

Executive Session Agenda Topics

September 15, 2026 Meeting

Executive Session Topics

Personnel Matters, Item D.2.1-D.

- 1) Melissa provided her letter of resignation on 8/25/26. The Board accepted her resignation at the 8/25/26 recessed Board of Director's meeting. Mr. Mrozek provided a professional recruiting company to assist in this transition. Creative Financial Staffing (CFS) Executive Recruiting Company provided us three (3) candidates and set up interviews quickly. Ultimately, two (2) of these candidates would have made a good fit for our company. We extended an offer to Jacob Harrison on September 4th. The offer was for \$65,000, plus all other benefits of other employees. Jacob officially accepted the offer on September 8th. His first day will be on September 23rd. Jacob has a Bachelor of Science in Finance from Penn State. He is currently working at BNY as a Senior Associate of Reconciliation. He lives just north of Saxonburg. We are happy to welcome him on our team! Some information on Jacob can be found in ***Exhibit~EX 1***

Motion to approve hiring Jacob Harrison.

CFS charges a 25% fee of the first-year salary for the placement service. This fee will be \$16,250. This is due within 10 days of his start date. If Jacob leaves or his employment is terminated in the first 30 days of employment, CFS offers a 30-day replacement.

Motion to authorize payment of the placement and recruiting fee.

We did interview Lindsey Antoszyk outside of CFS. We were hopeful that we could bring her in, as she worked with us 20 years ago and has had a terrific career. We offered her the position. She counter offered \$95,000. We couldn't make a deal.

- 2) Chuck provided his letter of resignation on 8/26/26. His last day will be 10/2/26. Marty Culp, current Union Work Crew Leader/Backhoe Operator was offered and moved into this position and began in this role effective 9/1/26. He accepted a salary of \$68,500.

Motion to accept Chuck McGee's letter of resignation.

Motion to approve Marty Culp advancing to the Director of Operations position, effective 9/1/26.

This caused a Union vacancy of the Work Crew Leader. This position was posted and Steve Bauer moved into this position effective 9/2/26. This caused a Union vacancy of PA One Call/Pump Station Operator. This position was posted and

Mike Bauer moved into this position effective 9/3/26. This caused a vacancy in the General Laborer position. This position was posted on 9/3/26 and was not filled. At this time, two interviews are set up for 9/15/26. Marty is on vacation and wanted to be a part of this interview process.

- 3) Renee provided her letter of resignation on 8/26/26. Her last day was scheduled for 9/4/26, however Mr. Clifford later talked with her and she agreed to stay on board until 9/25/26. Nicole will be moving into Renee's position (Billing Technician I). The Board will need to discuss if they would like to offer a wage increase for this move. Below is a table that provides the wages of Nicole and Renee over the past few years:

	2020	2021	2022	2023	2024	2025	2026
Nicole					\$18.00	\$19.08	\$19.85
Renee	\$16.00	\$16.50	\$19.06	\$21.92	\$22.82	\$24.04	\$24.92

Motion to accept Renee Ramfos's letter of resignation.

Motion to approve Nicole Farney advancing to the Billing Technician I position, effective ____.

We then posted on Indeed for Nicole's position and received just two (2) applicants. We interviewed both and offered the position of Billing Technician II to Amber Flaherty for \$17.50/hr advancing to \$18.00/hr after the 90-day probation period. Amber accepted the offer on 9/8/26 and is scheduled to start work on 9/21/26. Amber lives in Freeport and has been the Manager at Novotny's Grocery store. She has worked at Novotny's in some capacity since she graduated high school, so she is committed and stays. She earned an Associates Degree in Business Management from BC3. Similar to Nicole, Amber has young children and we will need to work around her schedule on some days. We are happy that she will be joining our team! Some information on Amber can be found in **Exhibit~EX2**.

Motion to approve hiring Amber Flaherty.

Greg Clifford has been a big help during the re-staffing of the office. He has helped with all the decisions along the way. He will not be able to attend the September Board meeting.



**Saxonburg Borough
Saxonburg Area Authority**

420 W. Main Street
Saxonburg, PA 16056
724-352-1400



September 4, 2026

Jacob J. Harrison
Butler, PA 16002

Via email: bnapolitano@cfstaffing.com

Dear Mr. Harrison:

The Saxonburg Borough/Saxonburg Area Authority would like to extend the following offer of employment to you.

We are offering you the position of Director of Finance. The Position Description associated with this position is attached to this letter. Please note that this position is a full-time, exempt, salaried position. This position is being offered to you at an annual salary of \$65,000.

You are eligible for all employee benefits associated with this position. Some of these benefits include:

- Health Insurance – UPMC Health Plan Gold EPO. Premiums are based on age. Currently, the employer pays 100% of this plan for each employee. Dependents are covered in accordance with the Employee Handbook (attached).
- Dental Insurance – UPMC Dental Advantage. Employer Paid.
- Vision Insurance – UPMC Vision Advantage. Employer Paid.
- Life Insurance – Security Life \$50,000. Employer Paid.
- Pension – “Pennsylvania Municipal Retirement Trust”. Employer Paid. 10% of your annual salary beginning on January 1 or July 1 following 1 year of employment. You are fully vested in the plan following 5 years of contributions. Employees do not pay into this plan.
- 457 – Offered through COREBRIDGE (VALIC). Employee pre-tax retirement contributions. Eligible immediately upon hire. Deductions are taken from pay on a bi-weekly basis.
- AFLAC – Employee elective, additional insurance, accident, disability, cancer, etc. Eligible immediately.

- Holidays – Each full-time employee is eligible for 9 paid holidays each year. Holidays include New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. This benefit applies after the 90-day probationary period.
- Paid Time Off (PTO)

Each full-time employee is eligible for company Paid Time Off in accordance with the following schedule:

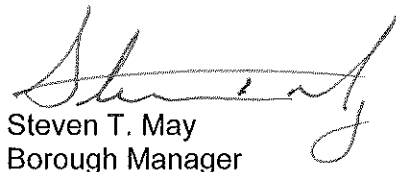
Anniversary Date (year)	Current Year Restricted PTO (RPTO) (hours)	Current Year Unrestricted PTO (URPTO) (hours)	Current Year Total PTO (hours)	Current Year Maximum Allowed to bank into PTO (Sick) Bank (hours)	Maximum Total PTO (Sick) Bank (hours)
Post Probation	40	72	112	56	960
3	80	72	152	76	960
8	120	72	192	96	960
15	160	72	232	116	960

Additionally, enclosed with this offer please find a complete copy of the Employee Handbook. This Handbook provides more details related to your potential employment and other benefits with Saxonburg Borough and Saxonburg Area Authority.

This offer will remain valid through September 10, 2026 at which time this offer shall expire. In the event that you choose to accept this position, you may begin working immediately upon your acceptance, but no later than September 21, 2026. Please contact us to discuss scheduling.

We look forward to welcoming you to this position and as a member of our team. We are confident that you will find this position both rewarding and challenging. Should you have any questions regarding this offer, please feel free to contact either Steve May at (724) 841-5084 or Paul Cornetti at (724) 333-2028.

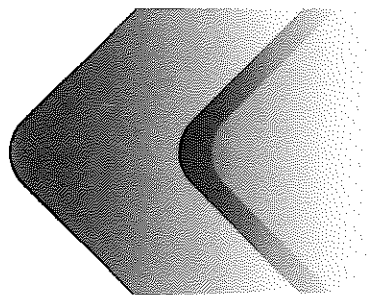
Sincerely,



Steven T. May
Borough Manager

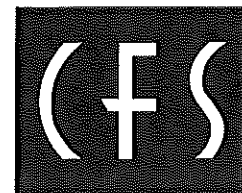


Paul J. Cornetti
Authority Manager



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WWW.CFSTAFFING.COM



Jacob J. Harrison
Butler, PA 16002

Professional Summary

Detail-oriented finance and investment operations professional with 7+ years of experience supporting account reconciliations, investment accounting operations, client reporting, onboarding, and process improvement within financial services environments. Proven ability to manage high-volume account portfolios, lead critical operational processes, train new employees, and serve as a key liaison between clients and internal teams. Strong analytical background with experience supporting public markets, private equity, private debt, and real estate investment accounts.

Core Competencies

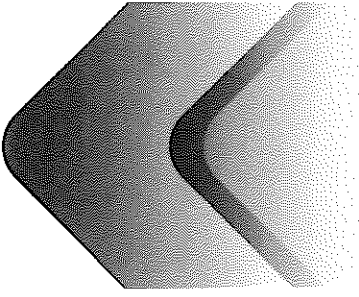
- Account Reconciliations & Reporting
- Investment Operations
- Client Relationship Management
- Month-End Account Closing
- Financial Data Analysis
- Process Improvement & Documentation
- Employee Training & Development
- Account Onboarding & Implementation
- Risk Metrics & Trading Support
- Investment Accounting Support
- Operational Controls
- Microsoft Excel & Data Management

Professional Experience

Senior Associate, Reconciliation | Archer IMS / BNY Archer – Remote

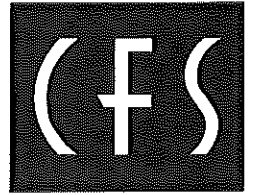
October 2022 – Present

- Reconcile 100+ accounts across five clients, including the firm's largest and most complex client relationship.
- Ensure account balances reconcile daily to custodian bank records with complete accuracy.
- Manage month-end account closing processes, ensuring all accounts are reconciled and reporting is completed on schedule.



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- Generate market value and other reporting to support accurate account closure and client reporting requirements.
- Oversee account opening processes and the setup of new client accounts within the Archer platform.
- Support onboarding of new clients by collaborating with both clients and internal stakeholders to ensure data accuracy.
- Train and onboard new team members while creating procedures and documentation utilized across the department.

Swap Dealer Middle Office Analyst | Fifth Third Bank – Remote

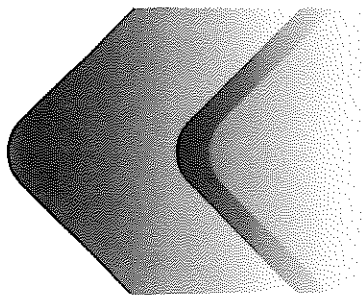
April 2022 – October 2022

- Generated risk metrics supporting commodity trading activities.
- Produced daily mark-to-market statements for clients with investment holdings at the bank.
- Partnered with Risk and Credit teams to ensure clients were properly enabled and authorized for trading activities.
- Managed middle-office operational processes related to client trade terminations.

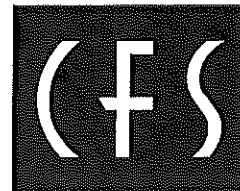
Middle Office Accounting Team Lead | BNY Mellon – Pittsburgh, PA

July 2018 – April 2022

- Managed the client's most sensitive investment accounting and reporting processes.
- Delivered time-sensitive investment data files five times daily that directly supported client investment decisions.
- Collaborated with multiple departments across the bank to ensure data integrity and reporting accuracy.
- Worked directly with clients to resolve complex accounting and investment data issues across multiple systems.
- Performed analysis and support for public market, private equity, private debt, and real estate investment accounts.
- Served as a primary point of contact for clients through daily phone and email communication.
- Assisted in identifying and resolving operational issues while maintaining high service levels and quality standards.



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Education

Penn State Erie, The Behrend College – Erie, PA

Bachelor of Science, Finance | May 2018

- GPA: 3.25
- Dean's List (1 Semester)

Indiana University of Pennsylvania – Indiana, PA

Finance Studies | 2014 – 2016

- Dean's List (3 Semesters)
- Transferred to Penn State Behrend following Spring 2016 semester

Certifications & Technical Skills

Bloomberg Terminal Market Concepts Certification

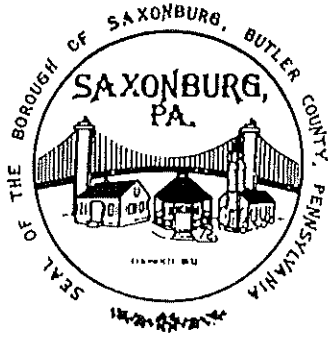
- Utilized Bloomberg Terminal extensively for financial and investment analysis.

Additional Experience

- Analyst, Intrieri Student Managed Fund – Penn State Behrend

Systems & Software

- Archer Investment Manager Systems
- Eagle Investment Systems
- PCOMM Accounting Software
- Bloomberg Terminal
- Microsoft Office Suite
- Microsoft Excel



**Saxonburg Borough
Saxonburg Area Authority**

420 W. Main Street
Saxonburg, PA 16056
724-352-1400



September 2, 2026

Amber Flaherty
419 Cherry Way
Apartment 2
Freeport, PA 16229

Via email: ambermelissa5@gmail.com

Dear Ms. Flaherty:

The Saxonburg Borough/Saxonburg Area Authority would like to extend the following offer of employment to you.

We are offering you the position of Administrative Assistant/Billing Technician. The Position Description associated with this position is attached to this letter. Please note that this position is a full-time, non-exempt hourly position. This position is being offered to you at an hourly wage of \$17.50/hr. After the successful completion of your 90-day evaluation period, your hourly wage will be increased to \$18.00/hr.

You are eligible for all employee benefits associated with this position. Some of these benefits include:

- Health Insurance – UPMC Health Plan Gold EPO. Premiums are based on age. Currently, the employer pays 100% of this plan for each employee. Dependents are covered in accordance with the Employee Handbook (attached).
- Dental Insurance – UPMC Dental Advantage. Employer Paid.
- Vision Insurance – UPMC Vision Advantage. Employer Paid.
- Life Insurance – Security Life \$50,000. Employer Paid.
- Pension – "Pennsylvania Municipal Retirement Trust". Employer Paid. 10% of your annual salary beginning on January 1 or July 1 following 1 year of employment. You are fully vested in the plan following 5 years of contributions. Employees do not pay into this plan.
- 457 – Offered through COREBRIDGE (VALIC). Employee pre-tax retirement contributions. Eligible immediately upon hire. Deductions are taken from pay on a bi-weekly basis.

- AFLAC – Employee elective, additional insurance, accident, disability, cancer, etc. Eligible immediately.
- Holidays – Each full-time employee is eligible for 9 paid holidays each year. Holidays include New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. This benefit applies after the 90-day probationary period.
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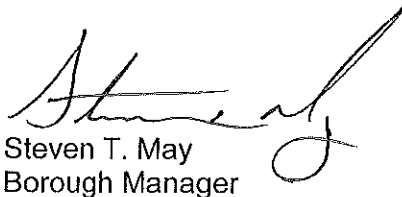
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Additionally, enclosed with this offer please find a complete copy of the Employee Handbook. This Handbook provides more details related to your potential employment and other benefits with Saxonburg Borough and Saxonburg Area Authority.

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We look forward to welcoming you to this position and as a member of our team. We are confident that you will find this position both rewarding and challenging. Should you have any questions regarding this offer, please feel free to contact either Steve May at (724) 841-5084 or Paul Cornetti at (724) 333-2028.

Sincerely,



Steven T. May
Borough Manager



Paul J. Cornetti
Authority Manager

M W every other F

Amber Flaherty

Manager/Cook/Cashier - Novotny Pizza

Freeport, PA 16229

ambermelissa5@gmail.com

+17245967369

Authorized to work in the US for any employer

Work Experience

Manager

Novotny's Grocery - Worthington, PA

February 2017 to Present

- Provide excellent customer service
- Oversee employees to ensure proper food handling, stocking, and cleaning
- Handle cash transaction
- Multitask in fast pace environment
- Provide accurate end of night report and prepare deposit for next day
- Answer phones while taking orders and helping customers
- Check inventory and prepare accurate order forms for vendors
- Ensure cleanliness of store throughout the day
- Proficient use of POS system
- Prepare and serve food in fast paced kitchen
- Ensure stocking of food and packaging is done
- Handle customer complaints and provide solutions quickly

Teller

Nextier Bank - Freeport, PA

June 2019 to August 2019

Answer telephone

Cash handling

Customer service

Cook/Cashier

Novotny Pizza - Worthington, PA

July 2014 to February 2017

- * End of the night cash book work
- * Placing orders for vendors
- * Greeted customers and provided excellent customer service.
- * Maintained high standards of customer service during high-volume, fast-paced operations.
- * Prepared specialty foods such as pizzas and sandwiches, following specific methods that required quick prep time.
- * Handled currency transactions quickly and accurately.
- * Reported to each shift on time and ready to work.
- * Answered telephone calls.

- * Trained kitchen staff on proper use of food handling.
- * Cleaned and organized eating, service, and kitchen areas.

Waitress

Concordia Lutheran Ministries - Cabot, PA

September 2013 to July 2014

- * Assisted diners with obtaining food from buffet/serving table as needed.
- * Assisted in maintaining preparation and service areas in a sanitary condition
- * Consistently provided professional, friendly and engaging service.
- * Inventoried and restocked items throughout day.
- * Washed and disinfected kitchen area, floors, tables, tools, knives and equipment.
- * Bussed and reset tables and kept dining room and work areas clean.
- * Routinely carried large loads of dishes to kitchen for washing

Education

Associate Degree in Business Management

Butler County Community College - Butler, PA

August 2014 to December 2016

Diploma

Freeport Area High School - Sarver, PA

August 2010 to June 2014

Skills

- Microsoft Office (Less than 1 year)
- MS OFFICE (Less than 1 year)
- telephone (9 years)
- Telephone Skills (9 years)
- Inventory (4 years)
- Scheduling (2 years)
- Customer Service (10+ years)
- Food Handling (10+ years)
- Banking (Less than 1 year)
- Payroll
- Front desk
- Cash handling
- Customer service
- POS
- Banking
- Food handling
- Management
- Leadership

- Supervising experience

Assessments

Customer focus & orientation — Proficient

July 2021

Responding to customer situations with sensitivity

Full results: Proficient

Outside sales — Proficient

May 2023

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: Proficient

Analyzing data — Proficient

July 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: Proficient

Data entry: Attention to detail — Proficient

May 2023

Maintaining data integrity by detecting errors

Full results: Proficient

Medical receptionist skills — Proficient

May 2023

Managing physician schedules and maintaining accurate patient records

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- * Good people skills
- * AP Human Anatomy and Physiology
- * Microsoft Office
- * Punctuality
- * Excellent Telephone Skills

BOROUGH OF SAXONBURG

420 West Main Street
Saxonburg, PA 16056
Phone: 724-352-1400
Fax: 724-352-8820
www.saxonburgpa.com



This Borough/Authority is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED

Name: Amber Flaherty

Street Address: 419 Cherry Way Apt 2

City Freeport State Pa Zip 16229

Telephone (724) 596-7369 18 or older? ☒ Yes () No,

Were you known to any employer, school or reference by another name? () Yes ☒ No

If Yes, indicate other name: _____

Position for which you are applying: Billing Technician

What wage/salary do you expect? \$ 17 per hour

If hired, when could you start work? September 21, 2020

Have you ever been employed by this Borough/Authority before? () Yes ☒ No

If Yes, when and where? _____

Who referred you to this Borough/Authority for employment? _____

Names of friends or relatives working for Borough of Saxonburg/Saxonburg Area Authority (list name(s) and relationship): _____

AVAILABILITY:

How many hours per week are you available for work? 40 LIST TIMES BELOW

Day of Week	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Are there any hours, shifts or days you cannot or will not work? () Yes (X) No

If Yes, when: _____

How far do you live from this location? 9 miles

Do you have transportation to work? (X) Yes () No

Are you currently on Layoff Status, Leave of Absence or other Suspension of Employment and subject to recall with another employer? () Yes (X) No

If Yes, provide details: _____

Have you ever been discharged (or terminated) by a former employer? () Yes (X) No

If Yes, explain: _____

**CERTAIN POSITIONS WITHIN BOROUGH OF SAXONBURG/SAXONBURG AREA AUTHORITY
REQUIRE USE OF A CAR OR OTHER MOTORIZED VEHICLE. IF USE OF SUCH A VEHICLE WERE
REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING.....**

Do you have a valid Driver's License? (X) Yes () No If No, can you obtain one? () Yes () No

Do you have access to a car or other motorized vehicle? (X) Yes () No

Do you or can you get liability insurance on such a vehicle? (X) Yes () No

YOUR DRIVING RECORD WILL BE CHECKED IF YOU DRIVE A BOROUGH/AUTHORITY VEHICLE.

EDUCATION:

High School Freeport Address _____
City Sarver State PA Zip 16055 Last grade completed 12
Grade Point Avg.: _____ Did you graduate? (X) Yes () No Still Enrolled? () Yes () No

Trade or College Butler County Community Address _____
City Butler State PA Zip _____ Last grade completed A
Course/Major Business Degree(s) or Certification(s) Associate
Grade Point Avg.: _____ Did you graduate? (X) Yes () No Still Enrolled? () Yes () No

EMPLOYMENT HISTORY: (start with most recent employer)

Company Novatny
Address 1981 W Winfield Rd
City Northampton State PA Telephone 724-545-2900 Job Title Manager
Salary / Wage 14.35 per hour Dates Worked: From 2014 To Present
Still Employed? ☒ Yes () No May we contact this employer? ☒ Yes () No Supervisor

Reason for leaving Job advancement
Reference Check Performed By _____

Company Nextier
Address _____
City Freeport State PA Telephone 800 267 1088 Job Title teller
Salary / Wage 10 per hour Dates Worked: From May 2019 To August 2019
Still Employed? () Yes ☒ No May we contact this employer? () Yes () No Supervisor

Reason for leaving _____
Reference Check Performed By _____

Company _____
Address _____
City _____ State _____ Telephone _____ Job Title _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? () Yes () No May we contact this employer? () Yes () No Supervisor

Reason for leaving _____
Reference Check Performed By _____

***DURING THE LAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? () YES () NO ☒**
IF YES, DESCRIBE:

* A conviction will not necessarily bar you from employment. Also, see applicable state restrictions below.

MILITARY SERVICE:

Branch _____ Date [Entered _____ Discharged _____
RANK _____
Do you have service-related skills applicable to civilian employment? () Yes () No
If Yes, describe:

ADDITIONAL INFORMATION: (all applicants)
List additional training or experience

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with this Borough/Authority solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

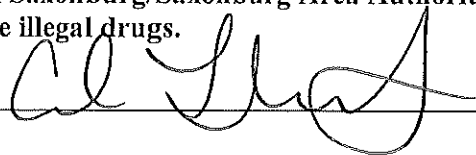
I acknowledge that Borough of Saxonburg/Saxonburg Area Authority reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Borough/Authority and its employees. At this Borough/Authority, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and this Borough/Authority retains the same rights. I further understand and agree that the Owner/President of this Borough/Authority is the only person who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Owner/President of this Borough/Authority.

If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under this state's law.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that Borough of Saxonburg/Saxonburg Area Authority and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, Borough of Saxonburg/Saxonburg Area Authority may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: This Borough/Authority does not hire persons who use illegal drugs. All persons seeking employment or employed with this Borough/Authority may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by Borough of Saxonburg/Saxonburg Area Authority, and further consent to have the specimen tested at a laboratory selected by Borough of Saxonburg/Saxonburg Area Authority. I hereby certify that I (check one) do _____ or do not ☒ use illegal drugs.

Signature



Date

9/2/20