



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

December 11, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, December 11th, 2025 at 8:36am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Sheriff Pitzer, Controller Gaff

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

Absent: Commissioner Strate, Judge McClister, District Attorney Charlton

Guests: Dennis Phillips (Leader Times), William Pelc, Jr. (DEP), David Hall (DEP), Bo Valley (Civil Engineering), Chris Fellers (Garland Company), and Tom Sever (Garland Company)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF NOVEMBER 13th, 2025 MINUTES

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for November 13th, 2025 were approved.

APPROVAL OF NOVEMBER 2025 FINANCIAL REPORT

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; the financial report for November 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

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

OLD BUSINESS

1. **Siren tested on December 11th, 2025**
2. **DEP Outside Leak – Update** – Warden Hicks stated that there were two representatives present to discuss delays. Mr. Hall stated that all repairs and upgrades have been completed. However, Mr. Pelc, Jr. stated that the last phase is to remove the free product (diesel fuel) that is in the ground around the tank, suspected to be caused by spillage while filling the tank. Mr. Pelc stated that once the product is removed then the worst-case scenario is retesting every quarter for two years. However, Mr. Hall stated that if the tests are good and the number remain stable then there can be a provision to request to reduce that time down to one year. Bo Valley recommended doing a stinger event and vacuuming out the free product now and hopefully only one will be needed.
3. **PAWsitive Changes - Update** - Warden Hicks stated that Bojangles has been adopted. The Jail received a new dog, Bear. He is a two-year-old Shepard/Husky mix.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated that range and defensive tactics trainings have been completed for all staff.
2. **Solicitor Invoice** – Warden Hicks stated there were two invoices totaling \$2,700.00.

On a motion by Controller Gaff, seconded by Commissioner Fabian and carried unanimously; to approve the two Solicitor's invoices totaling \$2,700.00.
3. **The Garland Company (Roof)** – Warden Hicks stated that there were two representatives present to discuss the roof of the Jail. Mr. Sellers, after an extensive presentation, stated that the current condition of the roof is currently at a fair-poor status with a history of active leaks. The roof thickness now is at a 045-mil thickness. Mr. Sellers proposed roof would be a 350-mil thickness with a 30-year warranty. Mr. Sellers went over all the damage and deficiencies and discussed what their company could provide.
4. **Cost Savings Recommendation – Buyout LPN Contract** - Warden Hicks stated that one of the agency employees wanted to come on as a County part-time LPN. Hicks stated the employee would not require any insurance and would be willing to sign a 2-year contract if needed. The cost to buy this employee out of the contract would be \$9,800.00. Commissioner Fabian asked Hicks to see if this employee was willing to sign a one-year contract.
5. **CERT – Thank You** – Warden Hicks stated that she just wanted to formally thank the Jail's CERT team for their help they provided to the courthouse on a high-profile sentencing.

6. **Hot Water Tank** – Warden Hicks stated that Clarion Heating & Air Conditioning provided a quote of \$95,849.00. This is less than the last quote and it is a direct replacement. There would be no need to change the plumbing and hook-ups, etc.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to recommend to the Board of Commissioners for approval on the \$95,849.00 quote for a direct replacement of a hot water tank.

7. **Policies for Approval** – Hicks updated several policies and removed one policy.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to approve the updated policies - 1-58, 1-60, 1-61, 1-62, 1-63, 1-64, 1-65, 1-66, 1-67, 1-68, 1-69 and also the removal of policy 1-59.

EXECUTIVE SESSION

There was no need for an executive session.

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 10:10am.

The next Armstrong County Prison Board meeting will be held on January 8th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary