

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

Meeting Minutes

Blair County Courthouse: Conference Room 4B

November 12, 2025

Present: Tricia Johnson, Scott Durbin, Ron Beatty, Susan Eberhart, Jim Gehret, Commissioner David Kessler, Missy Gillin, Trina Illig, Wendy Melius, Eric Luchansky and Jennifer Kensinger

Self-Introductions were made.

Approval of Advisory Board Meeting Minutes

The minutes of the August 13, 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. Ron Beatty 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)	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 9/25/25 Approved (\$50,000)	TOTAL
Allocation	\$20,000	\$50,000	\$100,000	\$3,000	\$150,000	\$100,000	
Paid Out as of 10/31/25	\$20,000	\$50,000	-\$53,215.82	-\$18,000	-\$50,000	-\$39,795	
Pending						-\$30,000	
Program Available BALANCE 10/31/25	\$0	\$0	\$46,784.18	\$0	\$100,000	\$30,205	\$176,989.18

AHTF Bank Statement Balance of 9/30/2025: \$377,067.75

AHTF Committed Pending Payments: \$176,989.18

AHTF Available Non-Committed Funds: \$200,078.57

AHTF Recording Fee Deposits (excluding interest)	
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
August 2025	\$0
September 2025	\$16,237
October 2025	

*Missy noted that August 2025 Recording Fee and Demolition Fund Recording Fee Deposits had a \$0 balance because there was a depositing error which was corrected for September 2025.

Demo Fund Current Account

Demolition Fund Bank Statement 9/30/25	\$503,752.01
Demolition Projects Committed Not Paid	\$7,800
Demolition Program Funds Available Non-committed	\$495,952.01

Demolition Fund Recording Fee Deposits (excluding interest)	
April 2025	\$6,630
May 2025	\$7,050
June 2025	\$7,950
July 2025	\$7,935
August 2025	\$0
September 2025	\$18,735
October 2025	

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	\$10,940	
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	\$8,525	\$8,525	
712 3 rd Ave Altoona	TBD not to exceed \$10,000	\$13,250	
1339 N 9 th Ave Altoona	TBD not to exceed \$10,000	\$8,665	
2308 3 rd Ave Altoona <i>Garage Only</i>	TBD not to exceed \$10,000	\$6,550	
901 4 th Ave Altoona	TBD not to exceed \$10,000	TBD	
223 3 rd Ave Altoona	TBD not to exceed \$10,000	\$14,150	
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	
922 5 th Ave, Altoona		\$8,450	
850 25 th St, Altoona		\$11,000	
1009 4 th Ave, Altoona		\$9,850	
709 4 th Ave, Altoona		\$9,850	
1408 18 th St, Altoona		\$10,970	
1521 18 th Ave Altoona		\$11,000	
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	Under Contract
615 Kenneth Rd (trailer) Logan Twp	County Repository Not to exceed \$10,000	\$3,900	Under Contract

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	
2105 Washington Ave Altoona	\$11,500	\$11,500	NEW
1339 N 9th Ave Altoona	\$8,665	\$8,665	NEW

Trina stated that she was working with Tax Claim to secure 611 & 615 Kenneth Rd. Since these trailers are on private property (Hillcrest Mobile Home Park), the county had to get an access agreement so that the contractors could go in. Removal started yesterday and should be finished by next week. Trina and Sue, Tax Claim Director, are concentrating on trailer parks.

Scott questioned the length of time that some projects have been on the list. Missy stated that some properties are completed, but the City of Altoona has not submitted the completed packet showing the lien or matching funds, which are a guideline requirement. Also, some projects exceeded the \$10,000 per property max. Trina added that the City of Altoona is submitting invoices for completed projects in the full amount and stating that no match is required, but that action has not been approved by the County. Trina reiterated that the current demo guidelines have a \$10,000 cap per project, but do not specify how much of a match is needed by the City/Municipality. However, the application reflects a match of about 30%. Trina pointed out the City of Altoona is coming in after the demolition requesting demo funds, when all the other twenty-three municipalities are requesting the funding prior to demolition. Trina stated that the County would not be reimbursed if any properties with a City or Municipality lien on them were sold, meaning the City or Municipality would benefit from the sale and not the County that funded or partially funded any project. Ron stated that the City of Altoona now has a Blight Committee and are working on streamlining their process. Ron questioned if a vote was made, during a past meeting, to fully fund demo projects without a match. The board had discussed it at a prior meeting, but due to the item not being placed in advance on the agenda, any motion passed by the Board, at that time, would not have been allowed to move forward. In reference to the Demolition Fund Guidelines/Application Process, the Board will again recommend eliminating the municipality match be eliminated while retaining the \$10,000 cap per project.

Ron Beatty made a motion to recommend to the commissioners to eliminate the demolition fund municipality match, but to retain the \$10,000 cap per demolition project. Scott Durbin seconded the motion. All present were in favor. Motion carried

The Board amended the motion to include the properties that are already on the demolition property list which was shown on the agenda and included in the November 12, 2025 meeting minutes. Those properties listed will not be subject to a municipality match. (List is shown above).

Trina clarified that a municipal lien must be put on a property, especially if it is privately owned. If a property is on the Landbank, then the lien requirement should be waived.

Ron stated that the City of Altoona was under the impression that they were to ask for reimbursement after the completion of the project. Trina stated that the City and Municipalities need to apply first for the funding and not after the demolition. Ron asked if the motion that was just passed had to go to the commissioners first for their approval. Missy answered that it does.

Program Updates

First Time Home Buyer Program (Wendy Melius)

- Wendy reported that she has staff trained, but waiting on the budget impasse to end to get certified.

Weatherization/Housing Rehab Program (Wendy Melius/Trina Illig)

- Wendy reported that program is on hold due to the budget impasse. The LIHEAP crisis funds are to be available in December 2025.
- Trina and Missy are meeting with Corey to discuss projects.
- Trina explained that if an individual cannot receive weatherization that they are deferred to the county which has funding to assist.

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	Completed
1507 Logan Ave Tyrone	Chimney Repair, water softener leaking, furnace duct work repair	\$10,000	No Income Received
204 Lexington Ave Altoona RENTAL	Boiler lines asbestos removal	\$10,000	Completed by CCA
1816 20 th Ave Altoona	Missing gutter moisture in basement, knob & tube, duct asbestos	\$10,000	No Application
505 N 9 th Ave Altoona	Moisture in Basement, French Drains		
607 N 7 th Street Bellwood	Standing Water Basement, French Drains	\$10,000	
209 E Cherry Ave Altoona	Extend Gutters, French Drains	\$10,000	No Application
267 Ore Hill Road Roaring Spring RENTAL	Roof Leaking Trailer	\$10,000	Completed by CCA

Homeless Family Shelter Update (Lisa Hann/Tricia Johnson)

- Tricia reported that the Family Shelter is near capacity.
- Some individuals are asked to leave due to substance use.
- A weekly meeting is held with agencies/programs that are involved with the shelter.

Other Programs:

Lead Abatement Program - Trina Illig

- No update given

Owner Occupied Rehab – Trina Illig

- Trina stated that funding is mostly committed and has been blended with other program funding like PHARE, CDBG & HUD, at times, to complete projects like gas, water and sewer issues.

Whole Home (WH) Program – Trina Illig

- Trina reported that WH assisted 43 households.
- Approximately \$300,000 in funds remains.
- \$25,000 cap per unit.
- Program goes through December 2026.
- This program also had workforce development funds which were used to train two people, renew a contractor's license and certify a contractor. Remaining workforce development funds can be rolled back into rehabilitation funds which could assist with 16 more units.
- This program was opened to everyone in Blair County including the City of Altoona and Logan Township.
- 93 applications were received.
- Trina prioritized applications and leveraged funding from other programs such as Lead Hazard, Code Compliance and Weatherization.

TEAMeffort – Scott Durbin

- Scott reported that about 650 campers were here over an eight-week period this past summer. TeamEffort is looking at adding a ninth week this coming summer. Trina stated that TEAMeffort had been paid. Scott to ask for an allocation from the AHTF at the February 2026 meeting.

Sustainable Housing Program – Missy Gillin

- This program has not been reopened yet.

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 – Completed
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 – Completed
601 E Walton Ave Altoona	Porch Roof & Cornice Repairs	\$5,000

212 N 12 th Ave Altoona	Paint/Repair Siding	\$5,000
2407 5 th Ave Altoona	Paint/Repair/Replace Siding	\$5,000 – Completed
2123 6 th Ave Altoona	Window Replacement, Siding Repair/Replacement	\$5,000 – 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 – Completed combined with PHARE
1102 16 th Ave Altoona	Window casings, paint/scrape siding, roof flashing	\$5,000
1613 Crawford Ave Altoona	Repair/Replace Front Porch Columns, Rear Siding, Roof, Soffit, Fascia	\$5,000
523 N 10th Ave Altoona	Front Porch Repairs	\$5,000 New Application
510 11th St Altoona	Scrape & Paint Exterior of House	\$5,000 New Application
1510 18th Ave Altoona	Soffit, facia, rotted wood replacement on eaves, gables, etc	\$5,000 New Application
924 1st Ave Altoona	Soffit, facia replacement	\$3,500 New Application

- Missy reported that this program has really taken off.
- Many project amounts come in over the \$5,000 cap. Trina has blended some of her PHARE funding to help with that gap, but her PHARE funding is running out and probably won't have those funds available again until 2027.
- Program focuses on homes that are owner-occupied.
- Jim Gehret suggested, due to the low success of the Sustainable Housing Program, reallocating that funding to the Code Compliance Program. Trina stated that she would like to work with the City of Altoona Redevelopment Authority using that funding to build housing.
- Trina stated that she also wants to get clarification on the demolition funding to see if the funding can also be used to address blight. Trina must check with county solicitors and commissioners.

Ron Beatty made a motion to approve the newest property applications listed on the Code Compliance Repair Program list. Scott Durbin seconded the motion. All present were in favor. Motion carried. Recommendation will be presented to the commissioners for their approval.

Open Discussion

- 2026 AHTF meeting dates were discussed. Due to next year's November date falling on a County holiday (Veterans' Day), the Board made a motion to have that meeting moved to Tuesday, November 10, 2026. All approved the motion.
- 2026 meeting dates will be: Wednesday, February 11, May 13, August 12 and Tuesday, November 10 at 8:15AM at the Blair County Courthouse, Conference Room 4B.

Next Steps:

Sustainable Housing

Follow-Up on Demolition/Blight Fund

Missy thanked everyone for coming and closed the meeting.

Next Meeting:

The next meeting is scheduled for **Wednesday, February 11, 2026** at 8:15am in Conference Room 4B