreement and the Services hereto.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained and intending to be legally bound, the Provider and the County (each, a "Party," and collectively, "Parties") agree as follows:

### **Section 1. Term and Termination.**

- 1.1 This Agreement shall be effective on January 1, 2026 through December 31, 2026 (the "Term").
- 1.2 Either Party may terminate this Agreement prior to the expiration of the Term by providing at least one hundred twenty (120) days prior written notice to the other Party. Upon termination of this Agreement, the County shall pay all costs accrued by the Provider as of the date of termination, including all non-cancelable obligations for the Term of the Agreement.
- 1.3 If either party shall fail to fulfill in a timely or proper manner its obligations under this Agreement, or either party shall violate any of the covenants or stipulations of this Agreement, the party injured shall thereupon have the right to terminate this Agreement immediately by giving written notice of such to the other of their intent to terminate this Agreement. The non-injured party has the right to appeal the termination decision of the injured party by submitting in writing within ten (10) days the reason why the termination should not take place.

### **Section 2. Payment.**

- 2.1 The County agrees to pay the Provider a maximum of \$125,000 (the "Fees") for the performance of the Services in accordance with Attachment "1", which is incorporated herein by reference.

- 2.3 The Provider will invoice the County monthly per the schedule in Attachment "1" (Program Description and Budget). Invoiced Fees shall be paid within sixty (60) days of the County's receipt of an invoice from the Provider.

**Section 3. Insurance.**

- 3.1 For the term of this Agreement, the Provider shall take out and maintain, or shall cause to be taken out and maintained, the following insurance:

A. Comprehensive General Liability Insurance, which will protect the Provider in providing the services under this Agreement from claims for bodily injury to persons, including wrongful death, and for damage to property, which may arise from operations under this Agreement, whether such operations are by the Provider or by any subcontractor. The Comprehensive General Liability Policy shall include, but not be limited to, the following:

(1) Contractual liability on a blanket basis or contractual liability specifically covering this Agreement;

(2) Providers Protective Liability;

(3) Products Liability and Completed Operation;

(4) Limits of liability may be satisfied by a combined single limit of \$1,000,000/occurrence - \$3,000,000/aggregate, for bodily injury and property damage.

(5) The policy shall be endorsed to include Butler County and its Commissioners, and its Executives and employees, as additional insured with the right of notice, and further that this said endorsement shall be evidenced on the actual insurance certificate.

B. Worker's Compensation Insurance as required by law.

C. Professional Liability Insurance with limits of liability of not less than \$1,000,000 /each occurrence - \$3,000,000/aggregate.

D. Fidelity Bond or Employee Dishonesty Insurance/Errors and Omissions Coverage shall be maintained to insure that employees who have financial responsibilities related to the receipt and disbursement of funds under this Agreement shall be covered by a Fidelity Bond or Employee Dishonesty Insurance. Coverage to be required and maintained for fidelity bond/employee dishonesty insurance shall be minimally for an amount which is equal to, but not less than, 50% of the first \$100,000 of total allocation which is referenced on Attachment "1" of this agreement and 25% for each \$100,000 thereafter, with a maximum fidelity bond/employee dishonesty coverage of \$500,000.

**Section 4. Miscellaneous.**

- 4.1 The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.
- 4.2 The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, shall be governed by the laws of the Commonwealth of Pennsylvania.
- 4.3 Neither this Agreement nor any right, interest, or obligation hereunder may be assigned, pledged, or otherwise transferred by either party without the prior written consent of the other party.
- 4.4 Any notice or communication pursuant to this Agreement shall be sufficiently made or given if sent by certified or registered mail, postage prepaid, or by overnight courier, with proof of delivery by receipt, addressed to the address below or as either party shall designate by written notice to the other party.

In the case of Provider:

Victim Outreach Intervention Center  
Attn: Tracy Veri  
301 First Street  
Butler, PA 16001

In the case of County:

County of Butler  
Attn: Ann Brown  
P O Box 1208  
124 W. Diamond Street  
Butler, PA 16003-1208

- 4.5 Neither Party waives its right to enforce any and all provisions of the Agreement at any time during the Term. Either Party's failure to enforce any provision shall not prejudice such Party from later enforcing or exercising the same or any other provision of the Agreement.
- 4.6 Headings are for convenience of reference only, and not for interpreting the provisions of the Agreement.
- 4.7 This Agreement, together with all attachments and exhibits, constitutes the entire agreement and understanding between the Parties and supersedes any prior or contemporaneous negotiations, agreements, understandings, or arrangements of

any nature or kind with respect to the subject matter herein. In the event of any inconsistency between this Agreement or any attachments and exhibits, the terms of this Agreement shall govern.

- 4.8 This Agreement may not be changed, altered, modified, amended, rescinded, canceled or waived except by a writing executed by authorized representatives of the Parties.
- 4.9 This Agreement may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one and the same agreement. The signatures of all of the Parties need not appear on the same counterpart. Delivery of an executed counterpart of this Agreement, by facsimile, portable document format (.pdf) or by any other electronic means, has the same effect as delivery of an executed original of this Agreement.
- 4.10 Provider agrees to provide outcomes, performance measurements, and reporting as specified by the County in Attachment "1" hereto. Additionally, the Provider agrees to provide any and all information required for reporting purposes.
- 4.11 Provider agrees to maintain in confidence and to safeguard the confidentiality of all County programs-related information and specific consumer information provided by County to Provider in the course of performance of this Agreement. Provider shall take reasonable measures to protect the confidentiality of all such information and shall take reasonable measures to prevent the unauthorized disclosure of all such information in Provider's possession.

A. Under the Pennsylvania Right-to-Know Law, Government Agencies in Pennsylvania, including Butler County, are required to provide access to and copies of public records to the public. The Right-to-Know Law presumes that all records held by State and Local Agencies, including Butler County, are public. As such, this Agreement and any other documents submitted to the County by the Provider under the terms of this service agreement may be examined, inspected and copied (subject to reasonable rules and regulations) by any persons. Public Records under the Right-to-Know Law are not limited to those held or stored by the County.

B. The Right-to-Know Law extends the County's production requirements to those public records in the hands of a third-party provider of service. Subject to the applicable laws and regulations, the Provider shall timely prepare and maintain all records relating to the implementation of this Agreement. At all reasonable times, these records shall be available for review by authorized County, State, Federal or County auditors and/or personnel.

- 4.12 The Provider shall maintain books, records, documents and other evidence pertaining to all revenues, expenditures and other financial activity pursuant to this agreement as well as to all required programmatic activity and data pursuant to this

agreement. These books, records, documents and other evidence shall be available for review, audit or evaluation by authorized County personnel or their representatives during the agreement period and for seven years thereafter, except if an audit is in progress or audit findings are yet unresolved, in which case, records shall be kept until all tasks are completed.

- 4.13 The Provider shall hold harmless, defend, and indemnify the County, its elected officials, officers, appointees, and employees from and against any third-party liability claim, including court costs and reasonable attorney's fees, arising out of the services rendered to the County under this Agreement.
- 4.14 The Provider agrees to comply with all applicable federal and state laws.
- 4.15 The Provider assures that it presently has no interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of its services hereunder. The Provider further assures that in the performance of this agreement, it will not knowingly employ any person having such interest.
- 4.16 The invalidity or unenforceability of any provisions of this Agreement shall in no way effect the validity or enforceability of any other provision.
- 4.17 This Agreement shall be binding upon and shall inure to the benefit of each of the parties and their respective heirs, successors, and permitted assigns.

**Section 5. Force Majeure.**

- 5.1 No Party will be liable to the other for any failure or delay in the performance of its obligations to the extent such failure or delay is caused by fire, flood, earthquakes, other elements of nature, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, disease, epidemics, quarantines, pandemics, acts of government, a declared state of emergency, delays in visas, changes in laws and governmental policies, or other conditions beyond its reasonable control following execution of this Agreement. If the performance by either party of any of its obligations under this Agreement (including making a payment) is prevented by any such circumstances, then such party shall communicate the situation to the other as soon as possible, and the parties shall endeavor to limit the impact to the project. The parties agree to mitigate risks to the project and personnel, and to amend project period of performance and milestones if possible. Nothing herein shall limit the rights of either party to terminate this Agreement as indicated in Section 1 hereunder.

**Section 6. Financial Reporting Requirements**

- 6.1 Provider is required to comply with all Federal, State, and County financial reporting requirements. For County purposes the required level or type of service is determined by the greater of all county revenues regardless of source, or total expenditures. A summary of these requirements is listed below. A detailed

explanation for each type of financial reporting is included in this section of the Agreement.

6.2

<b><u>Combined County Annual Revenue, All County Sources or Expenditures,</u></b>	<b><u>Financial Statement</u></b>
Less than \$50,000	Compiled, Reviewed or Audited
\$50,000-\$99,999	Reviewed or Audited
\$100,000 and up	Audited

Compilation services are to be conducted in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement. Compiled financial statements must include accompanying footnotes.

- 6.3 Review engagements must be in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.
- 6.4 Audits must be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Yellow Book). CPA firms performing the service are required to meet the criteria required by the GAO to conduct an audit in accordance with the Yellow Book.
- 6.5 Entities who also receive audits conducted in accordance with audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Single Audit) must provide a copy of the Single Audit to Butler County upon completion.

- 6.6 A higher-level requirement is acceptable for any lower level requirement.**
- 6.7 The Provider is responsible for obtaining the necessary level of professional service as outlined above and securing the services of an independent certified public accountant. Federal regulations preclude public accountants licensed in the Commonwealth of Pennsylvania from performing audits of Federal awards. Public accountants are not licensed as Certified Public Accountants (CPAs).**
- 6.8 The County reserves the right for County, State and Federal agencies, or their authorized representatives, to perform financial and/or performance audits. If it is decided that an audit or financial review of this agreement will be performed, then Provider will be given reasonable advance notice. The Provider shall maintain books, records, and documents that support the services delivered, that the fees earned are in accordance with the agreement, and that Provider has complied with the agreement terms and conditions. Provider agrees to make available, upon reasonable notice, at the office of the Provider, during normal business hours, for the term of this agreement and the retention period set forth in this Clause, any of the books, records, and documents for inspection, audit, or reproduction by any State or Federal agency or its authorized representative.**
- 6.9 Working papers and financial reports must be retained by the Provider's auditor/accountant for a minimum of five (5) years from the date of issuance of the financial report, unless the Provider's auditor/accountant is notified in writing by the County, or the cognizant or oversight State or Federal agency, to extend the retention period. Working papers will be made available, upon request, to authorized representatives of the County, any Commonwealth agency, the Federal funding agency, or the Federal General Accounting Office.**
- 6.10 Provider shall preserve all books, records, and documents related to this agreement for a period of time that is the greater of five (5) years from the agreement expiration date, until all questioned costs or activities have been resolved to the satisfaction of the County, or as required by applicable Federal laws and regulations, whichever is longer. If this agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of five (5) years from the date of any resulting final settlement.**
- 6.11 Records that relate to litigation of the settlement of claims arising out of performance or expenditures under this agreement to which exception has been taken by the auditors/accountants shall be retained by the Provider and copies provided to the County until such litigation, claim, or exceptions have reached final disposition.**
- 6.12 Except for documentary evidence delivered pursuant to litigation or the settlement of claims arising out of the performance of the agreement, the Provider may, in fulfillment of his obligation to retain records as required by this Clause, substitute photographs, microphotographs or other authentic reproductions of such records after the expiration of two years following the last day of the month of**

reimbursement to the provider of the invoice or voucher to which such records relate, unless a shorter period is authorized by the County.

- 6.13 The County reserves the right to have all work papers of the independent CPA examined by the County or designated party. Provider hereby authorizes the County to contact their auditors/accountants directly to obtain audit work papers and authorizes their auditor/accountant to provide same without the need for any additional consent other than as stated herein.
- 6.14 Submission of the Required Financial Reports to the County: Provider shall submit a complete Financial reporting package, which includes all accountants or auditors reports/opinions, financial statements, supplementary schedules, Form 990, Form 990T (if applicable), Consolidated financial statements for affiliated groups, and the Management Letter (if issued).
- 6.15 Provider shall submit the financial report within thirty (30) calendar days after the completion of the report but in no event shall the audit/review be completed and the report submitted later than one hundred eighty (180) days after the end of the Provider's fiscal year.
- 6.16 Corrective Action Plan: The Provider shall prepare a Corrective Action Plan (CAP) to address all findings of noncompliance, internal control weaknesses, and/or reportable conditions disclosed in any financial report. For each finding noted, the CAP should include:
- A. A brief description identifying the finding;
  - B. Whether the Provider agrees with the finding;
  - C. The specific steps to be taken to correct the deficiency or specific reasons why corrective action is not necessary;
  - D. A timetable for completion of the corrective action steps;
  - E. A description of monitoring to be performed to ensure that the steps are taken;
  - F. The responsible party for the CAP
- 6.17 Remedies for Non-Compliance with Financial Reporting Requirements: The Provider's failure to provide an acceptable financial report in accordance with the requirements of this clause may result in the County not accepting the report and initiating sanctions against the Provider that may include the following:
- A. Disallowing the cost of the financial report;
  - B. Withholding all or a percentage of the agreement funding pending compliance;
  - C. Withholding or disallowing administrative costs;

D. Suspending subsequent agreement funding pending compliance;

E. Require the return of any funds expended by the County during the audit/financial report term.

6.18 The Provider agrees that it will not use Federal or State law money received from the County for services not provided pursuant to this Agreement, or to pay for the costs of unrelated services provided by the Provider.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their respective duly authorized representatives as of the date first above written.

**ATTEST:**

**COUNTY**

\_\_\_\_\_  
Maria G. Malloy  
Chief Clerk

\_\_\_\_\_  
Leslie A. Osche, Chairman  
Board of County Commissioners

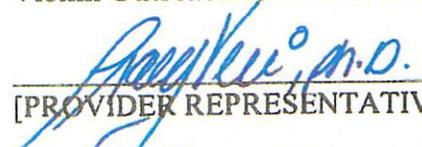
[COUNTY SEAL]

\_\_\_\_\_  
Kimberly D. Geyer, Vice Chairman  
Board of County Commissioners

\_\_\_\_\_  
Kevin E. Boozel, M.S., Secretary  
Board of County Commissioners

**Victim Outreach Intervention Center**

  
\_\_\_\_\_  
[PROVIDER ATTESTER]

  
\_\_\_\_\_  
[PROVIDER REPRESENTATIVE]

  
\_\_\_\_\_  
(Type Name)

  
\_\_\_\_\_  
Date

[SEAL]

**ATTACHMENT 1**

**Program Description and Budget**

## **Attachment 1**

### **Program Description and Budget**

#### **Program Description**

The Victim Outreach Intervention Center (VOICE) is the exclusive provider of services to survivors of domestic violence, sexual assault and other violent crimes in Butler County. Established in 1978, VOICE provides a multitude of services which includes a 24- hour hotline, emergency shelter, crisis counseling, housing, prevention and education and a Civil Legal Representation (CLR) Department. The agency is led by a dedicated and experienced Executive Director, who receives oversight and guidance from the Board of Directors.

#### **Basic Description**

VOICE's Civil Legal Representation (CLR) project was established in 2001, with dedicated attorneys and legal staff focused on assisting survivors who encounter unique legal issues related to domestic violence. The CLR department consists of a team of two attorneys and one legal secretary, collectively bringing decades of experience to the table. The attorneys and staff at VOICE undergo specialized training, which equips them to provide responsive and effective legal representation aimed at enhancing the safety of survivors and removing obstacles in accessing civil legal assistance. This team offers free and confidential legal support, including advice, referrals, and representation for survivors of domestic violence who are experiencing financial hardship. Legal assistance is primarily provided in areas such as Protection from Abuse (PFA) orders, custody disputes, divorce, child and spousal support matters, housing-related disputes, unjust practices, discrimination, and support for individuals denied good cause exemption for medical benefits and cash assistance.

#### **Overall Philosophy and Program Goals**

The CLR department at VOICE adopts a comprehensive approach to delivering services that effectively address the needs of survivors while taking into account the distinct diversity of Butler County. The mission statement of VOICE embodies this philosophy: "VOICE is an organization that facilitates systemic change and provides free and confidential services to individuals and families affected by violent crime. VOICE collaborates with the community to promote social change and equip survivors with the resources, tools, and options necessary to reclaim their personal power and self-determination."

To ensure holistic Civil Legal Representation for victims of domestic violence, CLR will represent victims seeking civil remedies, manage and ensure compliance with document and data records, enhance awareness among underserved populations, empower victims of domestic violence, foster awareness and collaboration through community partnerships and memberships, increase visibility of services available to survivors, educate the community regarding services and resources, develop and maintain partnerships throughout the community.

### **Staffing Patterns/qualifications/supervision schedule**

Executive Director Dr. Tracy Veri was appointed to the agency in September 2022, bringing extensive experience in the criminal justice system. Her background includes roles in probation and parole, as well as providing services to individuals with sexually maladaptive behaviors and victims. Additionally, Dr. Veri possesses strong leadership and management capabilities. She oversees the CLR program in collaboration with Lead Attorney Kenneth Harris, conducts leadership meetings, reviews staff evaluations, and maintains fiscal oversight of the department. The CLR team at VOICE adheres to a rigorous code of conduct and professionalism, earning respect from the courts and other agency partners.

VOICE Civil Legal Representation staff comprises one full-time attorney, one part-time attorney, and one full-time legal secretary. Lead Attorney Kenneth R. Harris Jr. graduated from the University of Pittsburgh School of Law in 2002. With over twenty years of experience as a litigation attorney in Family and Criminal Law, he has represented clients across Western Pennsylvania in various criminal and family law matters. Attorney Harris is a member of both the Butler County and Pennsylvania State Bar Associations and serves as a Mental Health Commitment Hearing Officer and Guardian Ad Litem for Butler County.

Attorney Lori Doerr earned her Juris Doctor from Thomas M. Cooley Law School in Lansing, MI, graduating summa cum laude in May 1993. With 30 years of experience in Family Law, including divorce, support, custody, and PFA hearings, she takes pride in the strong rapport she has established with her clients and effectively collaborates with opposing attorneys to settle cases whenever possible. Attorney Doerr possesses extensive courtroom experience and has achieved successful outcomes in every case that has gone to trial.

Legal Secretary Jessica Ritenour brings more than twenty years of experience as a legal assistant. She has strong clerical, organizational, and communication skills and values a collaborative team environment. With a passion for supporting CLR's legal department, she also contributes to VOICE and the victims they serve.

The organization is well-equipped with the necessary resources to efficiently execute the proposed project. Plans are underway to relocate to a new, 17,000 square foot facility featuring state-of-the-art technology and a diverse array of resources. This updated site is conveniently located near public transportation and provides supplementary resources to enhance the organization's operations. The transition will improve the standard of living for clients and enrich the overall environment of the organization. Consolidating all team members in a single location will promote better supervision, management, and training opportunities, leading to increased possibilities for professional advancement and growth.

Furthermore, VOICE leadership and staff are committed to upholding core principles that enhance their effectiveness as service providers and foster a more cohesive agency. These principles include demonstrating positive regard for others, believing in the potential for change, and treating everyone with courtesy and respect. The organization also prioritizes setting a positive example, fostering teamwork, promoting accountability, maintaining open and effective communication, and ensuring a tidy and organized work environment. While these principles are

not exhaustive, the organization remains dedicated to focusing on them to improve overall operations and interactions with colleagues, clients, and the community.

**Projected units delivered and length of stay for program participant.**

On average, VOICE CLR represents 350 clients annually, encompassing approximately 235 Protection from Abuse Cases, 120 PFAs with Custody Cases, 60 Custody Cases, 40 Support Cases, 25 (no-fault) Divorce Cases, and an average of 10 Other Matters such as immigration, appeals, and public benefits.

VOICE continues to uphold its esteemed reputation as a leader in domestic violence-related legal services within the county. Private attorneys often refer clients to VOICE for representation in domestic violence cases, particularly for obtaining PFAs. Additionally, Butler County's Prothonotary office actively directs potential clients to VOICE for divorce or custody representation.

Looking ahead, VOICE is dedicated to continuing its exceptional legal services through 2026-2027, anticipating 300 plus client services. For victims pursuing support cases, our dedicated legal secretaries will maintain regular contact to keep them updated on future hearing dates. Furthermore, CLR program plans to expand services to support victims of human trafficking in related custody cases. Additionally, legal representations will encompass 9 child support cases and 6 divorce cases.

**Admission/Discharge Criteria**

All clients at CLR are survivors of domestic violence and living in poverty. Each survivor can access these referrals by contacting our hotline or through referrals from various departments within the organization. Legal advocates assist clients in understanding available service options, and with the client's consent to share information, a referral is made to CLR.

CLR supports clients as they select their legal approach regarding protection from abuse orders (PFAs), custody, support, divorce, or other civil cases related to domestic violence.

**Projected Outcomes**

The Victim Outreach Intervention Center's Civil Legal Representation (CLR) project was initiated with the objective of fostering strong, supportive relationships to promote social change and equip survivors of domestic violence with the legal resources, tools, and options necessary to affirm their personal strength and autonomy. Since its inception in 2001, our dedicated team of attorneys and legal staff has remained committed to assisting survivors who face a range of unique challenges. It is essential for survivors to receive legal representation that genuinely understands their experiences while navigating the legal system. Our attorneys are devoted to providing compassionate and effective legal support to enhance the safety and well-being of survivors and to dismantle barriers to accessing civil legal assistance. Without the assistance of CLR many survivors would not be able to access the court system safely and effectively.

**BUTLER COUNTY HUMAN SERVICES  
BUDGET PAGES  
(Program Funded Only)**

Appendix G

Provider of Service Name: Victim Outreach Intervention Center  
Specialized Services

<b>DIRECT SERVICE PERSONNEL</b>			
Wages and Salaries	73,653.00		
Benefits	7,802.00		
Staff Development	413.00		
Purchased Personnel Services	8,802.00		
<b>TOTAL DIRECT SERVICE PERSONNEL</b>			\$ 90,670.00
<b>ADMINISTRATIVE PERSONNEL</b>			
Wages and Salaries	10,965.00		
Benefits	1,763.00		
Staff Development			
Purchased Personnel Services			
<b>TOTAL ADMINISTRATIVE PERSONNEL</b>			\$ 12,728.00
<b>OPERATING EXPENSES</b>			
Occupancy	10,661.00		
Communication	1,782.00		
Office Supplies	206.00		
Transportation	144.00		
Equipment Rentals	2,499.00		
Equipment Repair and Maintenance	2,092.00		
Indirect Costs	-		
Other Miscellaneous Operating Expense	4,218.00		
<b>TOTAL OPERATING EXPENSES</b>			\$ 21,602.00
<b>EQUIPMENT AND OTHER FIXED ASSETS</b>			
Buildings and Land			
Furniture and Equipment			
Motor Vehicles			
<b>TOTAL EQUIPMENT AND OTHER FIXED ASSETS</b>			\$ -
<b>TOTAL EXPENSES</b>		\$ 125,000.00	\$ 125,000.00
<b>REVENUE</b>			
Other Income			
<b>NET COST ELIGIBLES FOR BLOCK GRANT REIMBURSEMENT</b>			
Human Services Block Grant	125,000.00		
<b>TOTAL REVENUE</b>		\$ 125,000.00	

Other revenue needs to be identified.

**CONTRACT REFERRAL FORM**  
**AGENDA ITEM FOR PUBLIC MEETING**

To: Board of Commissioners/Public Meeting Facilitator

From: Commissioners office  
(Department)

Date: 1/2/26

Public Meeting Date: 1/14/26

Vendor/Company: Konzel construction

Type of Agreement: Contract S-1Change order #2 & #3

Term of Agreement: one time

New or Renewal: new increase  
(Cost remaining the same or increased?)

Has this Contract been reviewed by the Department's Solicitor or the County Solicitor?

YES

NO

If yes, by whom? \_\_\_\_\_

**PLEASE NOTE: In advance of the public meeting, please send to Pam Hammonds in the Commissioners' Office, as many original hard copies as you require for signature with the signature pages marked. Thank you.**

**AC Valley Water & Wastewater Plants  
CHANGE ORDER/ CONTRACT SUMMARY**

Updated: 12/05/2025

<b>S1 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 1,084,000.00		\$ 1,084,000.00		180	
1	\$ 79,901.21	\$ 79,901.21	\$ 1,143,901.21	71	251	Plant capacity increase.

<b>S2 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 44,000.00		\$ 44,000.00		180	
1	\$ 2,029.00	\$ 2,029.00	\$ 46,029.00	71	251	Align with S1.

<b>W1 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 3,347,901.00		\$ 3,347,901.00		270	
1	\$ 17,094.00	\$ 17,094.00	\$ 3,364,995.00	0	270	Hydrant/Valve repairs.
2	\$ -	\$ 17,094.00	\$ 3,384,995.00	64	334	Time extension.
3	\$ 15,611.55	\$ 32,705.55	\$ 3,380,606.55	0	334	Water service to WW plant.

<b>W2 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 75,250.00		\$ 75,250.00		270	
1	\$ -	\$ -	\$ 75,250.00	21	291	Time extension.

<b>W3 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 37,240.00		\$ 37,240.00		270	
1	\$ -	\$ -	\$ 37,240.00	21	291	Time extension.

<b>W4 Change Orders</b>						
<b>Change Order</b>	<b>Increase/ Decrease</b>	<b>Total Change</b>	<b>Contract Price</b>	<b>Day Increase</b>	<b>Contract Time</b>	<b>Description</b>
Original	\$ 284,890.00		\$ 284,890.00		270	
1	\$ 17,333.00	\$ 17,333.00	\$ 302,223.00	0	270	BABA Electrical generator.
2	\$ -	\$ 17,333.00	\$ 302,223.00	21	291	Time extension.

<b>Contracts Summary</b>		
<b>Contract Number</b>	<b>Contract Time</b>	<b>Contract Price</b>
S1	251	\$ 1,143,901.21
S2	251	\$ 46,029.00
W1	334	\$ 3,380,606.55
W2	291	\$ 75,250.00
W3	291	\$ 37,240.00
W4	291	\$ 302,223.00
<b>Total</b>		<b>\$ 4,835,249.76</b>



# CHANGE ORDER NO. 01

Date of Issuance: 11/13/2025

Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority

Contract No.: W-1

Contractor: Book & Proch, Inc.

Contract Name: General Construction

Engineer: Dakota Engineering Associates, Inc.

HRG Project 4180.0471

Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Lump sum increase in the Contract price for all work and materials to repair the existing fire hydrant and valve assemblies associated with Work Change Directive No. 1.

Attachments: W-1 WCD No. 1

**CHANGE IN CONTRACT PRICE**

**CHANGE IN CONTRACT TIMES**

Original Contract Price: <u>\$ 3,347,901.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: <u>\$ 0.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: <u>\$ 3,347,901.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Increase of this Change Order: <u>\$ 17,094.00</u>	Change of this Change Order: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price incorporating this Change Order: <u>\$ 3,364,995.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>270</u> Ready for Final Payment: <u>270</u> days

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)

AUTHORIZED BY:  
By: [Signature]  
Owner (Authorized Signature)

RECEIVED:  
By: [Signature]  
Contractor (Authorized Signature)

Title: ENGINEER  
Date: 11/24/25

Title: Chair ACV Authority  
Date: 12/19/25

Title: Vice President / Owner  
Date: 12/12/2025

Approved by Funding Agency (If applicable)

By: [Signature] Date: 12-18-25  
Title: Chief of Economic Development and Planning

Modified EJDCDC© C-941. Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.





# WORK CHANGE DIRECTIVE NO. 01

Date of Issuance: 10/28/2025 Effective Date: [DATE EXECUTED BY OWNER]

Owner: AC Valley Authority Contract No.: W-1

Contractor: Book & Proch, Inc. Contract Name: General Construction

Engineer: Dakota Engineering Associates, Inc. HRG Project No.: 4180.0471

Project: AC Valley Water & Wastewater Plants

Contractor is directed to proceed promptly with the following change(s):

Description: The Contractor is to repair the existing fire hydrant and valve assemblies on site that cannot be operated and/ or leaking in a manner that allows the system to be fully operational with the ability to isolate necessary segments of water main for sustained operations.

Attachments: Book & Proch - Change Order #2 Request, 10/9/2025 Email from Jim Hite

Purpose for Work Change Directive: Stop the loss of potable water via leakage at water main valves to maintain adequate water levels for customers that require fire protection and eliminate the water run off to the wastewater treatment plant construction site.

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- Non-agreement on pricing of proposed change
- Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$ 18,000

Contract Time: 0 days

Basis of determining change in Contract Price:

- Lump Sum
- Unit Prices
- Cost of the Work
- Other

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)

AUTHORIZED BY:  
By: [Signature]  
Owner (Authorized Signature)

APPROVED (if applicable):  
By: [Signature]  
Funding Agency

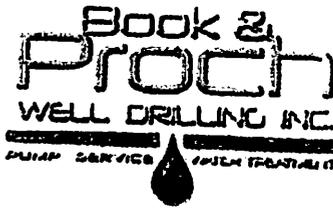
Title: ENGINEER  
Date: 10-28-2025

Title: Chairman ACV Authority  
Date: 10/29/25

Title: Chairman  
Date: 10/30/2025



KGB: KRY



314 Old Youngstown Road  
New Castle, PA 16101  
(724) 652-9861  
(800) 582-2466

October 24, 2025

Attn: Adam Geibel  
Herbert, Rowland & Grubic, Inc.  
220 West Kensinger Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Development Corp. – Change Order #2 – Valve Replacements

Adam,

This letter is the formal request for Change Order #2 which includes a proposed scope change to address issues with some of the existing valves and hydrants located in the distribution system. Originally Book & Proch's bid included valve bonnet bolt replacements for 14 valves, which locations were yet to be determined.

- 14 Valve's to have bolt's replaced x \$5,000.00/valve = \$70,000.00 budgeted in the bid

Book & Proch finalized these proposed valve bonnet bolt replacements with Jim Hite's guidance. From this sit down 15 total valves were identified, and the plan was to start near the plant (or any known issue areas) and work our way out until 14 valves had been serviced. These recommended locations are shown in the attached pdf file "AC Valley-Valve Bolt Replacement Locations-Original 2025.10.24".

Book & Proch has started the valve bonnet bolt replacements, and the following list details the progress as well as notes. The notes regarding the work completed to date are shown in the attached pdf file "AC Valley-Valve Bolt Replacement Locations-Current 2025.10.24".

1. Valve #1 – Original Scope Completed (Cost applied to project = \$5,000.00)
  - a. Bonnet bolts were replaced, however when using the hydrant to flush water during the project it is very apparent that the hydrant leaks after operation.
  - b. Book & Proch recommends a new hydrant.
  - c. In our previous meeting the question was asked if the hydrant, being located in a not so ideal location, could just be abandoned. Jim Hite checked with both his insurance company and the fire department. Both parties approved the hydrant removal, with the understanding that there is an operable hydrant across from the plant's driveway, off Pennwest Way.

2. Valve #2 (Cost applied to project = \$5,000.00)
  - a. Bonnet bolts were replaced.
  - b. With the valve's location, and if the hydrant off Valve #1 is removed, Book & Proch recommends the removal of this valve, as it really serves no purpose except as potential future leak.
3. Valve #6 (Cost applied to the project = \$5,000.00)
  - a. Bonnet bolts were replaced.
  - b. Operates as intended, no further recommendation.
4. Valve #28 (Cost applied to the project = \$5,000.00)
  - a. Bonnet bolts were replaced.
  - b. Operates as intended, no further recommendation.
5. Valve #29 (Cost applied to the project = \$5,000.00)
  - a. Bonnet bolts were replaced.
  - b. Operates as intended, no further recommendation.
6. Valve #30 (Cost applied to the project = \$5,000.00)
  - a. Bonnet bolts were replaced.
  - b. Operates as intended, no further recommendation.
7. Valve #36 (Cost applied to the project = \$5,000.00)
  - a. Bonnet bolts were replaced. The gaskets were found to be leaking and were replaced. The stuffing box bolts were extremely corroded, broke, and were replaced. The stem gasket is still leaking.
  - b. Book & Proch recommends valve replacement.
  - c. This situation was also previously discussed in a meeting and due to the hydrant that Valve #36 serves is at the end of an undeveloped cul-de-sac, there was interest shown in just removing the hydrant as well to eliminate the valve.
8. Valve #37 (Cost applied to the project = \$5,000.00)
  - a. This valve was not originally a valve of interest. However, when excavating Valve #36 it was apparent that there was a leak in the area of Valve #37. Upon excavation, Valve #37 was found to be leaking. Due to the poor condition of the bolts, they were replaced. As with Valve #36, the gaskets were found to be leaking and were replaced. The stuffing box bolts were extremely and were replaced. The stem gasket is still leaking also.

8 valve bonnet bolt replacements have been completed at \$5,000.00 per event which totals \$40,000. Based on this, \$30,000 of the valve bolt replacement budget is still remaining.

- Valve Work Completed to Date = \$40,000.00

Additional known points of concern are listed below and shown in the attached pdf file "AC Valley-Valve Bolt Replacement Locations-Current 2025.10.24".

1. Valve #3, 4, & 5 all leak after operation for tie-in events and none of them completely shut down.

Based on the information above, Book & Proch recommends the following plan of action which is detailed in the attached pdf file "AC Valley-Valve Bolt Replacement Locations-Current 2025.10.24".

1. Valve #1 along with it's Hydrant and Valve #2 be eliminated. In doing so we would recommend cutting this section out and replacing it with a section of pipe. Valve #2 doesn't serve a purpose when Valve #3 fixed and operating correctly.

a. Estimated Costs for Recommendation:

- i. 2B Gravel = \$200.00
  - ii. Two (2) 8" Macro Couplings = \$1,779.00
  - iii. 4' of 8" DR-18 C900 PVC Pipe = \$0.00 (Book & Proch stock)
  - iv. Excavation & Labor = \$5,000.00 (Price of valve bolt replacement in bid)
- a. Total Estimated Cost = \$6,979.00

2. Valve #3, 4, & 5 be replaced. These valves are critical to system shutdown, and none are working properly.

a. Estimated Costs for Recommendation:

- i. 2B Gravel = \$500.00
  - ii. Three (3) 8" Valves & Fittings = \$12,585.00
  - iii. Excavation & Labor for Three (3) Valves = \$15,000.00
  - iv. Additional Cost for Weekend Labor = \$6,000.00
1. System operations will be affected with these valves out of service.
- a. Total Estimated Cost = \$34,085.00

3. Perform cut and cap of line in cul-de-sac to eliminate leaking Valve #36 and it's non operable Hydrant along with leaking Valve #37.

a. Estimated Costs for Recommendation:

- i. 2B Gravel & Thrust Blocks = \$500.00
- ii. 8" MJ Cap, Megalug, & Bolts = \$530.00
- iii. Excavation & Labor = \$5,000.00

a. Total Estimated Cost = \$6,030.00

The total cost for recommendations listed above is \$47,094.00. When combined with the \$40,000.00 of work already completed under the valve bolt replacements, the total cost for all recommended work associated with the valves is \$87,094.00. This would require a change order of \$17,094.00.

- Recommended Valve Work Remaining = \$47,094.00

- **Original Bid Total = \$70,000.00**
- **Total for Completed Bolt Replacement & Address Now Known Issues = \$87,094.00**
- **Change Order Amount Requested to Proceed with Recommendations = \$17,094.00**

These recommendations and associated estimates assume that the remaining original recommended valves are not excavated and investigated as part of this project. Removal of any hydrants shall be performed by Book & Proch only after being confirmed by the Owner, Butler County, and the Engineer.

Please do not hesitate to contact us with any questions or concerns.

Sincerely,



**Ryan Brantz, MWS**  
**Vice President**



**From:** Jim Hite  
**Sent on:** Thursday, October 9, 2025 5:29:40 PM  
**To:** Jim Verlotte; Ryan Braatz; Don Gilmore; Geibel, Adam  
**Subject:** Hydrant

This message originated from outside your organization

Hi, Guys

Just following up on the hydrant in question from Tuesdays meeting.

I spoke with fire department and our insurance company.

They are both fine with removing the existing inoperable one and having the closest one to the plant on Pennwest Way and Pennwest parking lot.

Jim Hite

Yahoo Mail: Search, Organize, Conquer



# CHANGE ORDER NO. 02

Date of Issuance: 12/05/2025 Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority Contract No.: W-1

Contractor: Book & Proch, Inc. Contract Name: General Construction

Engineer: Dakota Engineering Associates, Inc. HRG Project 4180.0471

Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Time extension associated with Book & Proch updated schedule.

**Attachments: Book & Proch Project Timeline Extension Request**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>3,347,901.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: \$ <u>17,094.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: \$ <u>3,364,995.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Increase of this Change Order: \$ <u>0.00</u>	Change of this Change Order: Substantial Completion: <u>64 days</u> Ready for Final Payment: <u>64 days</u>
Contract Price incorporating this Change Order: \$ <u>3,364,995.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>334</u> Ready for Final Payment: <u>334</u> days

<b>RECOMMENDED:</b>	<b>AUTHORIZED BY:</b>	<b>RECEIVED:</b>
By: <u>Dana Gilmer</u> Engineer (Authorized Signature)	By: <u>Chad O Stone</u> Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>ENGINEER</u>	Title: <u>Chair-ACV Authority</u>	Title: <u>Vice President / Owner</u>
Date: <u>12/5/25</u>	Date: <u>12/9/25</u>	Date: <u>12/12/2025</u>

Approved by Funding Agency (if applicable)

By: Mark A. Gorka Date: 12-18-25

Title: Chief of Economic Development and Planning

Modified EJCDC® C-941, Change Order. Prepared and published 2018 by the Engineers' Joint Contract Documents Committee.





November 26<sup>th</sup>, 2025

Attn: Adam Geibel, Construction Specialist  
Herbert, Rowland, & Grubic, Inc.  
220 West Kensing Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Industrial Park WTP Contracts W1- W4 Project Timeline Extension Request

**Project Timeline to Date:**

Contract Bid Opening	December 9 <sup>th</sup> , 2024
Contract Awarded	April 7 <sup>th</sup> , 2025
Preconstruction Meeting Held	April 24 <sup>th</sup> , 2025
Notice to Proceed Issued	April 25 <sup>th</sup> , 2025
Aquifer Testing Conducted	May 9 <sup>th</sup> – 12 <sup>th</sup> , 2025
Labwork Results Received	May 22 <sup>nd</sup> , 2025
Start of Building & Treatment Design	May 23 <sup>rd</sup> , 2025
DEP Permit Application Submission	July 19 <sup>th</sup> , 2025
Building Permit App. Submission/Issued	July 25 <sup>th</sup> , 2025
Start of Sitework	August 4 <sup>th</sup> , 2025
Start of Construction	August 11 <sup>th</sup> , 2025
Building Footers & Subgrade Block Completed	August 21 <sup>st</sup> , 2025
DEP Construction Permit Issued	August 22 <sup>nd</sup> , 2025
Underground Plumbing Completed	September 12 <sup>th</sup> , 2025
Under Slab Drains & Concrete Floor Prep	September 15 <sup>th</sup> – 19 <sup>th</sup> , 2025
Building Concrete Floor Delayed Due to Weather	September 22 <sup>nd</sup> – 26 <sup>th</sup> , 2025

Building Concrete Floor Pour Completed Sept. 29<sup>th</sup> – October 3<sup>rd</sup>, 2025

Building Masonry Completed October 6<sup>th</sup> – 31<sup>st</sup>, 2025

**Proposed Project Timeline Remaining for Substantial Completion:**

Building Carpentry November 3<sup>rd</sup> – 28<sup>th</sup>, 2025

Building Doors & Temporary Heat November 24<sup>th</sup> – 28<sup>th</sup>, 2025

Interior Paint December 1<sup>st</sup> – 5<sup>th</sup>, 2025

Interior Fixtures, Treatment, & Electrical Install. Dec. 6<sup>th</sup>, 2025 – Feb. 6<sup>th</sup>, 2026  
\*RO Arrival January 5<sup>th</sup>, 2026

Plant Startup (Well #2) February 9<sup>th</sup>, 2026  
\*Contracts 2 – 4 Completed  
\*Substantial Completion Achieved

**Proposed Project Timeline Remaining for Treatment Plant Commissioning:**

Plant Operation (Chemical Adjustments/Backwash) February 9<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Interim Operation Permit Issuance February 23<sup>rd</sup> – 27<sup>th</sup>, 2026

Plant Online & Supplies Water to Distribution March 2<sup>nd</sup>, 2026

Plant Operation Monitoring Period March 2<sup>nd</sup> – 13<sup>th</sup>, 2026

Tie-Over Well #1 & Old Plant Taken Offline March 16<sup>th</sup> – 20<sup>th</sup>, 2026

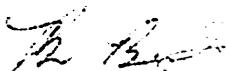
DEP Insp. & Final Operation Permit Issuance March 23<sup>rd</sup>, 2026

Full Project Completion March 24<sup>th</sup>, 2026  
\*Contract 1 Completion

ARC Grant Deadline March 31<sup>st</sup>, 2026

Please do not hesitate to contact us with any questions or concerns.

Sincerely,



Ryan Braatz, MWS  
Vice President



# CHANGE ORDER NO. 03

Date of Issuance: 12/05/2025 Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority Contract No.: W-1

Contractor: Book & Proch, Inc. Contract Name: General Construction

Engineer: Dakota Engineering Associates, Inc. HRG Project: 4180.0471

Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Lump sum Increase in the Contract price for all work and materials to plumb a potable waterline to the limits of the work for the sewage treatment plant.

Attachments: Book & Proch Project Change Order Proposal

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>3,347,901.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: \$ <u>17,094.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>64 days</u> Ready for Final Payment: <u>64 days</u>
Contract Price prior to this Change Order: \$ <u>3,364,995.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>334 days</u> Ready for Final Payment: <u>334 days</u>
Increase of this Change Order: \$ <u>15,611.55</u>	Change of this Change Order: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price incorporating this Change Order: \$ <u>3,380,606.55</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>334</u> Ready for Final Payment: <u>334</u> days

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature)	AUTHORIZED BY: By: <u>[Signature]</u> Owner (Authorized Signature)	RECEIVED: By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>ENGINEER</u>	Title: <u>Chair - ACV Authority</u>	Title: <u>Vice President / Owner</u>
Date: <u>12/15/25</u>	Date: <u>12/9/25</u>	Date: <u>12/12/2025</u>

Approved by Funding Agency (if applicable)

By: [Signature] Date: 12.18.25

Title: Chief of Economic Development and Planning

Modified EJCDC® C-941, Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.





314 Old Youngstown Road  
New Castle, PA 16101

(724) 652-9861  
(800) 582-2469

December 2, 2025

Attn: Adam Geibel  
Herbert, Rowland & Grubic, Inc.  
220 West Kensington Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Development Corp. – Change Order #3 (R1) – Sewage Treatment Plant Waterline

Adam,

This letter is the formal request for Change Order #3 in the amount of **\$15,611.55**, which includes plumbing a potable waterline to the limits of work for the sewage treatment plant. The waterline will provide clean water for washdown and maintenance activities at the sewage plant.

The waterline will be a 2" CTS poly waterline. A backflow preventer will be installed to prevent any potential sources of contamination to the water supply from the sewage treatment plant. In addition, a meter will be installed to monitor the usage.

Book & Proch will install the 2" CTS poly outside of Konzel's limits of work. This will ensure that the line will not interfere with their ongoing construction activities and can be finished when it best suits their construction schedule.

The following documents are attached for reference:

1. Book & Proch's Itemized Estimate
2. Water Meter Cost
3. Water Meter Flange Kit Cost
4. Backflow Preventer Cost

Please do not hesitate to contact us with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Braatz', is written over a horizontal line.

Ryan Braatz, MWS  
Vice President



314 Old Youngstown Road  
 New Castle, PA 16101  
 (724) 852-9861  
 (800) 582-2469

# Estimate

DATE	ESTIMATE NO.
11/13/2025	7378

NAME / ADDRESS
ACV. / KEY AUTHORITY

TERMS	PROJECT
NET 30	

DESCRIPTION	QTY	COST	TOTAL
CHANGE ORDER FOR SEWER PLANT SERVICE CONNECTION:			
2" MASTER METER OCTAVE WATER METER	1	2,012.50	2,012.50
2" MASTER METER LF BRASS OVAL FLANGE KIT	1	181.70	181.70
2" APOLLO BRONZE BACKFLOW PREVENTOR - P/N 4ALF208A2F	1	1,942.35	1,942.35
2" CTS POLY PIPE	300	2.1735	652.05
TRI-AXLE OF #57 GRAVEL DELIVERED	1	776.25	776.25
CONDUIT & SLEEVE UNDER FOOTER	1	230.00	230.00
ROLL OF TRACER WIRE	1	158.70	158.70
ESTIMATED VALVES, PIPING & FITTINGS TO INSTALL	1	2,208.00	2,208.00
EXCAVATING & LABOR TO INSTALL SLEEVE & WATERLINE		2,950.00	2,950.00
LABOR TO PLUMB IN		4,500.00	4,500.00
Sales Tax:		6.00%	0.00

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Our workers are fully covered by Worker's Compensation insurance. This estimate may be withdrawn if not accepted within 30 days. Terms are Net 30 days.

**TOTAL** \$15,611.55

**Sewer Plant 2" Service**

<b>Description</b>	<b>Cost</b>	<b>Markup</b>	<b>Sales</b>	<b>Total</b>
1 2" Master Meter	\$ 1,750.00	15%	\$ 2,012.50	\$ 2,012.50
1 2" Oval Flange Set	\$ 158.00	15%	\$ 181.70	\$ 181.70
1 2" RPZ Backflow	\$ 1,689.00	15%	\$ 1,942.35	\$ 1,942.35
300 2" CTS Poly	\$ 1.89	15%	\$ 2.17	\$ 652.05
1 Tri-Axle of Stone	\$ 675.00	15%	\$ 776.25	\$ 776.25
1 Sleeve Under Footer	\$ 200.00	15%	\$ 230.00	\$ 230.00
1 Roll Tracer Wire	\$ 138.00	15%	\$ 158.70	\$ 158.70
1 Estimated Fittings	\$ 1,920.00	15%	\$ 2,208.00	\$ 2,208.00
1 Excavation of Waterline & Sleeve				\$ 2,950.00
1 Labor to Plumb In				\$ 4,500.00
				<b>\$ 15,611.55</b>



FERGUSON WATERWORKS #527  
 3845 GROVEPORT RD  
 COLUMBUS, OH 43207-5126

Phone: 614-497-2323  
 Fax: 614-497-1814

Deliver To:	
From:	Alex Grpcevski alex.grpcevski@ferguson.com
Comments:	

11:00:58 SEP 19 2025

Page 1 of 1

FEL-FERGUSON WATERWORKS #527  
 Price Quotation  
 Phone: 614-497-2323  
 Fax: 614-497-1814

Bid No: B597973  
 Bid Date: 09/19/25  
 Quoted By: ANG

Cust Phone: 614-497-2323  
 Terms: CASH ON DEMAND

Customer: CASH SALES - 527 METER SALES  
 CASH METER SALES ONLY  
 COLUMBUS, OH 43207

Ship To: CUSTOMER PICK-UP

Cust PO#:

Job Name: AC VALLEY WTR TRT PL

Item	Description	Quantity	Net Price	UM	Total
M0S041M1D09	4X14 FF SS OCTAVE MTR L/ MDL	1	5389.000	EA	5389.00
M0S01M1D09	2X10 FF SS OCTAVE MTR L/ MDL	3	1750.000	EA	5250.00
M98S20016	LF 4-20 MA MDL W/ CABLE	4	310.000	EA	1240.00
FMAGTARIFFSUR	MANUFACTURER SURCHARGE	1	0.000	EA	0.00
<b>Net Total:</b>					<b>\$11859.00</b>
<b>Tax:</b>					<b>\$948.72</b>
<b>Freight:</b>					<b>\$0.00</b>
<b>Total:</b>					<b>\$12807.72</b>

*Handwritten:* 2012.50

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
 Gov' Buyers: All terms are open market unless noted otherwise.

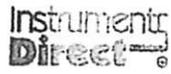
LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

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<https://survey.medallia.com/?bidsorder&fc=527&on=18153>





Search by product name, bra

Request a Quote



Home > Water Meter Flange Kit (2 inch)

# Water Meter Flange Kit (2 inch)

Part: FLANGE-KIT-2IN

(2 inch) Lead free brass water meter flange kit (oval to NPT) for water meter installations

Availability: Usually ships in 24 hours

Price:

\$158.00 + 15% = ~~\$185~~  
181.70

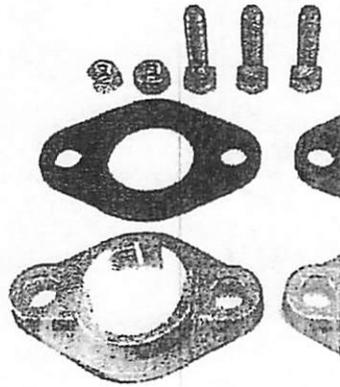
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Add to Cart  
Request a Quote

Expert!

888-722-5543 Chat with Us

Quote



## Product Details

Lead free brass water meter flange kit (complies with NSF-61-G). Compatible with 2 inch oval flange water meters

Each kit contains:

(Qty 2) 2" Oval flange with 2" NPT(F) connection

(Qty 2) 2" Gasket

(Qty 4) SS Hex bolt (5/8")

(Qty 4) SS Hex nuts (5/8")

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888-555-5543

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Quote

**Apollo™ 4ALF208A2F 4ALF-200 LBF Standard Backflow Preventer, 2 in Nominal, Shut-Off Ball Valve, Bronze Body, Reduced Pressure, Domestic**



CBPN:	MPN:	4ALF20	UPC:	6707501
197219	8A2F		11310	

**\$1689.50**  
/ EA



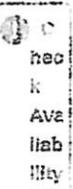
QTY 1

▲ Prop 65:

Apollo™ 4ALF208A2F  
4ALF-200 LBF Standard  
Backflow Preventer, 2 in  
Nominal, Shut-Off Ball Valve,  
Bronze Body, Reduced  
Pressure, Domestic

CBPN:	MPN:	4ALF2
197219	08A2F	
UPC:	670750	
111310		

\$1689.50  
/ EA



+ 15% =

\$ ~~1487.~~  
1942.35

▲ Prop 65:

QTY 1





Have questions? We're happy to help.



**Brand:** Apollo™

**Weight:** 37.4 lbs

**Nominal Size:** 2 In

**Ball Valve/Gate Valve Type:** Shut-Off Ball Valve

**Body Material:** Bronze

**Backflow Type:** Reduced Pressure

**Dimension:** 11 In. h

**Manufacturer Name:** Apollo Contraco

**Pressure Rating:** 175 psi

**Series:** A, F-200 LBF

**Temperature Rating:** 33 to 180 deg F

**Type:** S84400

**Includes:** Modular Relief Valve, SAE Test Cocks

**Warranty:** 5 Years

**Domestic/Export:** Domestic

**Country of Origin:** US

**Standards and Approvals:** Approved By The Foundation For Cross-Connection Control And Hydraulic Research At The University Of Southern California | ASSE 1019 | CSA B34.4 | IAFMO Certified | UNS C84400 Valve Body | PROP65: Cancer and Reproductive Harm



**Owners/User Manual**



**Specification Sheet**



**Instruction/Installation Manual**

## ITEM FEATURES

- Low pressure loss documented by independent approval agencies
- Easily removable modular check valve cartridge
- Captured stainless steel springs
- Ball valve shut-off with SS handles and nuts standard
- Top mounted test cocks for easy testing
- Modular relief valve
- Chloramine-resistant elastomers
- No special tools required
- Horizontal installation
- Bronze C84400 or C89838 lead free body/caps
- Bronze C84400 or C87800 lead free BV shut-off, test cocks
- 300 series stainless steel springs
- Chloramine-resistant silicone seal discs
- Chloramine-resistant EPDM o-rings



Valves  
MADE IN THE USA

## DESCRIPTION

Apollo™ 4ALF208A2F, Backflow Preventer, Standard, Series: 4ALF-200 LBF, 2 in Nominal, 175 psi Pressure, 59 to 180 deg F, Shut-Off Ball Valve Ball Valve/Gate Valve, Reduced Pressure Backflow, Bronze Body, 11 in H Dimensions, Domestic

The Apollo™ Model RP4A and RPLF4A Lead Free Reduced Pressure Backflow Preventer A Series provide maximum protection of the potable water supply due to back-siphonage or backpressure from substances that are hazardous to the potable water supply. The top accessed modular check valve cartridges provide captured springs, replaceable seats and reversible silicone seat discs. This Made in America assembly features ball valve shutoffs with stainless steel handles and nuts as standard and carries the five-year Apollo™ factory warranty.



# CHANGE ORDER NO. 01

Date of Issuance: 12/05/2025 Effective Date: DATE EXECUTED BY OWNER  
 Owner: AC Valley Municipal Authority Contract No.: W-2  
 Contractor: Book & Proch, Inc. Contract Name: Plumbing  
 Engineer: Dakota Engineering Associates, Inc. HRG Project No.: 4180.0471  
 Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:  
 Description:

Time extension associated with Book & Proch updated schedule.

Attachments: Book & Proch Project Timeline Extension Request

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 75,250.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: <u>\$ 0.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: <u>\$ 75,250.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Increase of this Change Order: <u>\$ 0.00</u>	Change of this Change Order: Substantial Completion: <u>21 days</u> Ready for Final Payment: <u>21 days</u>
Contract Price incorporating this Change Order: <u>\$ 75,250.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>291</u> Ready for Final Payment: <u>291</u> days

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature) Title: <u>ENGINEER</u> Date: <u>12/5/25</u>	AUTHORIZED BY: By: <u>[Signature]</u> Owner (Authorized Signature) Title: <u>Chair ACV Authority</u> Date: <u>12/9/25</u>	RECEIVED: By: <u>[Signature]</u> Contractor (Authorized Signature) Title: <u>Vice President/owner</u> Date: <u>12/12/2025</u>
---	---	---

Approved by Funding Agency (if applicable)  
 By: [Signature] Date: 12-18-25  
 Title: Chief of Economic Development and Planning

Modified EJCDC® C-941, Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.





November 26<sup>th</sup>, 2025

Attn: Adam Geibel, Construction Specialist  
Herbert, Rowland, & Grubic, Inc.  
220 West Kensinger Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Industrial Park WTP Contracts W1- W4 Project Timeline Extension Request

Project Timeline to Date:

Contract Bid Opening	December 9 <sup>th</sup> , 2024
Contract Awarded	April 7 <sup>th</sup> , 2025
Preconstruction Meeting Held	April 24 <sup>th</sup> , 2025
Notice to Proceed Issued	April 25 <sup>th</sup> , 2025
Aquifer Testing Conducted	May 9 <sup>th</sup> – 12 <sup>th</sup> , 2025
Labwork Results Received	May 22 <sup>nd</sup> , 2025
Start of Building & Treatment Design	May 23 <sup>rd</sup> , 2025
DEP Permit Application Submission	July 19 <sup>th</sup> , 2025
Building Permit App. Submission/Issued	July 25 <sup>th</sup> , 2025
Start of Sitework	August 4 <sup>th</sup> , 2025
Start of Construction	August 11 <sup>th</sup> , 2025
Building Footers & Subgrade Block Completed	August 21 <sup>st</sup> , 2025
DEP Construction Permit Issued	August 22 <sup>nd</sup> , 2025
Underground Plumbing Completed	September 12 <sup>th</sup> , 2025
Under Slab Drains & Concrete Floor Prep	September 15 <sup>th</sup> – 19 <sup>th</sup> , 2025
Building Concrete Floor Delayed Due to Weather	September 22 <sup>nd</sup> – 26 <sup>th</sup> , 2025

Building Concrete Floor Pour Completed Sept. 29<sup>th</sup> – October 3<sup>rd</sup>, 2025

Building Masonry Completed October 6<sup>th</sup> – 31<sup>st</sup>, 2025

**Proposed Project Timeline Remaining for Substantial Completion:**

Building Carpentry November 3<sup>rd</sup> – 28<sup>th</sup>, 2025

Building Doors & Temporary Heat November 24<sup>th</sup> – 28<sup>th</sup>, 2025

Interior Paint December 1<sup>st</sup> – 5<sup>th</sup>, 2025

Interior Fixtures, Treatment, & Electrical Install.  
\*RO Arrival January 5<sup>th</sup>, 2026 Dec. 6<sup>th</sup>, 2025 – Feb. 6<sup>th</sup>, 2026

Plant Startup (Well #2) February 9<sup>th</sup>, 2026  
\*Contracts 2 – 4 Completed  
\*Substantial Completion Achieved

**Proposed Project Timeline Remaining for Treatment Plant Commissioning:**

Plant Operation (Chemical Adjustments/Backwash) February 9<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Interim Operation Permit Issuance February 23<sup>rd</sup> – 27<sup>th</sup>, 2026

Plant Online & Supplies Water to Distribution March 2<sup>nd</sup>, 2026

Plant Operation Monitoring Period March 2<sup>nd</sup> – 13<sup>th</sup>, 2026

Tie-Over Well #1 & Old Plant Taken Offline March 16<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Final Operation Permit Issuance March 23<sup>rd</sup>, 2026

Full Project Completion March 24<sup>th</sup>, 2026  
\*Contract 1 Completion

ARC Grant Deadline March 31<sup>st</sup>, 2026

Please do not hesitate to contact us with any questions or concerns.

Sincerely,



Ryan Braatz, MWS  
Vice President



# CHANGE ORDER NO. 01

Date of Issuance: 12/05/2025 Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority Contract No.: W-3

Contractor: Book & Proch, Inc. Contract Name: Heating, Ventilating, and Air Conditioning

Engineer: Dakota Engineering Associates, Inc. HRG Project No.: 4180.0471

Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Time extension associated with Book & Proch updated schedule.

**Attachments:** Book & Proch Project Timeline Extension Request

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>37,240.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: \$ <u>0.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: \$ <u>37,240.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Increase of this Change Order: \$ <u>0.00</u>	Change of this Change Order: Substantial Completion: <u>21 days</u> Ready for Final Payment: <u>21 days</u>
Contract Price Incorporating this Change Order: \$ <u>37,240.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>291</u> Ready for Final Payment: <u>291</u> days

<b>RECOMMENDED:</b>	<b>AUTHORIZED BY:</b>	<b>RECEIVED:</b>
By: <u>[Signature]</u> Engineer (Authorized Signature)	By: <u>[Signature]</u> Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>ENGINEER</u>	Title: <u>Chair-A CV Authority</u>	Title: <u>Vice President / owner</u>
Date: <u>12/5/25</u>	Date: <u>12/9/25</u>	Date: <u>12/12/2025</u>

Approved by Funding Agency (if applicable)

By: Mark J. Gordon Date: 12-18-25

Title: Chief of Economic Development and Planning

Modified EJDC® C-941, Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.





November 26<sup>th</sup>, 2025

Attn: Adam Geibel, Construction Specialist  
Herbert, Rowland, & Grubic, Inc.  
220 West Kensinger Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Industrial Park WTP Contracts W1- W4 Project Timeline Extension Request

**Project Timeline to Date:**

Contract Bid Opening	December 9 <sup>th</sup> , 2024
Contract Awarded	April 7 <sup>th</sup> , 2025
Preconstruction Meeting Held	April 24 <sup>th</sup> , 2025
Notice to Proceed Issued	April 25 <sup>th</sup> , 2025
Aquifer Testing Conducted	May 9 <sup>th</sup> – 12 <sup>th</sup> , 2025
Labwork Results Received	May 22 <sup>nd</sup> , 2025
Start of Building & Treatment Design	May 23 <sup>rd</sup> , 2025
DEP Permit Application Submission	July 19 <sup>th</sup> , 2025
Building Permit App. Submission/Issued	July 25 <sup>th</sup> , 2025
Start of Sitework	August 4 <sup>th</sup> , 2025
Start of Construction	August 11 <sup>th</sup> , 2025
Building Footers & Subgrade Block Completed	August 21 <sup>st</sup> , 2025
DEP Construction Permit Issued	August 22 <sup>nd</sup> , 2025
Underground Plumbing Completed	September 12 <sup>th</sup> , 2025
Under Slab Drains & Concrete Floor Prep	September 15 <sup>th</sup> – 19 <sup>th</sup> , 2025
Building Concrete Floor Delayed Due to Weather	September 22 <sup>nd</sup> – 26 <sup>th</sup> , 2025

Building Concrete Floor Pour Completed Sept. 29<sup>th</sup> – October 3<sup>rd</sup>, 2025

Building Masonry Completed October 6<sup>th</sup> – 31<sup>st</sup>, 2025

**Proposed Project Timeline Remaining for Substantial Completion:**

Building Carpentry November 3<sup>rd</sup> – 28<sup>th</sup>, 2025

Building Doors & Temporary Heat November 24<sup>th</sup> – 28<sup>th</sup>, 2025

Interior Paint December 1<sup>st</sup> – 5<sup>th</sup>, 2025

Interior Fixtures, Treatment, & Electrical Install. Dec. 6<sup>th</sup>, 2025 – Feb. 6<sup>th</sup>, 2026  
\*RO Arrival January 5<sup>th</sup>, 2026

Plant Startup (Well #2) February 9<sup>th</sup>, 2026  
\*Contracts 2 – 4 Completed  
\*Substantial Completion Achieved

**Proposed Project Timeline Remaining for Treatment Plant Commissioning:**

Plant Operation (Chemical Adjustments/Backwash) February 9<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Interim Operation Permit Issuance February 23<sup>rd</sup> – 27<sup>th</sup>, 2026

Plant Online & Supplies Water to Distribution March 2<sup>nd</sup>, 2026

Plant Operation Monitoring Period March 2<sup>nd</sup> – 13<sup>th</sup>, 2026

Tie-Over Well #1 & Old Plant Taken Offline March 16<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Final Operation Permit Issuance March 23<sup>rd</sup>, 2026

Full Project Completion March 24<sup>th</sup>, 2026  
\*Contract 1 Completion

ARC Grant Deadline March 31<sup>st</sup>, 2026

Please do not hesitate to contact us with any questions or concerns.

Sincerely,



Ryan Braatz, MWS  
Vice President



# CHANGE ORDER NO. 02

Date of issuance: 12/05/2025 Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority Contract No.: W-4

Contractor: Book & Proch, Inc. Contract Name: Electrical Construction

Engineer: Dakota Engineering Associates, Inc. HRG Project No.: 4180.0471

Project: AC Valley Water Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Time extension associated with Book & Proch updated schedule.

Attachments: Book & Proch Project Timeline Extension Request

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 284,890.00</u>	Original Contract Times: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Change from previously approved Change Orders: <u>\$ 17,333.00</u>	Change from previously approved Change Orders: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: <u>\$ 302,223.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>270 days</u> Ready for Final Payment: <u>270 days</u>
Increase of this Change Order: <u>\$ 0.00</u>	Change of this Change Order: Substantial Completion: <u>21 days</u> Ready for Final Payment: <u>21 days</u>
Contract Price incorporating this Change Order: <u>\$ 302,223.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>291</u> Ready for Final Payment: <u>291</u> days

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature)	AUTHORIZED BY: By: <u>[Signature]</u> Owner (Authorized Signature)	RECEIVED: By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>ENGINEER</u>	Title: <u>Chair-ACU Authority</u>	Title: <u>Vice President/owner</u>
Date: <u>12/15/25</u>	Date: <u>12/19/25</u>	Date: <u>12/12/2025</u>

Approved by Funding Agency (if applicable)

By: [Signature] Date: 12-18-25

Title: Chief of Economic Development and Planning

Modified EJCDC® C-941. Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.





November 26<sup>th</sup>, 2025

Attn: Adam Geibel, Construction Specialist  
Herbert, Rowland, & Grubic, Inc.  
220 West Kensinger Drive, Suite 100  
Cranberry Township, PA 16066

RE: AC Valley Industrial Park WTP Contracts W1- W4 Project Timeline Extension Request

**Project Timeline to Date:**

Contract Bid Opening	December 9 <sup>th</sup> , 2024
Contract Awarded	April 7 <sup>th</sup> , 2025
Preconstruction Meeting Held	April 24 <sup>th</sup> , 2025
Notice to Proceed Issued	April 25 <sup>th</sup> , 2025
Aquifer Testing Conducted	May 9 <sup>th</sup> – 12 <sup>th</sup> , 2025
Labwork Results Received	May 22 <sup>nd</sup> , 2025
Start of Building & Treatment Design	May 23 <sup>rd</sup> , 2025
DEP Permit Application Submission	July 19 <sup>th</sup> , 2025
Building Permit App. Submission/Issued	July 25 <sup>th</sup> , 2025
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Building Footers & Subgrade Block Completed	August 21 <sup>st</sup> , 2025
DEP Construction Permit Issued	August 22 <sup>nd</sup> , 2025
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Building Concrete Floor Delayed Due to Weather	September 22 <sup>nd</sup> – 26 <sup>th</sup> , 2025

Building Concrete Floor Pour Completed Sept. 29<sup>th</sup> – October 3<sup>rd</sup>, 2025

Building Masonry Completed October 6<sup>th</sup> – 31<sup>st</sup>, 2025

**Proposed Project Timeline Remaining for Substantial Completion:**

Building Carpentry November 3<sup>rd</sup> – 28<sup>th</sup>, 2025

Building Doors & Temporary Heat November 24<sup>th</sup> – 28<sup>th</sup>, 2025

Interior Paint December 1<sup>st</sup> – 5<sup>th</sup>, 2025

Interior Fixtures, Treatment, & Electrical Install. Dec. 6<sup>th</sup>, 2025 – Feb. 6<sup>th</sup>, 2026  
\*RO Arrival January 5<sup>th</sup>, 2026

Plant Startup (Well #2) February 9<sup>th</sup>, 2026  
\*Contracts 2 – 4 Completed  
\*Substantial Completion Achieved

**Proposed Project Timeline Remaining for Treatment Plant Commissioning:**

Plant Operation (Chemical Adjustments/Backwash) February 9<sup>th</sup> – 20<sup>th</sup>, 2026

DEP Insp. & Interim Operation Permit Issuance February 23<sup>rd</sup> – 27<sup>th</sup>, 2026

Plant Online & Supplies Water to Distribution March 2<sup>nd</sup>, 2026

Plant Operation Monitoring Period March 2<sup>nd</sup> – 13<sup>th</sup>, 2026

Tie-Over Well #1 & Old Plant Taken Offline March 16<sup>th</sup> – 20<sup>th</sup>, 2026

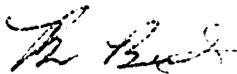
DEP Insp. & Final Operation Permit Issuance March 23<sup>rd</sup>, 2026

Full Project Completion March 24<sup>th</sup>, 2026  
\*Contract 1 Completion

ARC Grant Deadline March 31<sup>st</sup>, 2026

Please do not hesitate to contact us with any questions or concerns.

Sincerely,



Ryan Braatz, MWS  
Vice President



# CHANGE ORDER NO. 02

Date of Issuance: 12/15/2025 Effective Date: DATE EXECUTED BY OWNER

Owner: AC Valley Municipal Authority Contract No.: S-1

Contractor: Konzel Construction Co., Inc. Contract Name: General Construction

Engineer: Herbert, Rowland & Grubic, Inc. HRG Project: 4180.0471

Project: AC Valley Sewage Treatment Plant Construction

The Contract is modified as follows upon execution of this Change Order:

Description: Lump sum increase in the Contract price for all work and materials to install Water Treatment Waste Pipe and Basins.

Attachments: Konzel Construction's 12/10/2025 Proposed Change Order

### CHANGE IN CONTRACT PRICE

### CHANGE IN CONTRACT TIMES

Original-Contract Price: <u>\$ 1,064,000.00</u>	Original Contract Times: Substantial Completion: <u>180</u> Ready for Final Payment: <u>180</u> days
Increase from previously approved Change Orders: <u>\$ 79,901.21</u>	Change from previously approved Change Orders: Substantial Completion: <u>71</u> Ready for Final Payment: <u>71</u> days
Contract Price prior to this Change Order: <u>\$ 1,143,901.21</u>	Contract Times prior to this Change Order: Substantial Completion: <u>251</u> Ready for Final Payment: <u>251</u> days
Increase of this Change Order: <u>\$ 25,845.43</u>	Increase of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price incorporating this Change Order: <u>\$ 1,169,746.64</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>251</u> Ready for Final Payment: <u>251</u> days

**RECOMMENDED:**  
By: [Signature]  
Engineer (Authorized Signature)

**AUTHORIZED BY:**  
By: [Signature]  
Owner (Authorized Signature)

**RECEIVED:**  
By: [Signature]  
Contractor (Authorized Signature)

Title: ENGINEER  
Date: 12/15/25

Title: Chair ACV Authority  
Date: 12/27/25

Title: PROJECT MANAGER  
Date: 12/26/25

Approved by Funding Agency (if applicable):  
By: [Signature]  
Title: Chair

Date: 12-30-25

Modified EJCDC® C-941, Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.



[Signature]

[Signature]



1921 Powell Avenue  
Erie, Pennsylvania 16505  
P: 814-836-5880  
F: 814-836-5899

12/10/2025

Herbert, Rowland & Grubic, Inc.  
220 West Kensing Drive, Suite 100  
Cranberry Township, PA 16066

RE: Water Treatment Waste Pipe and Basins

ATTN: Chad Hanley/ Don Gilmore

Konzel Construction is pleased to quote the additional work requested by Dakota Engineering for installation of 260' of 6" SCH 40 pipe bedded in 57 stone. Konzel Construction will install a 2x4x4' Basin in line with LF 4500 Tablet Feeder in location specified on drawing. Water Treatment Waste Pipe will be installed on grade and a 2x4x4 Sampling Basin with aluminum grate will be installed at intersection of Water Treatment Waste Line and Effluent Discharge of WWTP. Please see attached Cost Breakdown for this work.

Sincerely,  
Wesley McLallen

A handwritten signature in black ink, appearing to read 'Wesley McLallen', is written over a faint, illegible background.

Konzel Construction Co. Inc.



1921 Powell Ave  
Phone (814) 836-5880

Erie, PA 16505  
Fax (814) 836-5899

Date:12/10/2025  
Project: 309 AC Valley WWTP  
Owner: AC Valley Authority  
Engineer: Dakota Engineering Associates Inc.

Cost Breakdown Number: 3  
Description : Water Waste Line and Basins

**MATERIAL**

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
42	Ton	57 Stone	\$32.00	\$1,344.00
5	Ea	Water Plug	\$60.00	\$300.00
1	Ea	LB Water Quote 2153540	\$723.45	\$723.45
1	Ea	LB Water Quote 2153540	\$1,684.20	\$1,684.20
1	Ea	Mack Quote QP24636	\$2,550.00	\$2,550.00
2	Ea	Fab Aluminum Grating BABA	\$1,172.00	\$2,344.00
			6% SALES TAX	\$0.00
			SUB-TOTAL	\$8,945.65
			15% OVERHEAD, GEN. SUPT. & PROFIT ON SUB-TOTAL	\$1,341.85
			<b>TOTAL MATERIAL COST</b>	<b>\$10,287.50</b>

### LABOR

<u>NUMBER OF WORKERS</u>	<u>DURATION</u>	<u>TOTAL HOURS</u>	<u>CLASSIFICATION</u>	<u>TOTAL HOURLY WAGE RATE</u>	<u>WAGE RATE COST</u>
1	32	32	Foreman	\$62.62	\$2,003.84
1	32	32	Operator	\$62.62	\$2,003.84
1	32	32	Laborer	\$59.88	\$1,915.52
<b>TOTAL LABOR HOURS</b>		<b>96</b>	<b>TOTAL WAGE RATE COST</b>		<b>\$5,923.20</b>
		<b><u>RATE</u></b>	<b><u>MANDATED BURDEN</u></b>		
		7.65%	Social Security		\$463.12
		10.27%	Unemployment Taxes		\$608.31
		8.49%	Workman's Comp Insurance		\$502.88
		5.41%	Public Liability Insurance		\$320.45
			<b>TOTAL MANDATED BURDEN</b>		<b>\$1,884.76</b>
			<b>SUB-TOTAL OF LABOR COST</b>		<b>\$7,807.96</b>
			<b>15% OF OVERHEAD &amp; PROFIT</b>		<b>\$1,171.19</b>
			<b>TOTAL LABOR COST</b>		<b>\$8,979.16</b>

**EQUIPMENT**

<u>DURATION</u>	<u>QTY</u>	<u>TOTAL HOURS</u>	<u>EQUIPMENT</u>	<u>RENTAL RATE FOR DURATION</u>	<u>RENTAL COST</u>
32	1	32	Track Skidsteer	\$0.00	\$0.00
32	1	32	308 Excavator	\$55.00	\$1,760.00
32	1	32	308 Excavator	\$75.00	\$2,400.00
32	1	32	Tool Truck	\$35.00	\$1,120.00
<b>SUB-TOTAL OF EQUIPMENT COST</b>					<b>\$5,280.00</b>
<b>18% OVERHEAD &amp; PROFIT</b>					<b>\$792.00</b>
<b>TOTAL EQUIPMENT COST</b>					<b>\$6,072.00</b>

### SUB-CONTRACTORS

<u>DESCRIPTION</u>	<u>COST</u>
	\$0.00
	\$0.00
<b>SUB-TOTAL OF CONTRACTED COSTS</b>	<u>\$0.00</u>
5% O&P on Adds	\$0.00
<b>TOTAL SUB-CONTRACTED COSTS</b>	<b>\$0.00</b>

### SUMMARY

TOTAL MATERIAL		\$10,287.50
TOTAL LABOR		\$8,979.16
TOTAL EQUIPMENT		\$8,072.00
TOTAL SUB-CONTRACTORS		\$0.00
LESS DEDUCTIONS		\$0.00
	SUBTOTAL	\$25,338.65
	2% Bond Cost	\$506.77
	TOTAL PROPOSAL	\$25,845.43

PROJECT INSPECTOR:

CONTRACTOR'S SIGNATURE:

ENGINEER'S SIGNATURE:

# QUOTATION

L/B Water Service, Inc.  
 482 BILLY BOYD ROAD  
 STONEBORO, PA 16153  
 724-376-4525



Quote Number	
2153003	
Quote Date	Page
12/09/2025	1 of 2

Quote Expires On: 12/16/2025

Proposal Submitted to: 18344  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

Ship To:  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

814-836-5880

Requested By: Wess McClallen  
 Cell Phone: 814-434-3520

PO/Job Name	Salesperson	Entered By
AC VALLEY RO WASTE LINE	Ben Lewis	JERROD_PERRINE
Quantity Quoted	UOM	Item ID Item Description
		Unit Price
		Extended Price

This quotation may include pricing for imported products that are not in our inventory. Due to the recently imposed tariffs and fluctuating market conditions, we cannot guarantee pricing of imported products that are not currently in our inventory. This quotation is strictly for budgetary purposes and represents pricing based on the current market conditions but is subject to change. Thank you for your patience and understanding.

260.00	FT	6-SCH40B 6IN X 20FT BELLED END SCH40 PVC PIPE ASTM D1785 & ASTM F480 (47720)	\$4.15	\$1,079.00
<del>19.00</del> 4	EA	429-060 6IN SCH40 PVC COUPLING SOC	\$19.05	<del>\$274.65</del> \$76.20
2.00	EA	417-060 6IN SCH40 PVC 45 DEGREE BEND SOC X SOC	\$42.20	\$84.40
2.00	EA	416-060 6IN SCH40 PVC 22-1/2 DEGREE BEND SOC X SOC	\$60.30	\$120.60
<del>1.00</del> 3.00	EA	6058-66-RC 6IN STRONG BACK RC SERIES REPAIR COUPLING 6IN CI/PVC X 6IN CI/PVC (AIS COMPLIANT)	<del>\$51.30</del> \$51.30	<del>\$51.30</del> \$153.90
2.00	EA	P70-32 1 QUART PURPLE PRIMER FOR PVC & CPVC (10223)	\$35.50	\$71.00
2.00	EA	PCW32-31133 PVC COLD WEATHER CLEAR CEMENT, 1 QUART FAST SET, ALL CLASSES & SCH THRU 6IN, -15F TO 110F TEMP RANGE 31133	\$20.15	\$40.30
2.00	EA	CC32-30805 CLEAR CLEANER, 1 QUART 30805 FOR ABS, PVC, AND CPVC	\$13.95	\$27.90
3.00	EA	SUPERSWAB PVC CEMENT & PRIMER APPLICATOR FOR 3IN-8IN PIPE, FITS QUART & GALLON CANS, REPLACEABLE SWAB (14111)	\$10.30	\$30.90

L/B Water Service, Inc.  
 482 BILLY BOYD ROAD  
 STONEBORO, PA 16153  
 724-376-4525



# QUOTATION

Quote Number	
2153003	
Quote Date	Page
12/09/2025	2 of 2

Quote Expires On: 12/16/2025

Quantity	Item ID	Item Description	Unit Price	Extended Price
Quoted	UOM			

Total Lines: 9

<b>SUB-TOTAL:</b>	1,753.05
<b>TAX:</b>	\$ 105.18
<b>EXTENDED QUOTE \$\$:</b>	<del>1,858.23</del> 1,858.23

L/B Water Service, Inc.  
 TERMS AND CONDITIONS OF SALE

Please see full terms and conditions at [www.lbh2o.com](http://www.lbh2o.com). These terms and conditions (these "Terms") apply to the purchase and sale of products ("Goods") from L/B Water Service, Inc. (the "Seller") and are subject to change by Seller without prior written notice at any time, at Seller's sole discretion. Any purchases by Purchaser after written notice by Seller of such changes either via its website or other writing will constitute Purchaser's acceptance of and agreement to the Terms.

I/We, \_\_\_\_\_, hereby agree to purchase the goods presented on this quotation and to accept the terms and conditions listed above.

Signature

Title

Date



# Mack Industries, Inc.

201 Columbia Road Valley City, Ohio 44280  
Valley City: (330) 483-3111 Fax: (330) 483-3507  
Cleveland: (330) 225-9275 Akron: (330) 762-8715



MACK QUOTE: **QP24636**

### PURCHASER DETAILS

Name: AH Eiders  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: 12/8/2025  
Fax: \_\_\_\_\_ Attn: Estimator

### PROJECT DETAILS

Job Name: Allegheny-Clarion Valley WWTP  
Location: \_\_\_\_\_  
City: Allegheny TWP State/Zip: PA  
Job Phone: \_\_\_\_\_  
Customer Job No: \_\_\_\_\_

## P R O P O S A L

The undersigned who shall hereafter be called the purchaser, hereby agrees to purchase from Mack Industries, Inc., herein referred to as Mack, subject to the contractual provisions contained herein and on the reverse and also requests Mack to deliver/install the following materials:

- 2 Precast Concrete PA Inlet Basin** \$1,275 / ea ~~\$2,550.00~~
- PADOT Standard size: 24" x 45.5" I.D. x 3'-0" IH (4-2" OAH)
- > Precast shall have a compressive strength of 5,000 PSI @ 28 days
  - > Bottom thickness = 6"
  - > This is a knockout basin, see attached sketch at end
  - > Steel Angle Frame cast into 8" thick top (Type M)
  - > > See attached sketches at end of quote

Prices for all above CBs do not include:

Any piping, mechanicals, orifice plates, sloped floor in base, seals (holes only), grade rings, Grate, or any int. or ext. coatings

- > **Products delivered to site in one Truck load.**
- > **Customer unloads and sets.**

Dollars \$ **See Above**

Terms: **Net due 30 days after delivery date.**

(plus applicable taxes)

This sets forth your order as we understand it. Please read the attached carefully. By accepting shipment, you agree to the terms and conditions on the attached as well as the front, and it is agreed that this will be the final and entire agreement between superseding and merging all prior communications. This agreement may be modified by either party only with written consent of the other. The price(s) listed is a cash price and payments shall be due 30 days after the date of invoice. If the cash price is not paid timely a finance charge shall be applied at the rate of 2.0% per month (APR 24%) to the unpaid balance on all amounts unpaid after the due date. This price(s) is based on current prices at Mack. As a result Mack can only guarantee this price(s) sixty (60) days from the date of this proposal. Any performance of this proposal after sixty (60) days may result in a price change. Purchaser agrees that in the event no delivery of any items already produced contained in this proposal is accomplished due to the default on the part of the purchaser, the purchaser shall pay Mack eighty percent (80%) of the price as fixed, liquidated and ascertained damages, without proof of loss or damage for engineering, sales, and other overhead expense. This proposal is based on Mack delivering the above materials and equipment.

**Note: Any retainage is due promptly within sixty (60) days from date of delivery without exception.**

Salesman: Jay Wieland - 216-337-5791

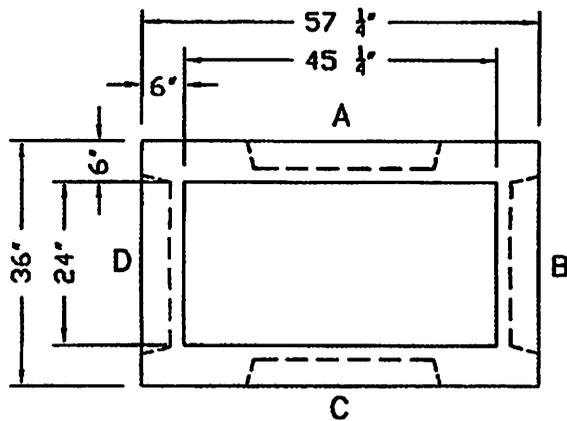
Purchaser: X

Date Received: \_\_\_\_\_

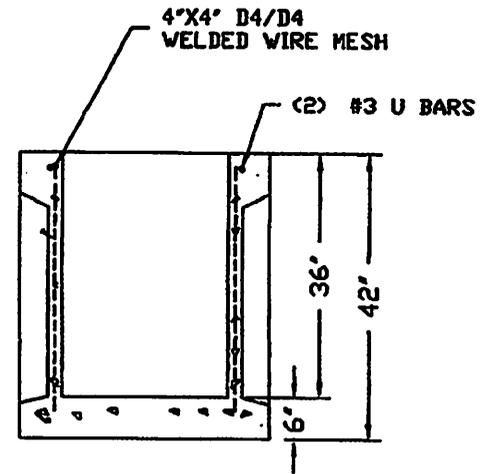
Title: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



TOP VIEW



SECTION A-A

KNOCK OUT SIZES

WALL A & C = 26" X 36"  
 WALL B & D = 24" SQ

WEIGHT = 2,960 lbs(.74 yds)

24" x 45 1/4" KNOCK OUT BASIN

DRAWN BY: BMZ

SCALE: NTS

DRAWING NO.:

DATE: 4/22/2025

REV:

2X4KO

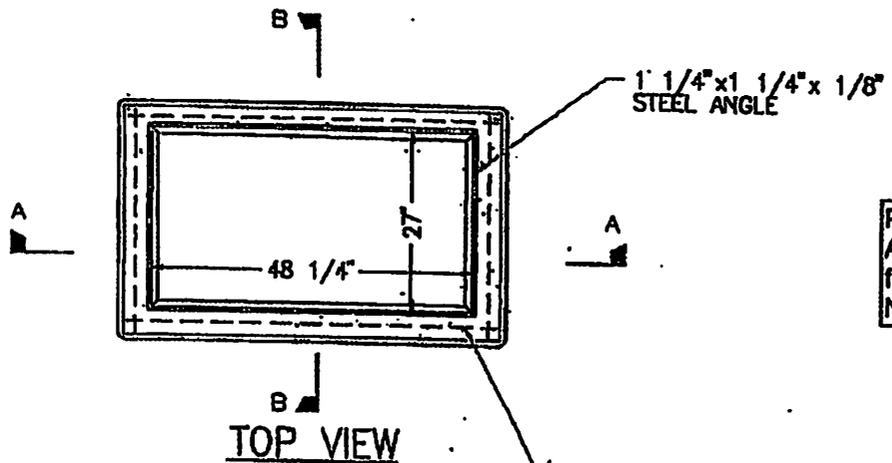
**MACK INDUSTRIES, INC.**

201 COLUMBIA ROAD, VALLEY CITY, OHIO 44280

(330)483-3111

NOTE :

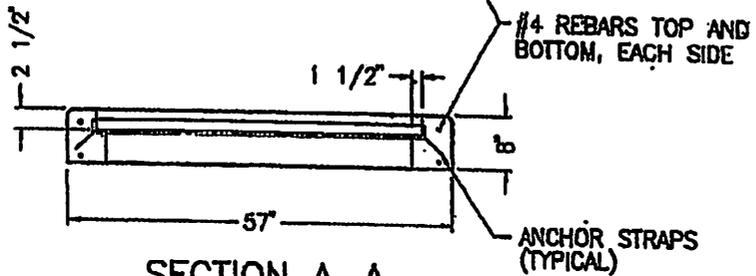
- 1) CONCRETE TO BE 4000 PSI @ 28 DAYS
- 2) STANDARD PENN-DOT TOPS, (M-C-& S) WILL FIT BOX



1 1/4" x 1 1/4" x 1/8"  
STEEL ANGLE

Per customer,  
Angle frame cast-in  
flush ONLY.  
No grate included.

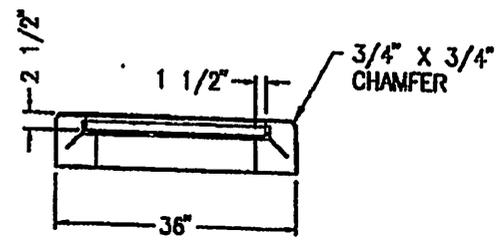
TOP VIEW



#4 REBARS TOP AND  
BOTTOM, EACH SIDE

ANCHOR STRAPS  
(TYPICAL)

SECTION A-A



3/4" x 3/4"  
CHAMFER

SECTION B-B

**NOTES:**

1. PRECAST CONCRETE TO HAVE A COMPRESSIVE STRENGTH OF 4000 PSI WITHIN 28 DAYS.
2. ALL REINFORCEMENT TO HAVE A MINIMUM 1 1/2" CONCRETE COVER.
3. ALL OUTSIDE CORNERS TO HAVE A 3/4" x 3/4" CHAMFER.
4. ALL TOLERANCES SHALL BE ± 1/4" UNLESS NOTED.

**TYPE M CONCRETE INLET TOP**

DRAWN BY: KEN S.	SCALE: 1/2" = 1'-0"	DRAWING NO.:
DATE: 02-10-95	REV:	PA-DOT-1
<b>MACK INDUSTRIES OF PA., INC.</b>		
2207 SODON HUTCHINGS RD., VENNA, OHIO 44473		(216)638-7680

# QUOTATION

L/B Water Service, Inc.  
 482 BILLY BOYD ROAD  
 STONEBORO, PA 16153  
 724-376-4525



Quote Number	
2153540	
Quote Date	Page
12/10/2025	1 of 1

Quote Expires On: 12/17/2025

**Proposal Submitted to:** 18344  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

**Ship To:**  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

814-836-5880

Requested By: Wess McClallen  
 Cell Phone: 814-434-3520

<b>PO/Job Name</b>	<b>Salesperson</b>	<b>Entered By</b>
309 AC VALLEY TABLET FEEDER	Ben Lewis	JERROD_PERRINE

Quantity	Item ID	Unit	Extended
Quoted	UOM	Price	Price
Item Description			

This quotation may include pricing for imported products that are not in our inventory. Due to the recently imposed tariffs and fluctuating market conditions, we cannot guarantee pricing of imported products that are not currently in our inventory. This quotation is strictly for budgetary purposes and represents pricing based on the current market conditions but is subject to change. Thank you for your patience and understanding.

1.00	EA	MSC-10268875	***NON-STOCK***	\$657.50	\$657.50
***ORDERS FOR NON-STOCK GOODS ARE NON-CANCELLABLE AND NON-RETURNABLE.					
NORWECO LF-4600 NORWECO TABLET FEEDER					

Total Lines: 1

**SUB-TOTAL:** 657.50

**TAX:** 40.95

Estimated Freight In: 0.00

Estimated Freight Out: 25.00

**ESTIMATED FREIGHT** 25.00

Freight is estimated. Actual freight charges may vary.

**EXTENDED QUOTE \$:** 723.45

**L/B Water Service, Inc.**  
**TERMS AND CONDITIONS OF SALE**

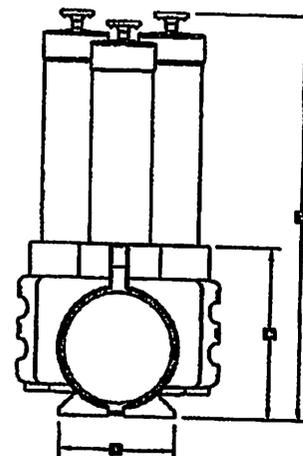
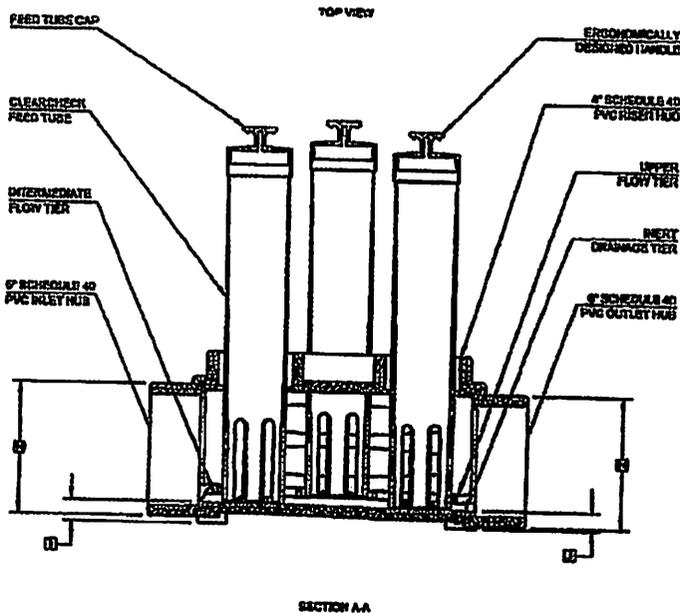
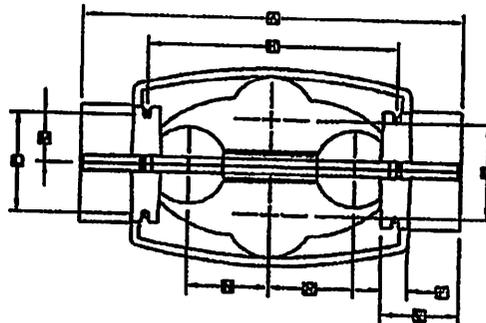
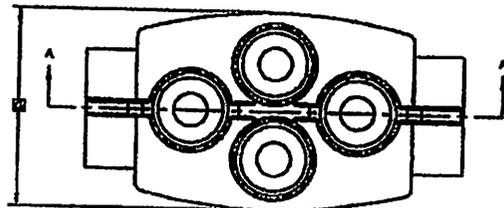
Please see full terms and conditions at [www.lbw2o.com](http://www.lbw2o.com). These terms and conditions (these "Terms") apply to the purchase and sale of products ("Goods") from L/B Water Service, Inc. (the "Seller") and are subject to change by Seller without prior written notice at any time, at Seller's sole discretion. Any purchases by Purchaser after written notice by Seller of such changes either via its website or other writing will constitute Purchaser's acceptance of and agreement to the Terms.

I/we, \_\_\_\_\_ hereby agree to purchase the goods presented on this quotation and to accept the terms and conditions listed above.

Signature

Title

Date



- GENERAL NOTES:**
1. FALL THROUGH TABLE FEEDER FROM INLET SERVIT TO OUTLET INVERT IS ONE QUARTER INCH (1/4").
  2. FINISHED GRADE MUST BE MAINTAINED AT LEAST SIX INCHES BELOW TOP OF LID.
  3. INLET, OUTLET, AND RISER NIPS ACCEPT STANDARD SCHEDULE 40 PVC PIPES AND FITTINGS.
  4. WHERE TABLE FEEDER IS INSTALLED WITHOUT MOUNTING BRACKETS, RETAIL ON FOUR INCH SAND OR FINE GRAVEL LEVELING PAD.
  5. RATED FOR 20,000 - 200,000 GPD.

DESIGNER ENGINEER APPROVAL:  
(NAME) HEREBY CERTIFY THAT THIS DRAWING HAS BEEN CHECKED AND IS APPROVED FOR USE IN CONFORMITY WITH THE CONTRACT DOCUMENTS.

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_

CONTRACTOR'S CERTIFICATION:  
(NAME) HEREBY CERTIFY THAT THIS DRAWING HAS BEEN CHECKED AND IS APPROVED FOR USE IN CONFORMITY WITH THE CONTRACT DOCUMENTS.

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_

**CRITICAL DIMENSIONS**

1.400 1/2"	6.0"
1.40 3/4"	6.0 3/4"
1.410 3/4"	6.1 3/4"
6.0"	
6.4 1/2" (TYP)	
6.4 1/2" (TYP)	
1.4"	
6.4 3/4"	
6.4 1/2"	
6.4"	
1.4 3/4"	
6.0"	
6.0"	

**IRVING**

DESIGNER: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
DATE: \_\_\_\_\_



# CHANGE ORDER NO. 03

Date of Issuance: <u>12/17/2025</u>	Effective Date: <u>DATE EXECUTED BY OWNER</u>
Owner: <u>AC Valley Municipal Authority</u>	Contract No.: <u>S-1</u>
Contractor: <u>Konzel Construction Co., Inc.</u>	Contract Name: <u>General Construction</u>
Engineer: <u>Herbert, Rowland &amp; Grubic, Inc.</u>	HRG Project: <u>4180.0471</u>
Project: <u>AC Valley Sewage Treatment Plant Construction</u>	

The Contract is modified as follows upon execution of this Change Order:

Description: Lump sum increase in the Contract price and time extension for all work and materials to install water service and yard hydrants as requested by Owner. The additional Contract time shall only be allotted to perform this additional work.

Attachments: Konzel Construction's 12/10/2025 Proposed Change Order

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>1,064,000.00</u>	Original Contract Times: Substantial Completion: <u>180</u> Ready for Final Payment: <u>180</u> days
Increase from previously approved Change Orders: \$ <u>105,746.64</u>	Change from previously approved Change Orders: Substantial Completion: <u>71</u> Ready for Final Payment: <u>71</u> days
Contract Price prior to this Change Order: \$ <u>1,169,746.64</u>	Contract Times prior to this Change Order: Substantial Completion: <u>251</u> Ready for Final Payment: <u>251</u> days
Increase of this Change Order: \$ <u>16,927.38</u>	Increase of this Change Order: Substantial Completion: <u>30</u> Ready for Final Payment: <u>30</u> days
Contract Price incorporating this Change Order: \$ <u>1,186,674.02</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>281</u> Ready for Final Payment: <u>281</u> days

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature)	AUTHORIZED BY: By: <u>[Signature]</u> Owner (Authorized Signature)	RECEIVED: By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>ENGINEER</u>	Title: <u>Chair ACV Authority</u>	Title: <u>PROJECT MANAGER</u>
Date: <u>12/18/25</u>	Date: <u>12/22/25</u>	Date: <u>12/24/25</u>
Approved by Funding Agency (if applicable) By: <u>[Signature]</u> Date: <u>12-30-25</u> Title: <u>Chair</u>		

Modified EJCDC® C-941, Change Order. Prepared and published 2018 by the Engineers Joint Contract Documents Committee.



[Signature]

[Signature]



1921 Powell Avenue  
Erie, Pennsylvania 16505  
P: 814-836-5880  
F: 814-836-5899

12/10/2025

Herbert, Rowland & Grubic, Inc.  
220 West Kensing Drive, Suite 100  
Cranberry Township, PA 16066

RE: Washdown Waterline and Hydrants

ATTN: Chad Hanley/ Don Gilmore

Konzel Construction is pleased to quote the following scope of work as requested by Dakota Engineering for AC Valley Water Treatment and Wastewater Treatment Plant. Konzel Construction will connect to existing 2" CTS HDPE with use of Brass Compression Union. Install a 2" x 1" Compression Tee and 1" Freezeproof Hydrant at Pump Station proposed location on drawings. Konzel Construction will continue 2 CTS Pipe at a minimum of 48" deep to Waste Water Treatment Plant and install a 1" BABA Compliant Hydrant. The lead time on a 1" BABA compliant Hydrant has a 6-week Lead Time. A 1" Hydrant that has a 2-week Lead Time has been quoted in its place. Please see attached Cost Breakdown for this work.

Sincerely,  
Wesley McLallen

A handwritten signature in black ink, appearing to read 'Wesley McLallen', written over a white background.

Konzel Construction Co. Inc.



1921 Powell Ave  
Phone (814) 836-5880

Erie, PA 16505  
Fax (814) 836-5899

12/10/2025

Project: 309 AC Valley WWTP  
Owner: AC Valley Authority  
Engineer: Dakota Engineering Associates Inc.

Cost Breakdown Number: 2  
Description : PS and WWTP Washdown

### MATERIAL

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
22	Ton	57 Stone	\$32.00	\$704.00
1	LS	LB Quote 2152979	\$1,986.76	\$1,986.76
2	EA	50' BABA Garden Hose	\$101.75	\$203.50
2	EA	Brass BABA Nozzle	\$42.31	\$84.62
			\$0.00	\$0.00
			\$0.00	\$0.00
			6% SALES TAX	\$0.00
			SUB-TOTAL	\$2,978.88
			16% OVERHEAD, GEN. SUPT. & PROFIT ON SUB-TOTAL	\$446.83
			TOTAL MATERIAL COST	<b>\$3,425.71</b>

**LABOR**

<u>NUMBER OF WORKERS</u>	<u>DURATION</u>	<u>TOTAL HOURS</u>	<u>CLASSIFICATION</u>	<u>TOTAL HOURLY WAGE RATE</u>	<u>WAGE RATE COST</u>
1	28	28	Foreman	\$82.62	\$1,753.36
1	28	28	Operator	\$82.62	\$1,753.36
1	28	28	Laborer	\$59.86	\$1,676.08
<b>TOTAL LABOR HOURS</b>		<b>84</b>	<b>TOTAL WAGE RATE COST</b>		<b>\$5,182.80</b>
<b>MANDATED BURDEN</b>					
<u>RATE</u>					
7.66%			Social Security		\$396.48
10.27%			Unemployment Taxes		\$532.27
8.49%			Workman's Comp Insurance		\$440.02
5.41%			Public Liability Insurance		\$280.39
			<b>TOTAL MANDATED BURDEN</b>		<b>\$1,649.17</b>
			<b>SUB-TOTAL OF LABOR COST</b>		<b>\$6,831.97</b>
			<b>15% OF OVERHEAD &amp; PROFIT</b>		<b>\$1,024.80</b>
			<b>TOTAL LABOR COST</b>		<b>\$7,856.76</b>

### EQUIPMENT

<u>DURATION</u>	<u>QTY</u>	<u>TOTAL HOURS</u>	<u>EQUIPMENT</u>	<u>RENTAL RATE FOR DURATION</u>	<u>RENTAL COST</u>
28	1	28	308 Excavator	\$75.00	\$2,100.00
28	1	28	Tracksteer	\$65.00	\$1,840.00
28	1	28	Tool Truck	\$35.00	\$980.00
<b>SUB-TOTAL OF EQUIPMENT COST</b>					<b>\$4,620.00</b>
<b>18% OVERHEAD &amp; PROFIT</b>					<b>\$693.00</b>
<b>TOTAL EQUIPMENT COST</b>					<b>\$5,313.00</b>

**SUB-CONTRACTORS**

<u>DESCRIPTION</u>	<u>COST</u>
	\$0.00
	\$0.00
<b>SUB-TOTAL OF CONTRACTED COSTS</b>	<u>\$0.00</u>
<b>5% O&amp;P on Adds</b>	<u>\$0.00</u>
<b>TOTAL SUB-CONTRACTED COSTS</b>	<b>\$0.00</b>

### SUMMARY

TOTAL MATERIAL	\$3,425.71
TOTAL LABOR	\$7,856.76
TOTAL EQUIPMENT	\$5,313.00
TOTAL SUB-CONTRACTORS	\$0.00
LESS DEDUCTIONS	\$0.00
SUBTOTAL	<b>\$16,695.47</b>
2% Bond Cost	\$331.91
TOTAL PROPOSAL	\$16,927.38

**PROJECT INSPECTOR:**

**CONTRACTOR'S SIGNATURE:**

**ENGINEER'S SIGNATURE:**

# QUOTATION

L/B Water Service, Inc.  
 482 BILLY BOYD ROAD  
 STONEBORO, PA 16163  
 724-376-4525



Quote Number

2152979

Quote Date

12/09/2025

Page

1 of 2

Quote Expires On: 12/16/2025

Proposal Submitted to: 18344  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

Ship To:  
 KONZEL CONSTRUCTION CO., INC.  
 1921 POWELL AVENUE  
 ERIE, PA 16505

814-836-5880

Requested By: Wess McClallen  
 Cell Phone: 814-434-3520

PO/Job Name	Salesperson	Entered By
AC VALLEY WASH DOWN PIPE & FITTINGS	Ben Lewis	JERROD_PERRINE

Quantity Quoted	UOM	Item ID	Item Description	Unit Price	Extended Price
-----------------	-----	---------	------------------	------------	----------------

This quotation may include pricing for imported products that are not in our inventory. Due to the recently imposed tariffs and fluctuating market conditions, we cannot guarantee pricing of imported products that are not currently in our inventory. This quotation is strictly for budgetary purposes and represents pricing based on the current market conditions but is subject to change. Thank you for your patience and understanding.

2.00	EA	MSC-10289910	***NON-STOCK*** ***ORDERS FOR NON-STOCK GOODS ARE NON-CANCELLABLE AND NON-RETURNABLE Y1-4LL 1IN IOWA FREEZELESS YARD HYDRANT, 4FT BURY, 1IN FIP VERTICAL INLET, 3/4" HOSE NOZZLE, LOW LEAD, BABA COMPLIANT -	\$248.10	\$496.20
1.00	EA	C44-77Q-NL	2IN CTS QUICK JOINT COUPLING (NO LEAD)	\$148.15	\$148.15
1.00	EA	T444-774Q-NL	2IN X 1IN CTS QUICK JOINT TEE *** NO LEAD ***	\$198.90	\$198.90
1.00	EA	C84-77Q-NL	2IN MIP X CTS QUICK JOINT COUPLING (NO LEAD)	\$111.30	\$111.30
1.00	EA	C14-44Q-NL	1IN FIP X CTS QUICK JOINT COUPLING (NO LEAD)	\$33.60	\$33.60
100.00	FT	1X100CTS-ADS	1IN X 100FT POLYFLEX POLYETHYLENE WATER SERVICE TUBING BLUE DR9 250 PSI PE4710 CTS	\$0.80	\$80.00
300.00	FT	2X300CTS-ADS	2IN X 300FT POLYFLEX POLYETHYLENE WATER SERVICE TUBING BLUE DR9 250 PSI PE4710 CTS	\$1.90	\$570.00
5.00	EA	55-Q	2IN INSERT STIFFNER FOR CTS PE TUBING **** QUICK JOINT FITTING ONLY ****	\$3.30	\$16.50
2.00	EA	52	INSERT STIFFNER 1IN CTS PE TUBING	\$2.40	\$4.80

L/B Water Service, Inc.  
 482 BILLY BOYD ROAD  
 STONEBORO, PA 16153  
 724-376-4525



# QUOTATION

Quote Number

2152979

Quote Date

12/09/2025

Page

2 of 2

Quote Expires On: 12/16/2025

Quantity Quoted	UOM	Item ID Item Description	Unit Price	Extended Price
1.00	RL	TRACE-12CH500B 12AWG COPPERHEAD SOLID COPPER CLAD STEEL TRACE WIRE, 30 MIL HDPE COAT, BLUE, 500FT/ROLL (1230B-HS-500)	\$95.00	\$95.00
2.00	EA	L11-44-NL 1IN THREADED BRASS 90 ELBOW FIP LEAD FREE	\$27.25	\$54.50
4.00	EA	1X3 1IN X 3IN LONG THREADED BRASS NIPPLE (TBE)	\$9.20	\$36.80
1.00	EA	C18-47-NL 2INX1IN THREADED BRASS HEX BUSHING LEAD FREE	\$28.55	\$28.55

Total Lines: 13

SUB-TOTAL: 1,874.30

TAX: 112.46

EXTENDED QUOTE \$\$: ~~1,986.76~~

L/B Water Service, Inc.  
 TERMS AND CONDITIONS OF SALE

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I/We, \_\_\_\_\_ hereby agree to purchase the goods presented on this quotation and to accept the terms and conditions listed above.

Signature

Title

Date





### CHANGE ORDER REQUEST FORM

COR Date: 12/1/25

PROJECT: Butler - 215 N Duffy Rd

Massaro Project #: 25-033

Massaro Cost Code:

**CHANGE ORDER DESCRIPTION:**

COR includes costs associated with Kusler Masonry repairing existing masonry block and joints  
 Provided back-up includes bid unit costs for masonry repairs. As shown, the submitted price by Kusler Masonry is less than the unit costs included in bid. Massaro only submitting the costs from Kusler.

CONTRACTOR COR NO.: 21

**MATERIAL\***

Description	Quantity (Q)	Unit of Measure (U)	Unit Cost (UC)	Total Cost (Q x UC)	Total Material Cost
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
(A) SUBTOTAL MATERIAL COST (includes tax)				\$0.00	
(B) SUBTOTAL MATERIAL w/TAX (10%)					\$0.00

**SHOP LABOR \***

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Shop Labor
				\$0.00	
				\$0.00	
(C) TOTAL SHOP LABOR				\$0.00	
(D) SUBTOTAL MAT'L & SHOP LABOR (B+C)				\$0.00	
(E) w/MARK UP ON SHOP LABOR & MATERIAL (10%)					\$0.00

**LABOR \***

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Labor Cost
				\$0.00	
(F) SUBTOTAL LABOR				\$0.00	
(G) w/MARK UP ON TOTAL LABOR (10%)					\$0.00

**EQUIPMENT AND TOOLS \***

Equipment	Quantity (Q)	Total Hours (HR)	Rental Rate (R)	Total Cost (HR x R)	Total Equip. Cost
				\$0.00	
				\$0.00	
				\$0.00	
			Delivery Charge (If Applies)		
(H) SUBTOTAL EQUIPMENT				\$0.00	
(I) w/MARK UP ON TOTAL EQUIPMENT (5%)					\$0.00

**SUBCONTRACTORS \*\***

Company	Type of Work Provided	Total Cost**	Total SC Cost **
Kusler	T&M Ticket #3556 (11/18)	\$1,688.89	
Kusler	T&M Ticket #3557 & 3558 (11/21 & 11/25)	\$7,262.86	
(J) SUBCONTRACTED SUBTOTAL			\$8,951.75
(K) w/MARK UP ON SUBCONTRACTED TOTAL (10%)			\$9,846.93

**SUMMARY**

	TOTAL MATERIAL & SHOP LABOR (E)	\$0.00
	TOTAL LABOR (G)	\$0.00
	TOTAL EQUIPMENT (I)	\$0.00
	TOTAL SUBCONTRACTS (K)	
	SUBTOTAL COST OF WORK	\$9,846.93
<b>TOTAL PROPOSAL--&gt;&gt;</b>		<b>\$9,846.93</b>

Approved By:











**KUSLER MASONRY, INC.**

**EXTRA WORK ORDER NO. 3558**

**DATE 11-25-25**

**Commercial and Industrial**

23 W. Noblestown Road • Carnegie, Pa 15106 • 412/279-6507 • FAX 412/279-8468

CHARGE TO: MASSARO

ADDRESS: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

PROJECT: DUFFY

DESCRIPTION OF WORK: COMPLETED POINTING IN OF REAR EXT. WALL

POINTED IN WEST WALL

CUT OUT AND POINTED IN NORTH WALL BELOW ROOF LINE

11/24 11/25

NAME	LABOR CLASSIFICATION	MON.	TUE	WED.	THUR.	FRI.	SAT.	SUN.	TOTAL HOURS	RATE	AMOUNT
<u>ERIC MADRIS</u>	<u>BRICKLAYER</u>	<u>8</u>	<u>8</u>								
<u>MIKE LESHT</u>	<u>LABOR</u>	<u>8</u>	<u>8</u>								

**MATERIALS:**

DESCRIPTION	PRICE	TOTAL
<u>2 BAGS OF TYPE S PRE-MIXED MORTAR</u>		
<b>TOTAL MATERIALS</b>		

**SUMMARY:**

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL EQUIPMENT	
SUBTOTAL	
10% OVERHEAD	
SUBTOTAL	
10% PROFIT	
<b>TOTAL</b>	

**EQUIPMENT:**

DESCRIPTION	HOURS	RATE	TOTAL
<u>6042 FORKLIFT WITH MAN CASE</u>			
<u>6" GENSER WITH 1/4" DIAMOND WHEEL</u>			
<b>TOTAL EQUIPMENT</b>			

APPROVED [Signature]

COMPANY CONTRACTOR





**CHANGE ORDER REQUEST FORM**

COR Date: 12/8/25

PROJECT: Butler - 215 N Duffy Rd

Massaro Project #: 25-033

Massaro Cost Code:

CONTRACTOR COR NO.: 23

**MATERIAL**

Description	Quantity (Q)	Unit of Measure (U)	Unit Cost (UC)	Total Cost (Q x UC)
(A) SUBTOTAL MATERIAL COST (includes tax)				\$0.00
(B) SUBTOTAL MATERIAL w/TAX (10%)				\$0.00
<b>SHOP LABOR</b>				
Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)
				\$0.00
(C) TOTAL SHOP LABOR				\$0.00
(D) SUBTOTAL MATL & SHOP LABOR (B+C)				\$0.00
(E) w/MARK UP ON SHOP LABOR & MATERIAL (10%)				\$0.00

**LABOR**

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Labor Cost
Carpenter	1	4	81.25	-	\$325.00
(F) SUBTOTAL LABOR					\$325.00
(G) w/MARK UP ON TOTAL LABOR (10%)					\$325.00

**EQUIPMENT AND TOOLS**

Equipment	Quantity (Q)	Total Hours (HR)	Rental Rate (R)	Total Cost (HR x R)	Total Equip. Cost
(H) SUBTOTAL EQUIPMENT					\$0.00
(I) w/MARK UP ON TOTAL EQUIPMENT (5%)					\$0.00
<b>SUBCONTRACTORS</b>					
Company	Type of Work Provided	Total Cost**	Total SC Cost**		
Hoff	Furnish Window Sills & Aprons	\$1,300.00			

**SUMMARY**

(J) SUBCONTRACTED SUBTOTAL	\$1,300.00				
(K) w/MARK UP ON SUBCONTRACTED TOTAL (10%)					\$1,300.00
<b>TOTAL MATERIAL &amp; SHOP LABOR (E)</b>					
					\$0.00
<b>TOTAL LABOR (G)</b>					
					\$325.00
<b>TOTAL EQUIPMENT (I)</b>					
					\$0.00
<b>TOTAL SUBCONTRACTS (K)</b>					
					\$1,300.00
<b>SUBTOTAL COST OF WORK</b>					
					(\$1,625.00)
<b>TOTAL PROPOSAL--&gt;</b>					
					\$1,625.00

Approved By:

*M. J. O'Neil*

CHANGE ORDER DESCRIPTION:  
COR includes costs associated with crediting the window sills and aprons on the project

# HOFF ENTERPRISES

**Change Order Request # 1**

HEI-250085 - Butler County - 215 N Duffy Rd - Butler PA

Customer Reference: 25-033-10

December 08, 2025

**To:** Massaro Corporation  
**Attn:** Michael Clements  
**From:** Keith Schaner, Hoff Enterprises, Inc.

REVISE contract amount include the following REDUCTION to Scope of Work:

**SILLS- 1ST FLR**

- CREDIT to DELETE all 1ST Flr SSM Window Sills & Aprons

**DEDUCT: (\$1,300.00)**

**Not included:**

**Notes:**

1. COR initiated in response to Owner request.

<b>COR Subtotal Value:</b>	<b>(\$1,300.00)</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total Value of COR:</b>	<b>(\$1,300.00)</b>

**Change order must be signed and dated before HOFF can proceed**

**Price is based on T&C of AIA Document A401-2017**

*Keith Schaner*

Keith Schaner (814) 535-8371 x 2245  
KSchaner@hoffent.com

\_\_\_\_\_  
Customer Acceptance

\_\_\_\_\_  
Date





Massaro Corporation  
120 Delta Drive  
Pittsburgh, Pennsylvania 15238  
(412) 963-2800

**SUBCONTRACT**

**Subcontractor:** Tom Brown Contracting, Inc.  
224 Georgetown Road P.O. Box 534  
Lawrence, Pennsylvania 15055-0460

**Subcontract No:** 25-033-09

**Subcontract Sum:** Four Thousand Nine Hundred Dollars And Zero Cents, Applicable Sales Tax Included (\$4,900.00)

**Date:** June 6, 2025

**Project Name:** Butler - 215 N Duffy Rd Reno -25-033

**Owner:** Butler County - Dept of Facilities & Operations  
Floor LL, 124 W Diamond St  
Butler, Pennsylvania 16001

**Architect/Engineer:** Moshier Studio  
363 Newburn Drive  
Pittsburgh, Pennsylvania 15216

**Contractor:** Massaro Corporation  
120 Delta Drive  
Pittsburgh, Pennsylvania 15238

This Subcontract is made and entered into as of the date above, by and between Massaro Corporation and Subcontractor, pertaining to the above-referenced Project ("Project") undertaken by Contractor with the above-named Owner ("Owner"). Subcontractor agrees with Contractor as follows:

1. **Prime Contract.** Contractor has entered into an Agreement with the Owner, which contract shall hereinafter be referred to as the "Prime Contract", for certain services and work to be performed on the Project (hereinafter, the "Project"). Subcontractor acknowledges that a copy of the Prime Contract and any contract documents enumerated therein have been made available to Subcontractor. (Compensation amounts and other confidential or proprietary terms may be deleted from the copies of those documents made available to Subcontractor.)

2. **Description of Work.** Subcontractor agrees to furnish all labor, material, services, equipment, machinery, tools, scaffolding, storage, transportation, and all other items proper or necessary to complete the work herein undertaken by Subcontractor, including approved and authorized changes or extras or work directives ("the Work") to fully construct, perform, and in every respect complete the Work in full accordance with the Prime Contract, the



## MOSHIER STUDIO

ARCHITECTURE • INTERIORS • PLANNING • SUSTAINABLE DESIGN

8 January 2026

John A. Campbell  
Chief of Operations  
Butler County  
124 West Diamond St  
Butler PA 16001

Re: 215 N. Duffy Road  
Amendment #5  
Additional Services Request- Structural Repairs

Dear John,

As we have discussed, the structural repair work due to both the settlement of the building and the damage to the basement wall has required additional time to be spent by Moshier Studio and HF Lenz. We are tracking this hourly and propose that we bill you for the actual time spent plus expenses for travel.

### Additional Fee

The estimated additional fee for this scope of service is \$6,600 as follows.

- H.F. Lenz: 20 Hours at \$180/Hour = \$ 3,600
- Moshier Studio: 15 Hours at \$200/Hour = \$3,000

Please let us know if you need any further information

Sincerely,



Gary P. Moshier AIA  
Partner

**BUTLER COUNTY**

**NOTICE OF ACTION TAKEN  
BY ELECTED OFFICIALS**

**January 14, 2026**

**Judicial/Court Administration** (by President Judge Dr. S. Michael Yeager)

GALE, Christine A. (Rep. M. Higgins)	01/05/2026	Judicial Law Clerk/F.T.	*Grade 11 (\$65,714.16-\$91,999.83) \$72,285.58 BENEFITS PER POLICY RETIREMENT
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**Judicial/District Justice Offices-Saxonburg** (by President Judge Dr. S. Michael Yeager)

MICHALEK, Anna M. (Rep. L. Rosenbauer)	01/05/2026	District Justice Clerk/F.T.	\$19.7007/hr. NO BENEFITS FOR 90 DAYS RETIREMENT
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Submitted:  
01/09/2026 by KG

**BUTLER COUNTY COMMISSIONERS'**  
**RATIFICATION OF PERSONNEL TRANSACTIONS**

**January 14, 2026**

**Car Pool**

NOVAD, Matthew E. (New Position)	01/12/2026	Motor Pool Technician/F.T.	\$28.7518/hr. NO BENEFITS FOR 90 DAYS RETIREMENT
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**Prison**

JACK, Levi D. (Rep. T. Large)	01/12/2026	Correction Officer/F.T.	\$23.2227/hr. NO BENEFITS FOR 90 DAYS RETIREMENT
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SIMPSON, Riley O. (Rep. H. Guardalabene)	01/12/2026	Correction Officer/F.T.	\$23.2227/hr. NO BENEFITS FOR 90 DAYS RETIREMENT
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Submitted:  
01/09/2026 by KG