



Prison Board  
Anthony Shea, President  
Katie Charlton, Vice President  
Tammie Gaff, Secretary  
Pat Fabian  
John Strate  
Chase McClister  
Frank Pitzer

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*County Jail*  
**COUNTY OF ARMSTRONG**

**September 11, 2025**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, September 11th, 2025 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, and 1st Deputy Controller Horgos

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

Absent: Judge McClister, District Attorney Charlton, Sheriff Pitzer, Controller Gaff

Guests: Kieran Woynicz (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

**APPROVAL OF August 14<sup>th</sup>, 2025 MINUTES**

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; the Prison Board minutes for August 14th, 2025 were approved.

**APPROVAL OF AUGUST 2025 FINANCIAL REPORT**

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

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

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

## **OLD BUSINESS**

1. **Siren tested on September 11th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that Raven has been adopted. The Jail received a new dog, Sierra. She is an 8-month-old Hound mix.
3. **DEP Outside Leak – Update** – Warden Hicks stated that a vapor intrusion assessment will be done on September 18<sup>th</sup>, with subsequent work and testing on the 19<sup>th</sup> & 22<sup>nd</sup>.
4. **A & B Air Conditioning - Update** – Warden Hicks stated Renick Brothers gave an update on September 6<sup>th</sup>, 2025 that stated that the parts needed have been shipped but not received yet. Renick Brothers will schedule the repairs once they do receive the parts.
5. **Body Scanner – Back in Order from DEP** – Warden Hicks stated that the body scanner is back in order, approved by DEP.

## **NEW BUSINESS**

1. **Staff Trainings** - Warden Hicks stated that there will be no officer sent to the D.O.C. training academy until next month. Hicks stated she has presented to the union to begin sending officers to Indiana County Jail in Indiana, PA instead of Elizabethtown, PA for four weeks instead of five to complete the D.O.C. training beginning in January 2026.
2. **Solicitor Invoice** – Warden Hicks stated there were three invoices totaling \$3,942.14.  
  
On a motion by Commissioner Strate, seconded by First Deputy Controller Horgos and carried unanimously; to approve the three Solicitor's invoices totaling \$3,942.14.
3. **Policies for Approval** – Warden Hicks stated that she had to update the body scanner policies to be compliant.  
  
On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; to approve updated policies 1-10A and 1-10B.
4. **Lexipol – Training for staff** – Warden Hicks was looking to save money on over-time costs by using online training courses. Hicks has not run the numbers yet to see if it would be beneficial or not but will discuss more in depth at next month's meeting.

## **EXECUTIVE SESSION**

Commissioner Shea called for an executive session at 8:51am for personnel issues; motioned by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously.

The Board reconvened from executive session at 9:17am; motioned by Commissioner Strate, seconded by 1st Deputy Controller Horgos and carried unanimously.

On a motion by Commissioner Shea, seconded by Commissioner Fabian and carried unanimously; to recommend to Salary Board to terminate the employment of employee #1747 effective today September 11, 2025.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

There being no further business, it was motioned by Commissioner Strate, seconded by 1<sup>st</sup> Deputy Controller Horgos and carried unanimously; to adjourn at 9:18am.

The next Armstrong County Prison Board meeting will be held on October 9th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

  
Controller Gaff, Secretary