



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

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

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County Jail **COUNTY OF ARMSTRONG**

May 8, 2025

ARMSTRONG COUNTY PRISON BOARD

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

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, Judge McClister, District Attorney Charlton, and Controller Gaff

Others Present: Warden Hicks, Solicitor Miller, Chrissy Creel (Jail), Loretta (Lawrence County Deputy Warden)

Absent: Sheriff Pitzer

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF APRIL 10th, 2025 MINUTES

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; the Prison Board minutes for April 10th, 2025 were approved.

APPROVAL OF APRIL 2025 FINANCIAL REPORT

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; the financial report for April 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 April 2025 was approved.

OLD BUSINESS

1. **Siren tested on May 8th, 2025**
2. **PAWsitve Changes - Update** - Warden Hicks stated that the current dog, Crash, has completed the four weeks of training. He is a 5-month-old Chiweenie. He is up for adoption.
3. **DEP Outside Leak – Update** – Warden Hicks stated that last month Civil Environmental Consultants did come and drill four – 4-inch holes for wells to test the ground water and those results did not detect any diesel fuel in that water. There will be a second test on May 15th, 2025. Total Tank Works will be out also on May 15th, 2025 to hopefully certify the current tank.
4. **Chiller - Update** – Warden Hicks stated that the new chiller has been installed and has been turned on but there are other issues. Maintenance has been addressing these as they come up. Hicks also stated that A & B pod towers were not covered on the install as they are not connected to the Chiller. Hicks did receive a bid from Nemchek of \$21,000 to complete this but is waiting on two additional quotes to come in. Hicks also wanted to mention that as of today that two out of four water heaters are down. There is a company currently working on them now but one is leaking so bad that Hicks wanted to give the Board a heads up on possibly needing to replace it. Hicks also wanted to mention about budgeting to start to replace five Boilers that are showing their age as well.
5. **Roadways and Parking Lot Quotes** – Warden Hicks wanted to follow up on deciding what is going to be done. Commissioner Fabian met with PennDOT since the last meeting and it was suggested to get a quote from the PennDOT municipal service coordinator. Commissioner Fabian also suggested this project could qualify for a multimodal grant for 2026. The Board agreed to revisit this later on in the year.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated CPR and the body scanner training have been completed. Hicks stated that the next training class will cover Narcan, fire drills, and hospital duty training.

2. **Solicitor Invoice** – Warden Hicks stated there one invoice totaling \$2,475.00.

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; to pay the solicitor's invoice totaling \$2,475.00.

3. **Policies to be Approved** - Warden Hicks updated several policies.

On a motion by Judge McClister, seconded by Commissioner Strate and carried unanimously; to approve the updated policies – 1-10, 1-84, 3-17, and 3-18.

4. **RIOJ – Loretta Spielvogel -Deputy Warden from Lawrence County (Juveniles) -**
Warden Hicks introduced Lawrence County Deputy Warden Loretta Spielvogel who explained our current contract with them for the juvenile housing program. Loretta stated that the juveniles are treated the same as an adult inmate with the only difference being that they are kept sight and sound completely away from adult inmates.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:20am for personnel issues; motioned by District Attorney Charlton, seconded by Controller Gaff and carried unanimously.

The Board reconvened from executive session at 9:26am; motioned by Judge McClister, seconded by Commissioner Fabian and carried unanimously.
None

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:27am.

The next Armstrong County Prison Board meeting will be held on June 12th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary