



**BLAIR COUNTY BOARD OF COMMISSIONERS MINUTES**

Thursday, September 11, 2025, 10:00 A.M.  
COMMISSIONERS MEETING ROOM, BASEMENT

**1. CALL TO ORDER:**

Commissioner Webster called the meeting to order.

**2. MOMENT OF SILENT PRAYER:**

Commissioner Webster called for a moment of silent prayer.

**3. PLEDGE OF ALLEGIANCE:**

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

**4. MEMBERS PRESENT:**

Commissioner Webster, Commissioner Burke and Chief Clerk Alicia Tiracave

**5. OTHERS PRESENT:**

Jen Cutshall, Lori Guyer (Commissioners), Lindsay Dempsie, Brandon Meck (Finance), A.C. Stickel, Angela Wagner (Controller), Paul Shaffer (Public Works Highway), Becky Robinson (Purchasing), Mindy Hostler (CYF), Glenn Nelson (Fort Roberdeau), Trina Ilig, Patricia Murciak (Social Services), Sarah Seymour (Elections), Rachel Foor (Altoona Mirror), Carol A. Dannenberg (Holidaysburg Community Watchdog).

**6. EXECUTIVE SESSION ANNOUNCEMENT:**

None

**7. APPROVAL OF THE BOARD OF COMMISSIONERS MEETING MINUTES – 8/28 and 9/4**

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

**8. PUBLIC COMMENT:**

None

**9. COMMISSIONERS COMMENTS:**

Commissioner Webster commented that today she is thinking about the events of 24 years ago, September 11, 2001. She encouraged those who have never been to the Flight 93 Memorial to do so, as it represents a different situation than what happened when the World Trade Center and Pentagon were mercilessly attacked without notice. Those on board Flight 93 knew what was happening and made the decision to give their own lives to save others.

**10. CONSENT AGENDA**

**a. Ratification of the following xx Warrant lists:**

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
9/01/2025	250901FN	\$117,016.69
9/02/2025	250902FS	\$4,185.97
9/02/2025	250902HI	\$575,580.17
9/03/2025	250903WC	\$6,793.07
9/09/2025	250909TC	\$225,426.47
9/09/2025	250909SS	\$337,931.30
9/09/2025	250909CY	\$103,359.82
9/09/2025	250909WW	\$311,168.92
9/10/2025	250910AA	\$266,959.81

Which includes payment of the following invoices:

- Holidaysburg Borough in the total check amount of \$4,506.01.

**b. Ratification of total Payroll for the paycheck dated 9/5/2025 in the total amount of \$957,834.34.**

- c. **2025 Budget Transfer:** To cover the July 2025 and August 2025 fees from SimpliVerified for pre-employment background checks:

From	\$	To
01101GCO-42000 General County Operations	\$144.11	012011-42000 Adult Parole and Probation
01101GCO-42000 General County Operations	\$84.90	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$238.25	113201-42000 Children, Youth and Families
01101GCO-42000 General County Operations	\$50.45	01152-42000 Coroner
01101GCO-42000 General County Operations	\$49.45	01160CO-42000 Custody
01101GCO-42000 General County Operations	\$34.45	01202-42000 JPO
01101GCO-42000 General County Operations	\$34.35	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$34.45	01161PA-42000 MDJ Agner
01101GCO-42000 General County Operations	\$50.45	01160DM-42000 Judge Milliron
01101GCO-42000 General County Operations	\$1,003.65	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$135.35	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$50.45	01151-42000 Sheriff

- d. **2025 Budget Transfer:** To cover the cost of autopsy services:

From	\$	To
01101GCO-41999 General County Operations	\$30,000.00	01152-44120 Coroner

- e. **2025 Budget Transfer:** To cover the cost of maintenance on County vehicles:

From	\$	To
01103HW-44730 Highway	\$100.00	113201-44730 Children, Youth and Families

- f. **2025 Budget Transfer:** To cover the cost of July 2025 and August 2025 fees from Conemaugh Nason Occupational Health for post-accident drug and alcohol tests:

From	\$	To
01101GCO-42000 General County Operations	\$75.00	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$220.00	01209PO-42000 Prison

- f. **Commissioners:** Requesting approval of a Letter of Recognition from the Blair County Commissioners to Joe Hurd, recipient of the 2025 Altoona Kiwanis Distinguished Citizen Award.
- g. **Conservation District:** Requesting approval of a Letter to the eight (8) Conservation District nominating organizations requesting nominations for both a Farmer Director and Public Director for the terms of January 1, 2026, through December 31, 2029.
- h. **Employments:** Walker, Cassandra, FT, Telecommunicator Trainee, 911 Center, \$17.55/hr, effective 9/8/2025. Wilson, Michael, FT, Corrections Officer, Prison, \$21.53/hr, effective 9/8/2025.
- i. **Status Changes:** Kociola, Ann, FT, Assessor II, Assessment, \$21.03/hr, to FT, Department Support, Register and Recorder, \$13.09/hr, effective 9/2/2025.
- j. **Resignations:** Stitt, Brandon, FT, Corrections Officer, Prison, \$22.66/hr, effective 9/2/2025. Kelly, Leslie, FT, Probation Officer Support, Adult Parole and Probation, \$14.58/hr, effective 9/3/2025.

Commissioner Burke noted her abstention to the payment to Hollidaysburg Borough in the total check amount of \$4,506.01 and requested that this item be moved to next week's agenda.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 438-2025, with the removal of the payment to Hollidaysburg Borough, and its placement on next week's agenda.

#### Finance:

Lindsay Dempsie requested approval for the Submission of the County Settlement Allocation Report for the reporting period of January 1, 2025, through June 30, 2025, to the PA Opioid Misuse and Addiction Abatement Trust.

**Resolution 439-2025:** Approving the Submission of the County Settlement Allocation Report for the reporting period of January 1, 2025, through June 30, 2025, to the PA Opioid Misuse and Addiction Abatement Trust.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 439-2025.

#### Children, Youth and Families:

Mindy Hostler requested approval of the FY 2025/2026 Renewal Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families, and Perseus House, Inc.

**Resolution 440-2025:** Approving the FY 2025/2026 Renewal Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families, and Perseus House, Inc.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 440-2025.

#### Elections:

Sarah Seymour requested approval of the 2025 Provisional Ballot Affidavit Redesign Grant Agreement between the County of Blair and the Commonwealth of Pennsylvania Department of State for reimbursement of expenses

incurred for the purchase of the updated version of the provisional ballot envelopes for the period of July 1, 2025, through November 4, 2025, in the amount of \$500.00.

**Resolution 441-2025:** Approving the 2025 Provisional Ballot Affidavit Redesign Grant Agreement between the County of Blair and the Commonwealth of Pennsylvania Department of State for reimbursement of expenses incurred for the purchase of the updated version of the provisional ballot envelopes for the period of July 1, 2025, through November 4, 2025, in the amount of \$500.00.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 441-2025.

**Public Works / Highway:**

- i. Paul Shaffer requested approval of the Agreement for Purchases Under Bidding Threshold by and between the County of Blair, Blair County Public Works Highway Department, and Pro Active Sports Inc. for the purchase of safety apparel and printing as set forth in County-approved Purchase Orders.

**Resolution 442-2025:** Approving the Agreement for Purchases Under Bidding Threshold by and between the County of Blair, Blair County Public Works Highway Department, and Pro Active Sports Inc. for the purchase of safety apparel and printing as set forth in County-approved Purchase Orders.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 442-2025.

- ii. Paul Shaffer requested approval of the Agreement for Purchases Under Bidding Threshold by and between the County of Blair, Blair County Public Works Highway Department, and Imperial Hoist Inc. for hoist and lift inspection services as set forth in County-approved Purchase Orders.

**Resolution 443-2025:** Approving the Agreement for Purchases Under Bidding Threshold by and between the County of Blair, Blair County Public Works Highway Department, and Imperial Hoist, Inc. for hoist and lift inspection services as set forth in County-approved Purchase Orders.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 443-2025.

- iii. Paul Shaffer requested approval of a resolution authorizing temporary and permanent easements to undertake the County Bridge #33 Project along the sides of Old Mill Run Road for the Superstructure Replacement Project located in Logan Township.

**Resolution 444-2025:** Approving a resolution authorizing temporary and permanent easements to undertake the County Bridge #33 Project along the sides of Old Mill Run Road for the Superstructure Replacement Project located in Logan Township.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 444-2025.

**Fort Roberdeau:** Glenn Nelson requested approval of the Security Services Agreement between the County of Blair, on behalf of Fort Roberdeau, and Keystone Investigation and Security Specialists, LLC, to provide four (4) security guards at the Fort Roberdeau Halloween Adventures Event on Saturday, October 18, 2025, in the total amount of \$616.00.

**Resolution 445-2025:** Approving the Security Services Agreement between the County of Blair, on behalf of Fort Roberdeau, and Keystone Investigation and Security Specialists, LLC, to provide four (4) security guards at the Fort Roberdeau Halloween Adventures Event on Saturday, October 18, 2025, in the total amount of \$616.00.

Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 445-2025.

**Social Services:**

- i. Trina Illig requested approval of the Letter of Agreement between the County of Blair, Department of Social Services, and Alternative Community Resources Program (ACRP) for referrals of individuals, and authorizing Tricia Johnson, Director of Blair County Department of Social Services, to sign said agreement.

**Resolution 446-2025:** Approving the Letter of Agreement between the County of Blair, Department of Social Services, and Alternative Community Resources Program (ACRP) for referrals of individuals, and authorizing Tricia Johnson, Director of Blair County Department of Social Services, to sign said agreement.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 446-2025.

- ii. Trina Illig requested approval of the FY 2025/2026 Renewal Contract between the County of Blair, and CONTACT Altoona for the period of July 1, 2025, through June 30, 2026, in the maximum amount of

\$125,000.00. This is funded by a Human Services Block Grant.

Resolution 447-2025: Approving the FY 2025/2026 Renewal Contract between the County of Blair, and CONTACT Altoona for the period of July 1, 2025, through June 30, 2026, in the maximum amount of \$125,000.00. This is funded by a Human Services Block Grant.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 447-2025.

iii. Trina Illig requested approval of the FY 2025/2026 Renewal Contract between the County of Blair and Blair Family Solutions, LLC, for the period of July 1, 2025, through June 30, 2026, in the maximum amount of \$80,000.00. This is funded by a Human Services Block Grant.

Resolution 448-2025: Approving the FY 2025/2026 Renewal Contract between the County of Blair and Blair Family Solutions, LLC, for the period of July 1, 2025, through June 30, 2026, in the maximum amount of \$80,000.00. This is funded by a Human Services Block Grant.

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 448-2025.

iv. Discussion and approval for the selection of project(s) to be included in the FFY 2025 Community Development Block Grant (CDBG) Application for the County of Blair on behalf of the seventeen (17) non-entitlement municipalities (Boroughs of Bellwood, Duncansville, Martinsburg, Newry, Roaring Spring, and Williamsburg and the Townships of Allegheny, Catharine, Freedom, Greenfield, Huston, Juniata, North Woodbury, Woodbury, Snyder, Taylor, and Tyrone).

Trina Illig noted that as required, all municipalities were notified of the available funding, and of the public hearing held on July 15, 2025 at the Hollidaysburg Public Library. There were no attendees to that meeting, no public comments received, and no suggestions as to where to spend the available funds. The public comment period closed at the end of August with still no projects proposed by the municipalities. The borough of Williamsburg did call and ask if there was a required match but did not propose a project. With no projects proposed to receive funding, Ms. Illig proposed the funding be allocated to the Housing Rehabilitation Program. The County will receive \$247,152 in funds, with 18% (\$44,485) taken out for administrative costs, leaving \$202,667.00 for allocation to the Housing Rehabilitation Program.

Commissioner Webster asked if projects chosen for the Housing Rehabilitation Program are based upon income.

Ms. Illig responded yes, and that households must qualify on an individual basis.

Commissioner Burke asked if there is a dollar limit for each project.

Ms. Illig stated that the limit is currently \$75,000. Sometimes projects have gone over that limit but the Department has, in cases, been able to blend funding and utilize funds from the Code Compliance Repair Program, etc. She also noted that the current waiting time for the Housing Rehabilitation Program is approximately 5-6 years, with 4 applicants remaining from 2019.

Finally, Ms. Illig noted that the next step is a public hearing on September 23, 2025, to hear comments on the selected projects, which will be accepted until September 30, 2025. The entitlements will select projects on October 2, 2025, and after that, the results will be brought before the Board of Commissioners for approval.

Resolution 449-2025: Approving the selection of project(s) to be included in the FFY 2025 Community Development Block Grant (CDBG) Application for the County of Blair on behalf of the seventeen (17) non-entitlement municipalities (Boroughs of Bellwood, Duncansville, Martinsburg, Newry, Roaring Spring, and Williamsburg, and the Townships of Allegheny, Catharine, Freedom, Greenfield, Huston, Juniata, North Woodbury, Woodbury, Snyder, Taylor, and Tyrone).

Motioned by Commissioner Burke, seconded by Commissioner Webster, and approved to adopt Resolution 449-2025.

Commissioners:

Chief Clerk Alicia Tiracave requested approval of the Reimbursement Agreement (R25090008) between the County of Blair and the Commonwealth of Pennsylvania, acting through the Department of Transportation, for Bridges 1, 2, and 3 and authorizing the Chief Clerk to sign said agreement.

Resolution 450-2025: Approving the Reimbursement Agreement (R25090008) between the County of Blair and the Commonwealth of Pennsylvania, acting through the Department of Transportation, for Bridges 1, 2, and 3 and authorizing the Chief Clerk to sign said agreement.

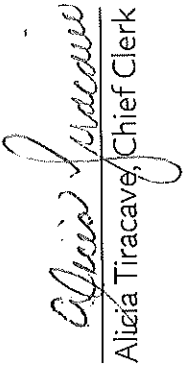
Motioned by Commissioner Webster, seconded by Commissioner Burke, and approved to adopt Resolution 450-2025.

OLD BUSINESS

None

ADJOURN

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

  
Alizia Tiracave, Chief Clerk

