

From the Blair County Board of Commissioners

The Blair County Board of Commissioners at a reconvened Public Meeting, Friday, March 20, 2020 at 4:30 in the Public Meeting Room in the Blair County Courthouse voted unanimously to close the Courthouse to the Public in an effort to minimize the COVID-19 exposure to the employees carrying out the essential functions of the Courthouse operations. As of Friday, May 15, 2020 Governor Wolf announced Blair County would move to a **Yellow Phase** of recovery which included following COVID-19 Safety Procedures for Business. As of Friday, June 5, 2020, Blair County is in the **Green Phase** of recovery.

Nicole M. Hemminger has been appointed by the Board of Commissioners to serve as the Pandemic Safety Officer (PSO). Questions, comments or concerns can be directed to the PSO at 814-693-3030 or nhemminger@blairco.org.

In preparation for the move in to the **Yellow Phase** of recovery meetings were held with each Elected Official and County office to determine the safest way to serve the public while upholding the Pennsylvania Department of Health's Safety Procedures for Business. Each Department has provided information on how to best interact with the office while protecting our citizens and employees in the Courthouse. These responses below are current in the **Green Phase** of Recovery as well.

Deliveries to the Courthouse and Highway Department will still be accepted using standard procedures. For delivery inquiries to the Courthouse please call 814-693-3000. The Highway Department can be reached at 814-693-3175.

Adult Parole and Probation will continue to supervise adults currently on supervision. Limited in-person reporting will begin at the discretion of the adult parole and probation office. Remote reporting or monitoring will continue. Anyone reporting in person must wear a mask or other similar personal protective equipment. Drug testing will continue at the discretion of the office. For additional information, contact your parole officer or the office at 814-693-3190.

Assessment Office Call 814-693-3110. Most questions can be answered by phone, regular mail, and email at: blairassessment@blairco.org. Additional information is on the website at: www.blairco.org/Dept/Assessment. The office will be open to the public, by appointment. There is a two-person limit with a limited time per visit. Masks must be worn and practice social distancing.

Blair Drug and Alcohol is accepting DUI Program applications in person at this time. For additional information please contact: Blair Drug and Alcohol Partnerships 3001 Fairway Drive, Altoona, PA, 16602; 814-381-0921.

Children, Youth and Families Recipients of Agency services should contact their caseworker as usual. Dependency Court events will occur as directed by the Court. Reports of neglect and/or

abuse can be made by contacting Childline at 800-932-0313 or online using the public self-service portal at keepkidsafe.pa.gov, or directly to BCCYF at 693-3130.

Commissioner's Office Questions can be directed to the office at 814-693-3030. Visit the County website BlairCo.org for additional information and updates.

Conservation District The office is open to the public by appointment only until further notice. For information e-mail bcd@blairconservationdistrict.org or call 814-696-0877 ext. 5. There continues to be a drop box located in the vestibule at the Conservation District office accessible from 8:00am to 4:00pm Monday-Friday for deliveries and drop-offs. Limited group meetings and trainings may be scheduled consistent with current CDC and/or PA guidelines.

Controller If you are a vendor, auditee, retiree or any other non-employee, please contact us at 814-693-3040. If it is absolutely necessary to meet in person, we will schedule an appointment. Email inquiries may be directed to: Accounts Payable ap@blairco.org; General Questions astickel@blairco.org.

Cost and Fines Payments can be made online through the PAePAY website. Information can be found on the County website at Blairco.org or by calling 814-693-3200. Payments will also accepted by mail. Anyone reporting in person must wear a mask or other similar protective equipment. Please no more than two individuals in the waiting room at one time.

Court Administration Questions regarding the court schedule can be directed to 814-693-3050. Visit the County website BlairCo.org for additional information and updates.

Custody Office Custody Information and forms are available on the County website by navigating the Court at Blairco.org. by clicking "Courts" tab then "Custody" tab. Questions can addressed by calling 814-693-3205 or e-mail childcustody@blairco.org Office staff may not give legal advice.

District Attorney The Office is open to the public, but appointments must be made in advance. Appointments may occur via telephone, videoconferencing, or, if necessary, in person at the discretion of the District Attorney's Office. Call 814-693-3010 with questions.

Domestic Relations The Domestic Relations Office is open by appointment only by calling 693-3220 or e-mail CS-Blair@pacs.com Payments and filing a new complaint or modification can be made online at www.childsupport.state.pa.us Most scheduled proceedings will be held remotely. Anyone participating in any in-person event must wear a mask or other similar personal protective equipment.

Election and Voter's Registration The office is open to the Public. Call 814-693-3287 or visit the websites: votespa.com or blairco.org for additional information and on-line services.

Emergency Management and 911 Communications Center The Emergency Operations Center has been activated to assist callers, Monday-Friday, 8:00AM-4:00PM, for COVID-19 related questions. All **non-emergency** calls related to COVID-19 should go to **814-940-5926** until further notice. This will keep emergency lines open for emergency calls. **If you have an emergency, call 911.**

Fort Roberdeau National Historic Site/Blair County Park: Trails and open space remain open to the public for recreational activities from 8 a.m. to sunset. Tours of the Fort are available Monday – Saturday from 10 a.m. to 4 p.m. and Sunday from 1:00 p.m. to 4:00 p.m. Please call ahead at 814-946-0048 to schedule a tour. Masks are required inside all buildings and where social distancing is not possible. For additional information, please email Director Glenn Nelson, gnelson@blairco.org or Karen Morrow, Historic Site Assistant, kmorrow@blairco.org.

GIS Department Individuals with 911 addressing questions, concerns or requests should email: GIS@blairco.org or call 814-693-2535 to set up an appointment.

Human Resources The office is open to the public by appointment only; please visit our website to determine which staff member can best help you (www.blairco.org/Dept/HR/Pages/default.aspx). Mask-wearing and distancing measures are required of everyone who enters the office.

Juvenile Probation The office will continue to supervise juveniles currently on supervision. Limited in person intake conferences will occur at the office beginning May 18, 2020. Anyone appearing in person must wear a mask or other similar personal protective equipment. Drug testing will continue at the discretion of the office. For additional information, contact your probation officer or the office at 814-693-3230.

Law Library is closed. Please call Court Administration for additional information at 814-693-3050.

Magisterial District Judges: The District Courts will commence their gradual reopening starting May 18, 2020. Payments may continue to be made online via the PAePAY website and by mail. Parties may also continue to make any Court filings by mail. Any questions regarding filing fees and/or payment methods may be directed to the respective Magisterial District Court. Anyone appearing in person **must** wear a mask or other similar personal protective equipment and adhere to all social distancing guidelines. MDJ Aigner: 814-693-3210; MDJ DeAntonio: 814-942-6421; MDJ Dunio: 814-944-4371; MDJ Jones: 814-941-4550; MDJ Miller: 814-684-4617; MDJ Blattenberger: 814-793-2495.

PFA Office Any person in need of a Protection Order (PFA, PFI, or SVPO), should go to their local police department to file. It is suggested that BEFORE going to police, they first call the PFA office at 814-693-0130, Monday through Friday from 8:00 am to 3:30 pm; other hours please call the Family Services Victim Services helpline at 814-944-3585. Once you report to police, the filing process will begin, and calls to the PFA office cannot be made until after it is complete.

Prison There is a temporary suspension of volunteer services, Inmate Visits and KIOSK services at this time. The Work Release program is postponed. Visit BlairCo.org/Dept/Prison for additional information

Prothonotary: Court filings will be accepted by the Prothonotary/Clerk of Courts/Clerk of Orphans' Court by in-person delivery for emergency matters only. Filing with the Prothonotary/Clerk of Courts/ Clerk of Orphans' Court may be made via email at the following email address: Prothonotary-filings@blairco.org Each document e-filed shall be transmitted as a .pdf attachment. Scanned signatures will be accepted as originals. Each filing e-mail shall be copied to all person(s) to whom service copies would ordinarily be sent via United States Postal Service. The Prothonotary/Clerk of Courts/Clerk of Orphans' Court will monitor the inboxes for the above email address regularly for the receipt of electronically filed documents. Filings made via United States Postal Service are also being accepted. All documents received at the above email address after four o'clock p.m. (4:00 P.M) shall be time stamped for the following business day. Call 814-693-3080 for additional information and fee schedule.

Other Services: The Prothonotary's Office will begin to process passport applications beginning May 18, 2020, by appointment only. Please call 814-693-3080 for appointments. No expedited passports will be processed at this time.

The Prothonotary's Office will begin allowing abstractors in to do searches, beginning May 18, 2020. Two abstractors at a time will be allowed in the office, no exceptions. You must wear a mask and bring as little into the office as possible. We will limit the abstractor's time spent in the Prothonotary's Office to be fair to everyone.

Clerk of Orphans' Court: Procedures are in place for filings of documents through the court. Filings are being accepted by US Postal Service (payments enclosed) or by email. The email address is Prothonotary-filings@blairco.org

Marriage Certifications: Certified copies are available through a written request via US Postal Service . Enclose payment of \$8.50 for each certification. Requests can also be made by calling 814-693-3080.

Marriage License Applications: The Clerk of Orphans' Court will be taking all marriage license request beginning May18, 2020, by appointment only. You must obtain your marriage license within 60 days of your planned ceremony. You must make an appointment to apply for a license by calling 814-693-3080. We encourage people to apply online for their marriage license at Blairco.org in the Clerk of Orphans' Court section prior to coming to the office.

Public Defender's Office Clients are asked to call (814) 693-3255 and check on the status of their cases. The Courts are starting to open and reschedule hearings. You will be notified by mail of your new hearing dates. Be sure the Public Defender's Office has your current contact information. Applications for representation are available on the County's website. You can

mail them to us or drop them off with the Sheriff's Deputy at the front door of the Court House. We will be practicing social distancing for our protection and yours. Therefore we will try to do most consultations by phone. You must have an appointment to visit the Public Defender's Office.

Recorder of Deeds All CDC & Pennsylvania Department of Health guidelines will be followed. Masks and/or face coverings will be required. Social distancing (six feet) guidelines will be followed.

The Recorder will process documents via e-recordings, United States Postal Service, UPS and Federal Express. If you have a specific need regarding a recording, you may contact the office at 814-693-3095. Please see our website for instructions on e-filing through our approved e-recording vendors.

PUBLIC ACCESS to search documents will be limited to 9 people at a time in the backroom of the office. Only one employee per company will be permitted per day. Please call the office to schedule an appointment. Documents from 1942 to present are available online by visiting our remote access program at www.landex.com/webstore. *NOTARY COMMISSIONS will be by appointment only.

Register of Wills will continue our Covid-19 Procedure for FaceTime or Skype to probate estates and will be by appointment only, via FaceTime or Skype. Original documents must be presented to the Register of Wills Office BEFORE an appointment can be scheduled. If you need a copy of the Covid-19 Procedure for FaceTime/Skype please call the office. Please note that an Acknowledgment/Consent Form for witnesses and petitioners is being added as a requirement for FaceTime/Skype probate appointments, effective May 26, 2020. If you are in need of a copy of the Acknowledgement/Consent Form please call the office.

All inheritance tax payments mailed to us must include a complete copy of the statement received from the Department of Revenue, the estate file number and the name of the decedent. Your receipt will be mailed to you through the United States Postal Service.

*ADDITIONALLY, there is a drop off box for documents at the front door of the main entrance of the courthouse. They must be in a sealed envelope marked "Register/Recorder's Office" with a check or money order (NO CASH), along with a self-addressed stamped envelope for return of your documents/receipt. The drop off box will be available from 8:00 a.m. to 3:30 p.m. Please be sure to include your contact information. Documents received after 3:30 p.m. maybe processed the next business day.

Sheriff License to Carry Applications will be taken by appointment only. Call 814-693-3100 for questions regarding other services of the Sheriff's office.

Social Services is open by appointment only for essential business. At this time, we have not suspended any services. We are following all universal precautions as issued by the CDC and Pennsylvania Department of Health. The Department of Social Services phone number is (814)

693-3023. Our Website is <http://www.blairco.org/Dept/SocialServices/Pages/default.aspx>. Please note as a new item in the Menu section of our website is information regarding Behavioral Health Information for COVID-19 for the general public.

Tax Claim Will be collecting delinquent taxes in the office or by mail. Please limit in office visitors to “payee only”. Only 2 members of the public will be allowed in the lobby at one time. Please call the office at (814) 317-2361. Any questions with regards to the upcoming upset sale, please refer to our website.

Treasurers' Office will accept applications and tax payments by mail including hotel tax, tax collectors, applications for dog licenses, small game/bingo licenses. Veterans and Military personnel may contact our office for their discounted/free fishing and hunting licenses to be setup for appointments only. For more information call (814) 693-3120.

Veteran's Affairs is available by appointment only by calling 814-693-3160.

Victim/Witness will still be working with the public in regards to the proceedings taking place at the various District Judge's Offices across the county, however all other inquiries should be directed to 814-693-3010 ext. 1453.