

Blair County Affordable Housing Trust Fund (AHTF/Act 137) Advisory Board

Meeting Minutes

Blair County Courthouse: Conference Room 4B

May 14, 2025

Present: Tricia Johnson, Scott Durbin (By Phone) Susan Eberhardt, Missy Gillin, Trina Illig, Donald Delozier, Jim Gehret, Jodi Williams and Jennifer Kensinger

Approval of Advisory Board Meeting Minutes

The minutes of the February 12, 2025 meeting were emailed to the Advisory Board members prior to today's meeting.

Don Delozier made the motion to accept the minutes as presented. Susan Eberhardt seconded the motion. All were in favor. Motion carried.

Public Comment: *No public comments were made.*

Missy Gillin reviewed the AHTF Current Accounts as shown below:

Act 137 Account Balance

Affordable Housing Trust Fund (AHTF)	Operation Safe Space 5/25/23 Approved	Team Effort Committed Meeting 2/27/25 Approved	Lead Committed Meeting 12/13/18	Owner Occupied Rehab Meeting 3/12/21 3/28/24 2/27/25 (50,000) Approved	1 st Time Homebuyer Commissioner Meetings 4/5/22, 5/5/22, 5/12/22, 5/27/22, 12/14/23 4/30/24	Sustainable Housing Program	Code Compliance Repair Assistance Program 5/14/2024 Approved (\$50,000)	TOTAL
Allocation	\$20,000	\$20,000	\$50,000	\$100,000	\$3,000	\$150,000	\$50,000	
Paid Out as of 4/30/25	-\$20,000	\$0	- \$49,726.20	-\$29,829.37	-\$18,000	-\$50,000	-\$21,100	
Program Available BALANCE 1/31/25	\$0	\$20,000	\$273.80	\$70,170.63	\$0	\$100,000	\$28,900	\$219,344.43

AHTF Bank Statement Balance of 4/30/2025: \$398,921.48

AHTF Committed Pending Payments: \$219,344.43

AHTF Available Non-Committed Funds: \$179,577.05

AHTF Recording Fee Deposits (excluding interest)	
December 2023	\$6,682
January 2024	\$5,941
February 2024	\$4,875
March 2024	\$4,420
April 2024	\$5,629
May 2024	\$6,253
June 2024	\$6,682
July 2024	\$6,396
August 2024	\$8,008
September 2024	\$6,994
October 2024	\$6,578
November 2024	\$7,020
December 2024	\$6,344
January 2025	\$5,967
February 2025	\$5,135
March 2025	\$4,459
April 2025	\$5,746

Demo Fund Current Account

Demolition Fund Bank Statement 4/30/25	\$484,683.64
Demolition Projects Committed Not Paid	\$18,896.50
Demolition Program Funds Available Non-committed	\$465,787.14
Pending Board Approval	\$0.00

Demolition Fund Recording Fee Deposits (excluding interest)	
October 2024	\$7,590
November 2024	\$8,100
December 2024	\$7,320
January 2025	\$6,885
February 2025	\$5,925
March 2025	\$5,145
April 2025	\$6,630

Demolition Fund Update

ADDRESS	AMOUNT REQUESTED (not to exceed \$10,000 per unit)	COST	
1519 18 th Ave Altoona	\$4,395	\$8,790	Completed
1229 4 th Ave Altoona	\$3,745	\$7,490	Completed
628 N 9 th Ave Altoona	\$4,470	\$8,940	
715 N 6 th Ave Altoona	\$4,370	\$8,740	Completed
515 3 rd St Altoona	\$5,000	\$10,000	
720 1 st Ave Altoona	\$5,000	\$10,000	

1914 11 th St Altoona	\$6,386.50	\$12,773	Completed
2019 3 rd Ave Altoona	\$7,500	\$15,000	
2119 Mill Rd. Duncansville	TBD not to exceed \$10,000	TBD	
516 N 10 th St Altoona	TBD not to exceed \$10,000	TBD	
712 3 rd Ave Altoona	TBD not to exceed \$10,000	TBD	
1339 N 9 th Ave Altoona	TBD not to exceed \$10,000	TBD	
2308 3 rd Ave Altoona <i>Garage Only</i>	TBD not to exceed \$10,000	TBD	
901 4 th Ave Altoona	TBD not to exceed \$10,000	TBD	
223 3 rd Ave Altoona	TBD not to exceed \$10,000	TBD	
223 6 th Ave Altoona	TBD not to exceed \$10,000	TBD	
1006 3 rd Ave Altoona	TBD not to exceed \$10,000	TBD	
1104 13 th Ave Altoona <i>Fire damaged</i>	TBD not to exceed \$10,000	TBD	
1106 13 th Ave Altoona <i>Fire damaged</i>	TBD not to exceed \$10,000	TBD	
806 6 th Ave, Altoona (pool deck & shed)	County Repository TBD not to exceed \$10,000	TBD	
138 Lazy Hollow Rd, Allegheny Twp (trailer)	County Repository TBD not to exceed \$10,000	TBD	
Short Street (shed in wooded lot) Allegheny Twp	County Repository TBD not to exceed \$10,000	TBD	
414 Yukon Drive (trailer) Allegheny Twp	County Repository TBD not to exceed \$10,000	TBD	
1492 Reservoir Rd (trailer) Blair Twp	County Repository TBD not to exceed \$10,000	TBD	
822 Braim Lane (trailer) Frankstown Twp	County Repository TBD not to exceed \$10,000	TBD	

230 McDonald Rd (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
125 Chevrolet Dr (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
109 Fleetwood Court (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
148 Redmen Court (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
261 Tuscarora Rd (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
153 Chevrolet Dr (trailer) Freedom Twp	County Repository TBD not to exceed \$10,000	TBD	
420 Hilltop Rd (trailer) Greenfield Twp	County Repository TBD not to exceed \$10,000	TBD	
841 Scarlet Dr (trailer) Greenfield Twp	County Repository TBD not to exceed \$10,000	TBD	
119 Nora Dr (trailer) Juniata Twp	County Repository TBD not to exceed \$10,000	TBD	
116 Grove Dr (trailer) Juniata Twp	County Repository TBD not to exceed \$10,000	TBD	
611 Kenneth Rd (trailer) Logan Twp	County Repository TBD not to exceed \$10,000	TBD	
579 Sandy Run Rd (trailer) Logan Twp	County Repository TBD not to exceed \$10,000	TBD	
218 N Third Alley (trailer) Martinsburg Borough	County Repository TBD not to exceed \$10,000	TBD	
TOTAL	\$40,866.50		

The City of Altoona will have more properties to demolish, but the required paperwork has not been submitted yet on those properties.

Missy stated that she put in a formal request (which was approved) to the Commissioners recommending that the Department of Social Services be able to move forward with demolition and code compliance projects, at their discretion, without prior AHTF board member approval.

Prior Commissioners' approval will still be needed. Approved and/or completed projects will be reported on at a future AHTF meeting.

Scott asked if the commissioners have made any decisions about revamping the Demo guidelines. Trina clarified that the City of Altoona was the only one that made a 50/50 match when using the demo funds. There is not any clear defined "match" of funds stated in the current guidelines. Trina is still working with Tax Claim on the repository trailers.

Program Updates

First Time Home Buyer Program (Jodi Williams)

- No update

Weatherization/Housing Rehab Program (Trina Illig)

- Trina reported that she is meeting monthly with the weatherization program staff at Center for Community Action (CCA). CCA and Trina are working on how to streamline the qualification process so that any clients who qualify for funding through CCA will not have to requalify to receive Trina's funding.
- Trina read the following description from the original weatherization deferral guidelines:
 - The Housing Trust Fund Advisory Board will authorize the Department of Social Services to request project reimbursements for up to \$5,000 from the County Commissioners. If a project reimbursement request is greater than \$5,000, the Housing Trust Fund Advisory Board must review the scope of the project and conduct a vote for the approval to reimburse the additional funds prior to the Department of Social Services presenting the request to the County Commissioners.

(Trina stated that the cap was increased from \$5,000 to \$10,000, which is not reflected in the above description.)

Trina pointed out the Board has the option to review the projects that exceed the \$10,000 cap and recommend to the commissioners to reimburse the weatherization deferral program. Currently, Trina has been using PHARE funding to pay for any amount that exceeds the \$10,000 cap, but her PHARE funding will be ending.

Trina also stated that she has AHTF Owner Occupied funding that she could use to pay for the amount that exceeds \$10,000, but she has not done that and does not feel that she should use those funds for that purpose.

Trina gave some examples of recent roofing project costs: \$10,970; \$14,450 and \$17,225. Trina used PHARE funding to cover the overage. Trina added that the roofing jobs also include downspouts and soffit and fascia.

Since the PHARE funding will no longer be an option, Trina would like the AHTF board to discuss how the AHTF funding can be approved to cover the overage. This topic will need to be added to the August 13, 2025 agenda to discuss possibly

increasing the weatherization cap or possibly allowing Trina to utilize the AHTF Owner Occupied funding, which may also need an additional allocation if a decision is made to utilize that funding.

Jim suggested having the board members vote through an email “yes” or “no” on a particular AHTF item so that the matter could move forward and be ratified at a future meeting. Tricia is to ask the commissioners and the county solicitor if that is a possibility.

Trina and Missy stated that the Code Compliance program has the same issue with repair exceeding the \$5,000 cap.

For the next meeting, discussion needs to take place on increasing the caps on the Weatherization and Code Compliance programs or to allow Trina to use her Owner Occupied Rehab funds to cover the additional costs of any projects.

Weatherization List

2415 Old Route 22 Duncansville	Roof Repair Front Porch & around Chimney	\$10,000	NEW
1507 Logan Ave Tyrone	Chimney Repair, water softener leaking, furnace duct work repair	\$10,000	NEW
204 Lexington Ave Altoona	Boiler lines asbestos removal	\$10,000	NEW
1816 20 th Ave Altoona	Missing gutter moisture in basement, knob & tube, duct asbestos	\$10,000	NEW

Don Delozier made a motion to approve the following 4 (four) properties listed above to receive up to \$10,000 per project from the Weatherization program for the listed repairs. Sue Eberhardt seconded the motion. All present were in favor. Motion carried. This motion will be presented to the commissioners for their approval.

Homeless Family Shelter Update (Tricia Johnson)

- Tricia reported that the family shelter is housing 17 (seventeen) families, including 9 (nine) children.
- Hope for the Homeless group is working on strategic planning.
- Local Housing Options Team (LHOT) is converting from a data-driven group to a more actionable group.
- The Warming Center will be taken over by Overflow Church in 2026.

Other Programs:

Lead Abatement Program - Trina Illig

- Trina reported that the Lead Hazard program is coming to an end, but units are still being worked on and there are other funding streams that can be utilized for lead abatement.
- Trina has 7 (seven) units underway. Five units are using Lead Abatement funding and two units are using American Rescue Plan Act (ARPA) funding.

- Despite there being a great need, the Lead Abatement program has ended.

Owner Occupied Rehab – Trina Illig

- Trina reported that this funding is used as last resort funding.
- If the Board approves, Trina will tap this funding to use for overages in the Weatherization program. That subject will be addressed during the August 2025 AHTF meeting.

Whole Home (WH) Program – Trina Illig

- Trina has processed thirty (30) WH applications as of March 31, 2025.
- Funds disbursed: \$326,943
- Sixty-Three (63) applications remain.
- Committed funds: \$612,000
- Applications were prioritized and this funding was used in conjunction with other funding streams.
- Average “House Assistance” is \$20,406.
- \$383,000 in funds have been matched using AHTF, Lead, CDBG HOME, Code Compliance and PHARE funding.

TEAMeffort – Scott Durbin

- Scott reported that approximately six hundred (600) campers will be in Blair County from the second week of June to the end of July to do light construction/landscaping/repairs in the area.
- TEAMeffort will assist the City of Altoona with a project left over from last year.
- Trina asked if there is any possibility of adding some projects to TEAMeffort’s list. Scott is to check and let Trina know.
- Scott mentioned that the Carpenters’ Union may be able to help with some projects. Trina stated that she has \$75,000 in workforce development money through the Whole Home program that is available that can be used to bring on people to train.
- Missy asked Scott if there is any possibility that the Carpenters’ Union could help with some of the Code Compliance projects. Scott is going to talk to Dave Ellis about that possibility.

Sustainable Housing Program – Missy Gillin

- Missy reported that the \$100,000 in funds remains for the Sustainable Housing Program. She needs to get it to the commissioners to approve the Request for Proposal (RFP) process.
- Tricia suggested getting it approved and having the RFP process go from July 1 through August 12, 2025.

Blair County Code Compliance Repair Assistance Program

Code Compliance Project List

ADDRESS	Code Violation	AMOUNT REQUESTED (not to exceed \$5,000 per unit)
1210 3rd Ave Altoona	Roof Repair/Replacement Porch Floor Repair	\$5,000 New Request
601 E Walton Ave Altoona	Porch Roof & Cornice Repairs	\$5,000 New Request
212 N 12th Ave Altoona	Paint/Repair Siding	\$5,000 New Request

Scott Durbin made a motion to approve the 3 (three) properties referenced in the above list to receive \$5,000 per project from the AHTF to address their code violation. Don Delozier seconded the motion. All present were in favor. Motion carried. This motion will be presented to the commissioners for their approval.

Missy reiterated that projects will be able to be submitted to the commissioners without needing prior AHTF board approval. Those projects will be reported on at a future AHTF meeting.

Board Member Reappointments

Jim Gehret's talent bank application has been submitted to the commissioners for their approval.

The AHTF is still in need of 1 (one) board member. Scott may know of someone who would be interested in applying.

There was a blurb in the Altoona Mirror about needing board members.

Open Discussion

- No further comments

Next Steps:

Revisit Demolition Fund Guidelines/Demo Projects

Discuss increasing caps for Weatherization & Code Compliance or allow Trina to use her Owner Occupied funds to pay for any costs above the caps.

Board Member Voting Process (Tricia to check with commissioners/county solicitor)

Sustainable Housing applications

Reappointment/Board Member

Missy thanked everyone for coming and closed the meeting.

Next Meeting:

The next meeting is scheduled for **Wednesday, August 13, 2025** at 8:15am in Conference Room 4B