

COMMISSIONERS' MEETING: THURSDAY, SEPTEMBER 4, 2025, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

CALL TO ORDER:

Commissioner Kessling called the meeting to order.

MOMENT OF SILENT PRAYER:

Commissioner Kessling called for a moment of silent prayer.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Kessling requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

MEMBERS PRESENT:

Commissioner Kessling, Commissioner Webster, Commissioner Burke and Chief Clerk Alicia Tiracave.

OTHERS PRESENT:

En Cutshall and Lori Guyer (Commissioners), Lindsay Dempste, Brandon Meck (Finance), Melissa Gillin (Social Services), A.C. Stickel, Angela Wagner (Controller), Cathy Lythgoe (Court Administration), Allison Seidel (Victim Witness), Brian Walters (Human Resources), Sue St. Martin (Tax Claim), Nate Taylor (Public Access Channel), Colette Costlow (Altoona Mirror)

EXECUTIVE SESSION ANNOUNCEMENT:

There was an Executive Session held on Thursday, August 28, 2025, at approximately 3:00 p.m., with the Commissioners, Chief Clerk, Assistant Chief Clerk and Finance Director regarding one (1) property.

There was an Executive Session held on Wednesday, September 3, 2025, at approximately 1:00 p.m., with the Commissioners, Chief Clerk, Human Resources Director and Assistant HR Director regarding three (3) positions.

APPROVAL OF THE BOARD OF COMMISSIONERS MEETING MINUTES – 5/1, 5/15, 7/3, 7/10, 7/17 AND 7/24:

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt the minutes as prepared.

PUBLIC COMMENT:

None

COMMISSIONER COMMENT:

Commissioner Burke spoke about the need to fill numerous advisory board positions that will be expiring as of December 1, 2025. All of the boards have seen a great deal of turnover and have issues filling vacancies. She encouraged everyone to become involved in all boards but focused on two: CYF and Social Services. The CYF Advisory Board is invested in providing services to the area youth but also cares about the agency itself and focuses on activities to boost morale. The Board administers the Child Specialty Fund, which supports those children under the agency's care by helping them to participate in various activities despite their struggles, including providing homecoming dresses and tutoring, and assisting with a child's participation in a school band. The Social Services Advisory Board works with Tricia Johnson on issues such as housing, poverty, and substance abuse and turns feedback into priorities and plans.

Commissioner Kessling echoed the need for individuals to serve and named all current boards filling upcoming vacancies, Airport, Assessment, CYF, Conservation District, Convention & Sports Facilities, Historic Preservation, Hospital, Library System, Planning, Social Services, and Fort Roberdeau. These boards are a good way for individuals to get involved and have their voices heard, and he encouraged everyone to apply.

**CONSENT AGENDA
Resolution 433– 2025:**

a. Ratification of the following four (4) Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
8/28/2025	250828HR	\$12,847.65
9/02/2025	250902SS	\$166,686.03
9/02/2025	250902CY	\$5,663.06
9/02/2025	250902WW	\$114,400.65

b. **Public Defender:** Requesting approval of one (1) Bishop Guilfoyle High School student intern, Stella Yeskey, for the period of September 1, 2025, through April 30, 2026. Internship is for credit and is at no cost to the County.

c. **Court Administration:** Requesting approval of the extension of the Penn State University student internship for Bruno Ramirez-Aragon, for the period of September 1, 2025, through December 31, 2025. Internship is not for credit and at no cost to the County.

d. **Victim Witness:** Requesting approval of one (1) Saint Francis University student intern, Averei Black, for the period of September 9, 2025, through December 5, 2025. Internship is for credit and is at no cost to the County.

e. **Bridge #33/Old Mill Run Bridge Replacement Project:** Requesting approval of ECMS submission invoice #14, Part 1, Preliminary Design, in the total amount of \$4,869.93, received from Keller Engineers. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

f. **Employments:** Aughty, Lisa, FT, Administrative Coordinator, Public Works, \$17.55/hr., effective 9/2/2025. Grager, Stephen, FT, Probation Officer Aide, Adult Parole and Probation, \$13.75/hr., effective 9/2/2025. Bhagaratee, Carla, FT, Correctional Case Manager, Prison, \$15.16/hr., effective 9/2/2025. Evans, Jill, FT,

Parole and Probation Officer, Adult Parole and Probation, \$19.35/hr., effective 9/2/2025. Graham, Shianne, FT, Deputy Coroner, Coroner, \$18.42/hr., effective 9/2/2025.

- g. **Status Changes:** Frantz, James, FT, Corrections Officer, Prison, \$22.66/hr., to FT, Deputy, Sheriff, \$19.35/hr., effective 8/30/2025. Burke, Julia, FT, First Assistant Public Defender, Public Defender, \$3,049.11 biweekly, to FT, Public Defender, Public Defender, \$3,049.11 biweekly, effective 8/16/2025.

- h. **Resignations:** Oliver, Jaelyn, FT, Corrections Officer, Prison, \$21.53/hr., effective 8/29/2025.
- i. **Terminations:** McCool, Sarah, FT, Corrections Officer, Prison, \$21.53/hr., effective 8/16/2025.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 433-2025.

STAFF REPORTS & SPECIAL BUSINESS:

Victim Witness:

Allison Seidel requested Ratification for the Submission of the Pennsylvania Commission on Crime and Delinquency (PCCD) Victim Witness RASA Sub Grant #45162-2 in the total amount of \$95,016.00, for the period of January 1, 2026, through December 31, 2026.

Resolution 434-2025: Ratifying the Submission of the Pennsylvania Commission on Crime and Delinquency (PCCD) Victim Witness RASA Sub Grant #45162-2 in the total amount of \$95,016.00, for the period of January 1, 2026, through December 31, 2026.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 434-2025.

Social Services:

Melissa Gillin requested approval of an Affordable Housing Trust Fund Disbursement for the Code Compliance Repair Assistance Program to assist with exterior scraping and painting of siding at 203 E. 4th Avenue, Altoona, PA, in the not-to-exceed amount of \$5,000.00.

Resolution 435-2025: Approving the Affordable Housing Trust Fund Disbursement for the Code Compliance Repair Assistance Program to assist with exterior scraping and painting of siding at 203 E. 4th Avenue, Altoona, PA, in the not-to-exceed amount of \$5,000.00.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 435-2025.

Finance:

Brandon Meek requested approval to execute the 2025 Certification Form for funds to be distributed from the County Abatement Account and for Commissioner David Kessling to execute said form.

Resolution 436-2025: Approving the execution of the 2025 Certification Form for funds to be distributed from the County Abatement Account and for Commissioner David Kessling to execute said form.

Commissioner Burke asked for clarification if these funds are part of the Opioid Settlement Fund.

Brandon Meek responded affirmatively.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 436-2025.

Tax Claim:

Sue St. Martin requested approval of six (6) Judicial Sale Title Search/Bring-down Service Agreements, including After-Hours Access Agreements, between the County of Blair, the law firm, and the title searcher listed below to conduct Title Searches on Judicial Sale Properties and Bring-down Searches on Upset Sale Properties needed for completion by December 23, 2025, in the amounts as advertised in Resolution 204-2025:

- Sullivan Law Offices LLC
- Raymond J. Wendeker Law Offices
- Rea, Rea & Lashinsky
- Fort, Stokan, Huff & Naugle
- Mears & Adams Attorneys
- BMZ Law PC

Resolution 437-2025: Approving six (6) Judicial Sale Title Search/Bring-down Service Agreements, including After-Hours Access Agreements, between the County of Blair, the law firm, and the title searcher listed below to conduct Title Searches on Judicial Sale Properties and Bring-down Searches on Upset Sale Properties needed for completion by December 23, 2025, in the amounts as advertised in Resolution 204-2025:

- Sullivan Law Offices LLC
- Raymond J. Wendekier Law Offices
- Rea, Rea & Lashinsky
- Forr, Stokan, Huff & Naugle
- Mears & Adams Attorneys
- BMZ Law PC

Commissioner Burke asked how many titles are being searched.

Sue St. Martin responded negatively, but commented that the sale is September 17, 2025, with 573 properties going to sale. She noted that this is the highest number of properties in her time with Tax Claim.

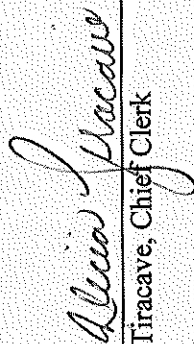
Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 437-2025.

OLD BUSINESS:

None

ADJOURN:

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adjourn today's meeting.


 Alicia Tiracave, Chief Clerk

