

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

Meeting Minutes

Blair County Courthouse: Conference Room 4B

August 13, 2025

Present: Tricia Johnson, Scott Durbin, Ron Beatty, Missy Gillin, Trina Illig, Donald Delozier, Wendy Melius and Lisa Hann

Approval of Advisory Board Meeting Minutes

The minutes of the May 14, 2025 meeting were emailed to the Advisory Board members prior to today's meeting.

Scott Durbin made the motion to accept the minutes as presented. Donald Delozier 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 7/31/25	-\$20,000	\$0	\$49,726.20	-\$43,417.82	-\$18,000	-\$50,000	-\$18,575	
Pending							-\$30,000	
Program Available BALANCE 7/31/25	\$0	\$20,000	\$273.80	\$56,582.18	\$0	\$100,000	\$1,425	\$178,280.98

AHTF Bank Statement Balance of 7/31/2025: \$406,832.09

AHTF Committed Pending Payments: \$178,280.98

AHTF Available Non-Committed Funds: \$228,551.11

AHTF Recording Fee Deposits (excluding interest)	
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
May 2025	\$6,110
June 2025	\$6,890
July 2025	\$6,877

Demo Fund Current Account

Demolition Fund Bank Statement 7/31/25	\$481496.97
Demolition Projects Committed Not Paid	\$29,770
Demolition Program Funds Available Non-committed	\$451,726.67
Pending Board Approval	\$7,800

Demolition Fund Recording Fee Deposits (excluding interest)	
January 2025	\$6,885
February 2025	\$5,925
March 2025	\$5,145
April 2025	\$6,630
May 2025	\$7,050
June 2025	\$7,950
July 2025	\$7,935

Demolition Fund Update

ADDRESS	DEMO 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 - SOLD TBD not to exceed \$10,000	\$0	SOLD
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	\$3,900	In Progress
615 Kenneth Rd (trailer) Logan Twp	County Repository Not to exceed \$10,000	\$3,900	NEW In Progress
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			

- Trina noted that two county repository trailers highlighted above are in progress.

Program Updates

First Time Home Buyer Program (Wendy Melius)

- Wendy stated that there has been a delay in the application process through PA Housing Finance Agency (PHFA).

Weatherization/Housing Rehab Program (Trina Illig)

- Trina reported that she is meeting monthly with the weatherization program staff at Center for Community Action (CCA).
- Trina stated that two properties on the list are rental properties. Tenants can apply for the funding, but Trina feels that the landlord should be fixing the property issues.
- Going forward, rental properties will not be considered for the weatherization deferral program.

Weatherization List

ADDRESS	WEATHERIZATION DEFERRAL	AMOUNT	
138 Wingard Lane Hollidaysburg	Moisture deficiencies in basement	\$10,000	Twp Issue
224 Liberty Lane Duncansville	Leaking roof & moisture deficiencies	\$10,000	Completed
1318 Windbrook St. Altoona	Moisture deficiencies in basement	\$7,777.94	Completed
1000 W Loop Rd Hollidaysburg	Moisture deficiencies in basement	\$10,000	Completed
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 RENTAL	Boiler lines asbestos removal	\$10,000	NEW
1816 20 th Ave Altoona	Missing gutter moisture in basement, knob & tube, duct asbestos	\$10,000	NEW
505 N 9 th Ave Altoona	Moisture in Basement, French Drains		NEW
607 N 7 th Street Bellwood	Standing Water Basement, French Drains	\$10,000	NEW
209 E Cherry Ave Altoona	Extend Gutters, French Drains	\$10,000	NEW
267 Ore Hill Road Roaring Spring RENTAL	Roof Leaking	\$10,000	NEW

Homeless Family Shelter Update (Lisa Hann)

- Lisa reported that during the last fiscal year that the family homeless shelter served 362 individuals (108 men, 129 women & 125 children).
- Currently, 13 in house (6 men, 7 women)
- Individuals have been getting evicted from the shelter due to violations. Many individuals have maxed out their stay without finding affordable housing.

- 4 families scheduled for intake.
- Received 16 new referrals.
- 18 referrals were canceled out.
- Updating rules about lewd/mind-altering substances and Megan's Law offenders. These updated rules will help keep children safer.
- Lisa stated that there have been several success stories involving getting individuals housing.

Other Programs:

Lead Abatement Program - Trina Illig

- Funds are committed.
- Two units are currently being worked on.

Owner Occupied Rehab – Trina Illig

- Trina stated that funding is mostly committed and has been blended with other program funding, at times, to complete projects.

Whole Home (WH) Program – Trina Illig

- Trina reported that WH is up to 40 units.

TEAMeffort – Scott Durbin

- Scott reported that approximately 600 campers were in to do light construction and yard work within the City and municipalities.

Sustainable Housing Program – Missy Gillin

- No update was given on this program.

Blair County Code Compliance Repair Assistance Program

Code Compliance Project List

ADDRESS	Code Violation	AMOUNT REQUESTED (not to exceed \$5,000 per unit)
820 4 TH Ave Altoona	Scrape Paint/Paint/Reside	\$5,000 Completed
525 6 TH Ave Altoona	Repair Front Porch Roof & Siding	\$5,000 Completed
321 4 th Ave Altoona	Repair Roof, down spouts	\$5,000 Completed
1828 11 th Ave Altoona	Siding repair/replacement	\$5,000
1526 Crawford Ave, Altoona	Siding repair/replacement	\$5,000
916 N 5 th Ave Altoona	Repair/replace siding	\$5,000

1914 4 th Ave Altoona	Paint/scrape exterior siding, remove litter, rubbish	\$5,000
903 Lexington Ave Altoona	Scrape paint siding, replace soffit fascia	\$5,000
1006 5 th Ave Altoona	Repair/replace siding damage, repair/replace windows & casings damaged by neighbor fire	\$5,000
203 E 4 th Ave Altoona	Repair/scrape paint siding, replace soffit fascia	\$5,000 – Application/Income in Progress
198 Sandy Run Rd Altoona	Remove garbage, cut grass weeds	\$5,000
609 5 TH Ave Altoona	Porch Repair	\$5,000
312 9 th St Altoona	Remove Sewage Backage in Basement	\$5,000 Completed
910 6 TH Ave Altoona	Siding Repair/Replacement	\$5,000
615 White St Hollidaysburg	Recreational Vehicle Removal, high weeds	\$1,100 – Completed
1210 3 rd Ave Altoona	Roof Repair/Replacement Porch Floor Repair	\$5,000 – Notice to Proceed Awarded 7/31/25
601 E Walton Ave Altoona	Porch Roof & Cornice Repairs	\$5,000
212 N 12 th Ave Altoona	Paint/Repair Siding	\$5,000
2407 5th Ave Altoona	Paint/Repair/Replace Siding	\$5,000 – New Request Awarded Work in Progress
2123 6th Ave Altoona	Window Replacement, Siding Repair/Replacement	\$5,000 – New Request –Under Contract combined with Housing Rehab
2521 W Chestnut Ave Altoona	Repair/Replace Cornice Trim, Window Casings, Scrape/Paint exterior siding, repair porch roofs front & rear, gutters, porch railings	\$5,000 – New Request Work Completed combined with PHARE
1102 16th Ave Altoona	Window casings, paint/scrape siding, roof flashing	\$5,000 – New Request
1613 Crawford Ave Altoona	Repair/Replace Front Porch Columns, Rear Siding, Roof Soffit, Fascia	\$5,000 – New Request

- Missy reported that many of the code compliance violations are exceeding the \$5,000 limit making the homeowner struggle to come up with the rest of the funding.
- Another issue is finding 3 contractors to bid on the project, which delays the process.
- Missy stated to continue the program that another allocation would be needed.

Scott Durbin made a motion to recommend to the commissioners to approve another allocation of funds from the AHTF in the amount of \$50,000 with a cap of \$5,000 per application/project to be administered through the Code Compliance Program. Don Delozier seconded the motion. All present were in favor. Motion carried

Board Member Reappointment/Appointment

- Jim Gehret's was approved to serve an additional term on the AHTF board.
- Ronald Beatty was approved to serve on the board.

Open Discussion

- Trina reported that she will be submitting the annual Demolition Report, which runs from September 1, 2024 through October 31, 2025. To date, \$39,196.50 has been expended.

Next Steps:

Sustainable Housing applications

Missy thanked everyone for coming and closed the meeting.

Next Meeting:

The next meeting is scheduled for **Wednesday, November 12, 2025** at 8:15am in Conference Room 4B