



BLAIR COUNTY BOARD OF COMMISSIONERS MINUTES

Thursday, November 13, 2025, 10:01 A.M.  
COMMISSIONERS MEETING ROOM, BASEMENT

1. CALL TO ORDER:

Commissioner Kessling called the meeting to order.

2. MOMENT OF SILENT PRAYER:

Commissioner Kessling called for a moment of silent prayer.

3. PLEDGE OF ALLEGIANCE:

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

4. MEMBERS PRESENT:

Commissioner Kessling, Commissioner Webster, Commissioner Burke and Assistant Chief Clerk Lori Guyer.

5. OTHERS PRESENT:

Jen Cutshall (Commissioners), Lindsay Dempsie, Brandon Meck (Finance), A.C. Stickel, Angela Wagner (Controller), Mindy Hostler (CYF), Trina Illig (Social Services), Brian Walters (Human Resources), Joseph Cox (Juvenile Probation), Becky Robinson (Purchasing), Nick Burket (Public Works – Facilities), Paul Shaffer (Public Works – Highway), Jim Carothers (Treasurer), Nate Taylor (Public Access), Ann Merritts, Carol A. Dannenberg (Holidaysburg Community Watchdog), Connor Goetz (WTAJ)

6. EXECUTIVE SESSION ANNOUNCEMENT:

None

7. APPROVAL OF THE BOARD OF COMMISSIONERS MEETING MINUTES – 11/06/2025

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

8. PUBLIC COMMENT:

None

9. COMMISSIONERS COMMENTS:

Commissioner Webster noted that we have something to be excited about with the passing of the State budget for 2025.

10. CONSENT AGENDA

Resolution 516– 2025:

a. Ratification of the following ten (10) Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT       |
|----------------|----------------|--------------|
| 11/01/2025     | 251101FN       | \$117,016.69 |
| 11/03/2025     | 251103HI       | \$588,134.64 |
| 11/03/2025     | 251103FS       | \$1,072.14   |
| 11/03/2025     | 251103WT       | \$48,766.25  |
| 11/04/2025     | 251104RF       | \$3,062.08   |
| 11/06/2025     | 251106HR       | \$9,428.26   |
| 11/07/2025     | 251107TC       | \$145,213.95 |
| 11/07/2025     | 251110AA       | \$267,088.72 |
| 11/10/2025     | 251110SS       | \$355,755.45 |
| 11/10/2025     | 251110UT       | \$2,362.17   |
| 11/10/2025     | 251110WW       | \$456,115.85 |

Which includes payment of the following invoices:

- Holidaysburg Borough in the total check amounts of \$545.60 and \$105.00.
- Thomas and Chandra Landora in the total check amount of \$1,550.00.

b. 2025 Budget Transfer: To cover the cost of Secure Residential Treatment expenses:

| From                              | \$          | To                                |
|-----------------------------------|-------------|-----------------------------------|
| 01202203-44240 Juvenile Detention | \$25,000.00 | 01202206-44350 Juvenile Probation |
| 01202203-44290 Juvenile Detention | \$15,000.00 | 01202206-44350 Juvenile Probation |
| 01202-42150 Juvenile              | \$225.00    | 01202206-44350 Juvenile Probation |

c. Commissioners:

- Requesting approval of the 2026 Holiday schedule for non-union employees.
- Requesting approval of a Letter of Support to Frankstown Township for the Memorial Park Improvement Project Phase II.

d. Juvenile Probation: Requesting approval of one (1) Juniata College Student Intern, Marlana Miller, for the period of January 20, 2026 to May 20, 2026. Internship is for credit only and at no cost to the County.

e. Resignations: Minnier, Crystal, FT, Temporary Department Assistant, CYF, \$20.50/hr., effective 8/28/2025. North, William, FT, Maintenance Technician – Electrician, Public Works, \$20.56/hr., effective 11/4/2025. Sollenberger, Alex, FT, Corrections Officer, Prison, \$22.66/hr., effective 11/6/2025. McCall, Bailey, FT, Caseworker I, CYF, \$20.60/hr., effective 11/7/2025.

f. **Retirements:** Brehm, Alex, FT, Maintenance Technician – Carpenter, Public Works, \$21.02/hr., effective 11/7/2025.

Commissioner Burke noted her abstention to the payments to Hollidaysburg Borough and to Thomas and Chandra Jandora due to conflicts of interest.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 516-2025 with the abstentions as noted.

**Controller:**

A.C. Stickel requested approval of the Actuarial Services Agreement dated November 1, 2025, between the County of Blair and Foster & Foster Actuaries & Consultants to prepare an annual valuation, including preparation of disclosure information for auditors per Governmental Accounting Standards Board Statements (GASBS) 74 and 75.

A.C. Stickel noted that when the Retirement Board approved the contract with Foster & Foster, it did not include these actuarial services. Now, with two contracts, we are seeing savings over what was being paid previously and are receiving better service.

Commissioner Kessling thanked A.C. and staff in the Controller's Office for the work they do and noted that this is not the first time they have expanded and refined the services being received while also saving the County money.

Controller Stickel stated that this is ultimately a team effort and thanked the Commissioners.

**Resolution 517-2025:** Approving the Actuarial Services Agreement dated November 1, 2025 between the County of Blair and Foster & Foster Actuaries & Consultants to prepare an annual valuation, including preparation of disclosure information for auditors per Governmental Accounting Standards Board Statements (GASBS) 74 and 75.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to Adopt Resolution 517-2025.

**Children, Youth and Families:**

i. Mindy Hostler requested approval of the FY 2025/2026 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families, and JusticeWorks YouthCare, Inc. effective July 1, 2025 through June 30, 2026.

**Resolution 518-2025:** Approving the FY 2025/2026 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and JusticeWorks YouthCare, Inc. effective July 1, 2025 through June 30, 2026.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 518-2025.

ii. Ms. Hostler requested approval of the FY 2025/2026 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families, and City Missions – Living Stones, Inc. effective July 1, 2025 through June 30, 2026.

**Resolution 519-2025:** Approving the FY 2025/2026 Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families, and City Missions – Living Stones, Inc. effective July 1, 2025 through June 30, 2026.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 519-2025.

**Public Works – Highway:**

Paul Shaffer requested approval of Change Order #1 to the Contract Agreement between the County of Blair and John Claar Excavating, Inc. for the Salt Storage Building project in the increased amount of \$2,533.38. The revised total cost is \$426,527.38.

Paul Shaffer noted that this change order is a result of the Contractor suggesting a change to materials to strengthen the storage building roof, and Keller Engineers agreed.

**Resolution 520-2025:** Approving Change Order #1 to the Contract Agreement between the County of Blair and John Claar Excavating, Inc. for the Salt Storage Building project in the increased amount of \$2,533.38. The revised total cost is \$426,527.38.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 520-2025.

**Public Works – Facilities:**

Nick Burket requested approval of the Proposal between the County of Blair and Reaper Mechanicals for the maintenance and service of the HVAC systems for the County's communication towers at the rates listed in the proposal, for the period of November 1, 2025 through December 31, 2026.

Resolution 521-2025: Approving the Proposal between the County of Blair and Reaper Mechanicals for the maintenance and service of the HVAC systems for the County's communication towers at the rates listed in the proposal, for the period of November 1, 2025 through December 31, 2026.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 521-2025.

Social Services:

i. Trina Illig requested approval for the submission of a funding application for the 2025/2026 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) funds to the Pennsylvania Housing Finance Agency (PHFA) for Housing Assistance in the amount of \$50,000.00.

Ms. Illig noted that there are two pots of money available with PHARE funds. The funds for the Housing Assistance request come from Marcellus Shale, under which each county is required to have an active well to be eligible.

Resolution 522-2025: Approving the submission of a funding application for the 2025/2026 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) funds to the Pennsylvania Housing Finance Agency (PHFA) for Housing Assistance in the amount of \$50,000.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 522-2025.

ii. Ms. Illig requested approval for the submission of a funding application for the 2025/2026 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) funds to the Pennsylvania Housing Finance Agency (PHFA) for Housing Rehabilitation in the amount of \$150,000.00.

Ms. Illig noted that the funds for the Housing Rehabilitation request come from the Realty Transfer Taxes, and these funds are open to all counties.

Resolution 523-2025: Approving the submission of a funding application for the 2025/2026 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) funds to the Pennsylvania Housing Finance Agency (PHFA) for Housing Rehabilitation in the amount of \$150,000.00.

Motioned by Commissioner Kessling, seconded by Commissioner Burke, and unanimously approved to adopt Resolution 523-2025.

Commissioners:

i. Lori Guyer requested ratification of a letter extending the lease agreement between the County of Blair and Garden Gate Florist through January 31, 2026 at \$700.00 per month. This lease will be terminated thereafter.

Resolution 524-2025: Ratifying a letter extending the lease agreement between the County of Blair and Garden Gate Florist through January 31, 2026 at \$700.00 per month. This lease will be terminated thereafter.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 524-2025.

ii. Ms. Guyer requested approval of a Deferred Payment Agreement between the County of Blair and Doing Better Business, Inc.

Resolution 525-2025: Approving a Deferred Payment Agreement between the County of Blair and Doing Better Business, Inc.

Motioned by Commissioner Kessling, seconded by Commissioner Webster, and unanimously approved to adopt Resolution 525-2025.

OLD BUSINESS:  
None

ADJOURN

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

  
Lori Guyer, Assistant Chief Clerk

