



Prison Board  
Don Myers, President  
Katie Charlton, Vice President  
Jason Renshaw, Secretary

Frank Pitzer  
Pat Fabian  
Myra L. Miller  
James J. Panchik

Jessica M. Hicks, Warden  
171 Staley's Courts Road  
Kittanning, PA 16201  
724-545-9222 Phone • 724-545-9245 Fax  
jail@co.armstrong.pa.us

*County Jail*  
**COUNTY OF ARMSTRONG**

**July 14, 2022**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, July 14th, 2022 at 8:30am. Meeting held in the Commissioner's Conference Room.

Members Present: Commissioner Myers, Commissioner Renshaw, Judge Panchik, Sheriff Frank Pitzer

Others Present: Warden Hicks, Chief Administrator – A. Poole, Chrissy Creel (Jail)

Absent: Commissioner Fabian, District Attorney Katie Charlton, Controller Miller, Solicitor Miller

Guests: Dennis Phillips (Leader Times), Lawrence Metts (County Taxpayer)

Commissioner Myers announced that this meeting is being recorded.

**APPROVAL OF JUNE 9<sup>TH</sup> (REGULAR) & JULY 5<sup>TH</sup> (EMERGENCY) MINUTES**

On a motion by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; the minutes for June 9th & July 5th, 2022 Prison Board Meetings were approved.

**APPROVAL OF JUNE FINANCIAL REPORTS**

On a motion by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; the Financial Reports for June 2022 were approved.

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; the Warden's Report for June was approved.

## OLD BUSINESS

### 1. Siren Tested on July 14th, 2022

## NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that trainings are caught up for the year. Next trainings will be in September with the range and emergency plans.
2. **Prison Board Solicitor - Invoice** – Warden Hicks stated that Solicitor Miller only had two hours last month and that since he was unable to attend that he would just put it on next month's invoice.
3. **Renick Brothers – Preventative Maintenance Proposal for Chiller** - Warden Hicks stated that the new 3 year proposal went from \$2,275.00 in 2022 to \$2,440.00 proposed in 2023, \$2,620.00 proposed in 2024, and \$2,810.00 proposed in 2025.

On a motion by Commissioner Renshaw, seconded by Judge Panchik and carried unanimously; to recommend to the Board of Commissioners for approval of the proposed Renick Brothers 3 year preventative maintenance agreement for the chiller.

4. **Renick Brothers – Quote for Chiller** – Warden Hicks stated that the quote to repair the current chiller issues is \$9,440.00.

On a motion by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; to recommend to the Board of Commissioners for approval of the Renick Brothers quote of \$9,440.00 to repair the chiller.

5. **Cleveland Brothers – Quote to fix the leak on Generator**– Warden Hicks stated that this quote is to repair the leak on the generator. Renick Brothers also suggested that the Jail get a quote to repair the control panel that was possibly damaged due to a storm. Warden Hicks told Cleveland Brothers to work on the quote for next Prison Board meeting. Commissioner Renshaw also suggested that Chief Administrator Poole check with an electrician and the county's insurance company to see if the panel was confirmed to be damaged due to the storm, that it be covered.

On a motion by Commissioner Renshaw, seconded by Sheriff Pitzer and carried unanimously; to recommend to the Board of Commissioners for approval of the Cleveland Brothers quote of \$2,110.00 to repair the leak on the generator.

6. **Policy 1-12 – Inmate Property** – Upon solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; the approval of Policy 1-12 – Inmate Property.

7. **Policy 1-22 – Inmate Security Checks** – Upon solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; the approval of Policy 1-22 – Inmate Security Checks.

8. **Policy 1-32 – Showering/Shaving Lock-up Inmates** - Upon solicitor review and recommendations made, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; the approval of Policy 1-32 – Showering/Shaving Lock-up Inmates.

9. **Inmate Psych Doctor** – Warden Hicks stated she has contacted several places with no luck. Warden Hicks will be contacting a place in Butler this week. Warden Hicks stated that the use of force incidents are going up. Commissioner Myers stated that he was not sure where Commissioner Fabian was at with his possible contacts.

10. **Inmate Commencement Service – 6-22-22 (GED Program)** – Warden Hicks stated that a female inmate had earned her GED diploma after several years trying.

### **EXECUTIVE SESSION** –

Commissioner Myers called for an executive session at 9:11am for personnel reasons; Motioned by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously.

The Board reconvened from executive session at 9:27 am; Motioned by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously.

On a motion by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; to amend the agenda (11.).

On motion by Judge Panchik, seconded by Sheriff Pitzer and carried unanimously; to recommend to Salary Board to hire Matthew Prazenica as the new Deputy Warden at \$27.00/hour - \$56,160.00/annual salary (11a.).

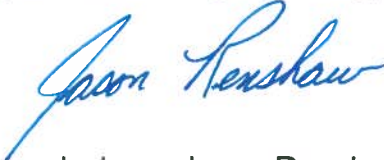
**PUBLIC COMMENT** – Lawrence Metts spoke about being a county taxpayer and expressed concern that the Jail is unsustainable. Mr. Metts expressed concern on the value of society that these incarcerated individuals had if they are in our county Jail versus being sent to a state prison. Commissioner Myers stated that he hears his concerns and that is why a new committee was formed – Taxpayer Savings thru Best Practices and its first meeting is today. Commissioner Myers encouraged Mr. Mets to attend the next Prison Board meeting next month to specifically ask the Judge and District Attorney about the judicial side.

## ADJOURNMENT

There being no further business, Commissioner Myers asked to adjourn as there were not enough members remaining to make a motion. The Board adjourned at 9:36 AM.

The next Armstrong County Prison Board meeting will be held on August 11th, 2022 at 8:30am. Location is to be determined.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary