



Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

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**

April 10, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, April 10th, 2025 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, District Attorney Charlton, Sheriff Pitzer, and Controller Gaff

Others Present: Warden Hicks, Solicitor Miller, Chrissy Creel (Jail), Rebecca Stephens (Jail)

Absent: Judge McClister

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MARCH 13th, 2025 MINUTES

On a motion by District Attorney Charlton, seconded by Commissioner Fabian and carried unanimously; the Prison Board minutes for March 13th, 2025 were approved.

APPROVAL OF MARCH 2025 FINANCIAL REPORT

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the financial report for March 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Warden's report for March 2025 was approved.

OLD BUSINESS

1. **Siren tested on April 10th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that the last dog, Timber, has been adopted. Hicks stated they have a new dog named Spike, a three-year-old Pitbull mix. Hicks stated there are two new inmates training with the other inmate trainers now.
3. **DEP Outside Leak – Update** – Warden Hicks stated that Civil Environmental Consultants company did come and drill four – 4-inch holes for wells. Hicks stated that she did not have the results as of the meeting. Hicks stated DEP would like to know if the Jail is going to keep or remove the tank in the ground. Hicks reminded the Board that the tank was tested and there are no leaks. Hicks stated that they will plan to keep the tank until further planning is done.
4. **Chiller - Update** – Warden Hicks stated that the new chiller has been installed. However, it is not warm enough to turn it on to check it. Hicks stated possibly Friday if the weather cooperates.
5. **IUP – MOU Update (sent up and tabled)** – Warden Hicks stated that this was tabled at the last Salary Board meeting. Hicks stated she will be resending it back up to Salary Board for approval. District Attorney Charlton stated this is not adding an expense as the Lenape Co-Op will be finished doing her Co-Op next month so this individual will be replacing the Co-Op student.
6. **Maintenance Quotes for issues already addressed to Board** – Warden Hicks received more quotes that were sent to the Board on the multiple updates and repairs to miscellaneous issues in the boiler room.

On a motion by Commissioner Strate, seconded by Controller Gaff and carried unanimously; to recommend to the Board of Commissioners (BOC) for the approval of the Woodside Plumbing contract for \$15,299.00 for multiple repairs in the boiler room and also to recommend to the BOC for approval of the Renick Brothers' contract for the preventative maintenance for \$6,470.00.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated that there is one more class for training on suicide prevention, PREA, STVS, and sexual harassment training. Hicks stated that next month half of the staff will be trained on CPR/First Aide this year. Hicks stated this is a two-year certification. There is one officer currently at the D.O.C. training academy and two scheduled for the next D.O.C. class.
2. **Solicitor Invoice** – Warden Hicks stated there were two different invoices totaling \$2,025.00.

On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to pay the solicitor's invoices totaling \$2,025.00.

3. **Medical Services Agreement – (Jail Doctors)** - Warden Hicks stated that the new agreement has a \$500.00 per doctor increase. Hicks stated that this agreement has not increased in four years. Solicitor Miller reviewed this agreement without objection.

On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to approve the Jail doctor's service agreement.

4. **Roadways and Parking Lot Quotes** - Warden Hicks stated the Jail roadway and parking lots are deteriorating bad. Hicks stated there is a difference of opinion on repairing versus repaving. Hicks stated that the Jail received three different quotes ranging from \$44,800 to \$16,600.00. After a brief discussion, the Board decided to table it after Commissioner Fabian recommended to have the Penn-Dot municipal coordinator take a look.
5. **Work-Release – Army Corps of Engineer** – Warden Hicks stated that James Norris from the Army Corps of Engineers would like to take some male work-release inmates to perform general maintenance primarily around Mahoning Creek Lake area. Norris will provide transportation to and from, lunch, and insurance coverage. Hicks will get a MOU in place if approved. The Board had no issues moving forward with creating an MOU for the Board to approve.

EXECUTIVE SESSION

None

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; to adjourn at 9:10am.

The next Armstrong County Prison Board meeting will be held on May 8th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary