



Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary
Pat Fabian
John Strate
Chase McClister
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County Jail
COUNTY OF ARMSTRONG

March 12, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, March 12th, 2026 at 8:36am. Meeting held in the Jail's conference room.

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

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

Absent: Sheriff Pitzer

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF FEBRUARY 12th, 2026 MINUTES

On a motion by Controller Gaff, seconded by Judge McClister and carried unanimously; the Prison Board minutes for February 12th, 2026 were approved.

APPROVAL OF FEBRUARY 2026 FINANCIAL REPORT

On a motion by Controller Gaff, seconded by Judge McClister and carried unanimously; the financial report for February 2026 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; the Warden's report for February 2026 was approved.

OLD BUSINESS

1. **Siren tested on March 12th, 2026**
2. **PAWsitive Changes - Update** – Warden Hicks stated Bear has been adopted. Hicks stated there is a new dog named Mac, a 6-month-old lab mix that is currently going thru training now. Hicks also mentioned that she approved Vinnie, trainer from Say it Once Dog Training, to bring in a hired camera crew to film Mac and future dogs in their training process. Hicks stated this will help get more exposure for the program and adoptions.
3. **Jail Roads and Parking Lots – Cold Patch** - Warden Hicks stated she would like to know what is going to be done this year because the road and parking lots are getting worse. Warden Hicks stated (this past Fall) that the Board had wanted to wait and possibly use the Liquid Fuels grant to repair the road, not the parking lots but the parking lots need attention. After some discussion, the Board advised Hicks to repair the parking lots with cold patch and sealant by utilizing the Jail's maintenance crew and inmates. Hicks stated the cost would be for materials only. The Board will revisit doing the roadway.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated that PREA, sexual harassment and suicide prevention training were completed last month. Hicks stated that two officers started this past Monday for D.O.C. training. Hicks also stated that radio codes, body scanner, contraband, and cell sense training is scheduled for next month.
2. **Solicitor Invoice** – Warden Hicks stated there was no invoice submitted this month.
3. **Man Hole – Sewage Leak / Grinder Pump** – Warden Hicks stated that at the man hole cover by the grinder pump was discovered to be overflowing and it was also backing up into a drain in the kitchen area. Hicks stated that Woodside Plumbing was called. Woodside Plumbing used a company to suck out the septic before Woodside could see to do repairs. Hicks stated Woodside, using high jet pressure water, was able to break a small hole that was passable which seemed to work. However, a couple days later the problem was back. Hicks called another company, Luton's, who used a camera, and could see that there was only a small hole within a 6-inch pipe that was passable. Luton's is coming this Tuesday to use chain knockers in the pipe to break up the clog and clean the pipes. Hicks also stated that in fixing this problem, maintenance discovered that there were five five-gallon buckets of mainly spoons and other garbage stacked up at the grinder pump, which had seized up. Hicks did some research at other Jail's about plastic silverware. Hicks suggested that every inmate be issued an individually wrapped spoon upon commitment. The inmate will be able to exchange that spoon for a new at meal times but they have to turn it in to receive another one. Hicks has a meeting with Nutrition, Inc. to discuss this option.
Hicks also stated she received a quote of \$7,488.00 to repair the grinder pump and will use the Inmate Relief Fund to fix immediately as Hicks stated this was a problem caused by

inmates and Hicks can not have sewage water backing up into the Kitchen area where food is prepared.

4. **Exhaust Fans – Luton’s / Simmer’s** - Warden Hicks stated that there are 53 exhaust fans on the roof that (thru the years) have stopped working. Hicks stated this is putting some strain on the brand-new HVAC system that was just installed last year. Hicks received a quote from Luton’s of \$123, 825.34 to repair all of them at once. Hicks suggested to maybe do ten to fifteen at time and then six months to a year later do another ten to fifteen until all are fixed because of two reasons. One is the up-front cost and also the fans going bad at the same time in the future.

The Board expressed concern on not replacing them all at once and putting undo stress on the new HVAC system in addition to the concern of replacing the fans before or after the roof is completed. Hicks stated that she has been waiting for over a year for Chesapeake (Dave Simmers) to give her a quote. Commissioner Fabian asked Hicks to see if Constellation (Roofing Company) can come to the next Prison Board meeting to answer questions and asked Hicks to get another quote on repairing the fans.

5. **Outside Pole Lights** – Warden Hicks stated that there are eighteen outside pole lights out that require a lift to change. Hicks stated she is waiting on a quote from Woodside.
6. **DOC Inspection** – Hicks stated the D.O.C. inspection is on April 22nd, 2026.
7. **DEP Body Scanner Inspection** – Warden Hicks stated the body scanner inspection is on March 25th, 2026.
8. **Truck – Transmission** – Warden Hicks stated the truck is leaking transmission fluid, possibly on the transfer case. Hicks stated they don’t use the truck a lot. Hicks asked the Board what they wanted to do and the Board said to wait.
9. **Boiler’s Exhaust** – Warden Hicks stated this exhaust is in extremely bad shape and will likely not make it until Winter. Hicks stated she received a quote from Luton’s in repairing the exhaust for \$31,694.00. The Board recommended to bring this to the Board of Commissioners meeting.

Commissioner Fabian suggested forming a maintenance sub-committee to form a list of items needing replaced and or repaired that would be presented to the Prison Board. This committee would not be decision makers. The Board suggested the following people be on it: Roger (County Maintenance Director), Commissioner Strate, Commissioner Shea, Jason (County IT Director), and Jail maintenance staff.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:35am for personnel issues; motioned by Commissioner Strate, seconded by Controller Gaff and carried unanimously.

The Board reconvened from executive session at 9:51am; motioned by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously.

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 9:52am.

The next Armstrong County Prison Board meeting will be held on April 9th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary