U.S. Department of Labor
Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053
Phone: 856-596-5200 Fax: 856-596-5201

Citation and Notification of Penalty

To:
Berlin Builders, Inc.
and its successors
141 Route 130 South
Suite 192
Cinnaminson, NJ 08077

Inspection Site:
Park and Park
Haddonfield, NJ 08033

Inspection Number: 1090814
Inspection Date(s): 09/04/2015 - 09/04/2015
Issuance Date: 03/01/2016

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Occupational Safety and Health Act of 1970. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends and Federal holidays) from your receipt of this Citation and Notification of Penalty **you either call to schedule an informal conference (see paragraph below) or you** mail a notice of contest to the U.S. Department of Labor Area Office at the address shown above. Please refer to the enclosed booklet (OSHA 3000) which outlines your rights and responsibilities and which should be read in conjunction with this form. Issuance of this Citation does not constitute a finding that a violation of the Act has occurred unless there is a failure to contest as provided for in the Act or, if contested, unless this Citation is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and Federal holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Area Director during the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment

to the citation(s) and/or penalty(ies).

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Area Director within 15 working days of your receipt of this Citation. The running of this contest period is not interrupted by an informal conference.

If you decide to request an informal conference, please complete, remove and post the Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far. If conditions warrant, we can enter into an informal settlement agreement which amicably resolves this matter without litigation or contest.

Right to Contest – You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. **Unless you inform the Area Director in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Occupational Safety and Health Review Commission and may not be reviewed by any court or agency.**

Penalty Payment – Penalties are due within 15 working days of receipt of this notification unless contested. (See the enclosed booklet and the additional information provided related to the Debt Collection Act of 1982.) Make your check or money order payable to "DOL-OSHA". Please indicate the Inspection Number on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "**OSHA**" and click Go. From the results, click on **OSHA Penalty Payment Form**. The direct link is:

https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334.

You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of $25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will process the payments as if these restrictions or conditions do not exist.

Notification of Corrective Action – For each violation which you do not contest, you must provide ***abatement certification*** to the Area Director of the OSHA office issuing the citation and identified above. This abatement certification is to be provided by letter within 10 calendar days after each abatement date. Abatement certification includes the date and method of abatement. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item. The abatement certification letter must be posted at the location where the violation appeared and the corrective action took place or employees must otherwise be effectively informed about abatement activities. A sample abatement certification letter is enclosed with this Citation. In addition, where the citation indicates that ***abatement documentation*** is necessary, evidence of the purchase or repair of equipment, photographs or video, receipts, training records, etc., verifying that abatement has occurred is required to be provided to the Area Director.

Employer Discrimination Unlawful – The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the U.S. Department of Labor Area Office at the address shown above.

Employer Rights and Responsibilities – The enclosed booklet (OSHA 3000) outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees – The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the U.S. Department of Labor Area Office at the address shown above and postmarked within 15 working days (excluding weekends and Federal holidays) of the receipt by the employer of this Citation and Notification of Penalty.

Inspection Activity Data – You should be aware that OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to these alleged violations will be posted when our system indicates that you have received this citation. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.

U.S. Department of Labor
Occupational Safety and Health Administration

NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 03/01/2016. The conference will be held by telephone or at the OSHA office located at 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053 on _____ at _____. Employees and/or representatives of employees have a right to attend an informal conference.

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1090814

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033
Issuance Date: 03/01/2016

List the specific method of correction for each item on this citation in this package that does not read "Corrected During Inspection" and return to: **U.S. Department of Labor – Occupational Safety and Health Administration, 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053**

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____
_____

I certify that the information contained in this document is accurate and that the affected employees and their representatives have been informed of the abatement.

_____	_____
Signature	Date
_____	_____
Typed or Printed Name	Title

NOTE: 29 USC 666(g) whoever knowingly makes any false statements, representation or certification in any application, record, plan or other documents filed or required to be maintained pursuant to the Act shall, upon conviction, be punished by a fine of not more than $10,000 or by imprisonment of not more than 6 months or both.

POSTING: A copy of completed Corrective Action Worksheet should be posted for employee review

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1090814
Inspection Date(s): 09/04/2015 - 09/04/2015
Issuance Date: 03/01/2016

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 1 Item 1 Type of Violation: **Serious**

29 CFR 1926.100(a): Employees working in areas where there was a possible danger of head injury from impact, or falling or flying objects, or from electrical shock and burns, were not protected by protective helmets:

a)310 E. Park Ave in Haddonfield, NJ, 08033- front of home, ground level and second floor: Employees worked under other workers at elevated heights without the use of protective helmets to prevent injury from falling objects, observed on or about 9/4/15.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$1760.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 1 Item 2 Type of Violation: **Serious**

29 CFR 1926.405(g)(2)(iv): Flexible cords were not connected to devices and fittings so that strain relief is provided to prevent pull from being directly transmitted to joints or terminal screws:

a) 310 E. Park Ave in Haddonfield, NJ, 08033- Front of home (ground level): Employees used electric cords to power electric Hitachi circular saws for cutting wood framing to length when the strain relief was compromised, observed on or about 9/4/15.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$2200.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 1 Type of Violation: **Repeat**

29 CFR 1926.20(b)(2): The employer did not initiate and maintain programs which provided for frequent and regular inspections of the job site, materials and equipment to be made by a competent person(s)

a)310 E. Park Ave, Haddonfield, NJ, 08033- Top of framing: Employer did not initiate and maintain frequent and regular inspections by a competent person which would have prevented exposure of employees to hazards including but not limited to fall hazards due to lack of training and proper equipment, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.102(a)(1), which was contained in OSHA inspection number 1070286, citation number 1, item number 2 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 16 &17 Grand Avenue, Lakewood, NJ, 08701.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.1053(b)(13), which was contained in OSHA inspection number 1070291, citation number 1, item number 1 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 207 Pearl St, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 2 Type of Violation: **Repeat**

29 CFR 1926.102(a)(1): Eye and face protective equipment were not used when machines or operations presented potential eye or face injury from physical, chemical, or radiation agents.

a)310 E. Park Ave in Haddonfield, NJ, 08033- Throughout the site: Employees worked with pneumatic nail guns and portable circular saws to construct the framing and sheath the home without any means of eye and face protection, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.102(a)(1), which was contained in OSHA inspection number 1070286, citation number 1, item number 2 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 16 &17 Grand Avenue, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 3 Type of Violation: **Repeat**

29 CFR 1926.501(b)(13): Each employee(s) engaged in residential construction activities 6 feet (1.8 m) or more above lower levels were not protected by guardrail systems, safety net system, or personal fall arrest system, nor were employee(s) provided with an alternative fall protection measure under another provision of paragraph 1926.501 (b):

a) 310 E. Park Ave in Haddonfield, NJ, 08033- Top of framing: Employees were working at the very top of the roof framing and on the second story at the edge of the building with no means of fall protection at height of approximately 28 feet, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(13), which was contained in OSHA inspection number 1070286, citation number 1, item number 3 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 16 &17 Grand Avenue, Lakewood, NJ, 08701.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(13), which was contained in OSHA inspection number 1070291, citation number 1, item number 2 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 207 Pearl St, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 4 Type of Violation: **Repeat**

29 CFR 1926.503(a)(1): The employer did not provide a training program for each employee potentially exposed to fall hazards to enable each employee to recognize the hazards of falling and the procedures to be followed in order to minimize these hazards:

a) 310 E. Park Ave in Haddonfield, NJ, 08033- Top of framing and second floor: Employees worked at height without fall protection and were not properly trained to recognize fall hazards and procedures to be followed to minimize them, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.503(a)(1), which was contained in OSHA inspection number 1070291, citation number 1, item number 3 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 207 Pearl St, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 5 Type of Violation: **Repeat**

29 CFR 1926.1053(b)(13): The top or top step of a stepladder was used as a step:

a)310 E. Park Ave in Haddonfield, NJ, 08033- Front of home: Employees used portable a frame fiberglass ladders to access the second floor framing, requiring the use of the top step, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.1053(b)(13), which was contained in OSHA inspection number 1070291, citation number 1, item number 4 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 207 Pearl St, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 6 Type of Violation: **Repeat**

29 CFR 1926.1053(b)(16): Portable ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, were not either immediately marked in a manner that readily identifies them as defective, or tagged with "Do Not Use" or similar language, and were not withdrawn from service until repaired.

a)310 E. Park Ave in Haddonfield, NJ, 08033- Front of home: Employees used portable metal ladders with damaged rungs to access the second floor framing, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.1053(b)(16), which was contained in OSHA inspection number 1070286, citation number 1, item number 4 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 16 &17 Grand Avenue, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Citation and Notification of Penalty

Company Name: Berlin Builders, Inc.
Inspection Site: Park and Park, Haddonfield, NJ 08033

Citation 2 Item 7 Type of Violation: **Repeat**

29 CFR 1926.1060(a): The employer did not provide a training program for each employee using ladders and stairways, as necessary, which would train each employee in the procedures to be followed to minimize hazards related to ladders and stairways:

a) 310 E. Park Ave in Haddonfield, NJ, 08033- Front of home: Employees were not trained to minimize hazards related to ladders which resulted in use of damaged portable metal ladders causing employee exposure to hazards, observed on or about 9/4/15.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF $1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Berlin Builders was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.1060(a), which was contained in OSHA inspection number 1070291, citation number 1, item number 5 and was affirmed as a final order on 8/10/2015, with respect to a workplace located at 207 Pearl St, Lakewood, NJ, 08701.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/25/2016
Proposed Penalty:	$6160.00

Paula Dixon-Roderick
Area Director

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053
Phone: 856-596-5200 Fax: 856-596-5201

INVOICE / DEBT COLLECTION NOTICE

Company Name: **Berlin Builders, Inc.**
Inspection Site: **Park and Park, Haddonfield, NJ 08033**
Issuance Date: **03/01/2016**

Summary of Penalties for Inspection Number	**1090814**
Citation 1, Serious	**$3960.00**
Citation 2, Repeat	**$43120.00**
TOTAL PROPOSED PENALTIES	**$47080.00**

To avoid additional charges, please remit payment promptly to this Area Office for the total amount of the uncontested penalties summarized above. Make your check or money order payable to: "DOL-OSHA". Please indicate OSHA's Inspection Number (indicated above) on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "**OSHA**" and click Go. From the results, click on **OSHA Penalty Payment Form**. The direct link is https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334. You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of $25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will cash the check or money order as if these restrictions or conditions do not exist.

If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within 24 hours and will be shown on your regular account statement. You will not receive your original check back. The bank will destroy your original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed

account, the bank will attempt to make the transfer up to 2 times.

Pursuant to the Debt Collection Act of 1982 (Public Law 97-365) and regulations of the U.S. Department of Labor (29 CFR Part 20), the Occupational Safety and Health Administration is required to assess interest, delinquent charges, and administrative costs for the collection of delinquent penalty debts for violations of the Occupational Safety and Health Act.

Interest: Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (1%). Interest will accrue from the date on which the penalty amounts (as proposed or adjusted) become a final order of the Occupational Safety and Health Review Commission (that is, 15 working days from your receipt of the Citation and Notification of Penalty), unless you file a notice of contest. Interest charges will be waived if the full amount owed is paid within 30 calendar days of the final order.

Delinquent Charges: A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per annum will be assessed accruing from the date that the debt became delinquent.

Administrative Costs: Agencies of the Department of Labor are required to assess additional charges for the recovery of delinquent debts. These additional charges are administrative costs incurred by the Agency in its attempt to collect an unpaid debt. Administrative costs will be assessed for demand letters sent in an attempt to collect the unpaid debt.

Paula Dixon-Roderick

Area Director

3/1/16

Date