



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

April 9, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, April 9th, 2026 at 8:36am. Meeting held in the Jail's conference room.

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

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

Absent: Commissioner Fabian

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MARCH 12th, 2026 MINUTES

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Prison Board minutes for March 12th, 2026 were approved.

APPROVAL OF MARCH 2026 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the financial report for March 2026 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; the Warden's report for March 2026 was approved.

OLD BUSINESS

1. **Siren tested on April 9th, 2026**
2. **Maintenance Sub-Committee - Update** – Commissioner Strate stated that he is pleased to share some good news about the fans. Strate stated on another inspection, done by some of the members of the sub-committee, that there were some minor fixes and discoveries made that could probably be fixed in house. Strate stated that the committee believes the original quote of \$124,000 can be reduced to maybe \$30,000 on the first estimate. Strate also stated that the boiler exhaust fan may not need the extensive repairs that originally was quoted either as upon further inspection there is nothing wrong with the piping that is at least coming thru the ceiling. Strate also said the roof could also be done in two phases, if need be, with the lower part being first to be repaired.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated that radio codes, body scanner, contraband, and cell sense training has been completed. Hicks stated that two officers will start D.O.C. training on May 18th. Hicks also stated that CPR training is scheduled for next month.
2. **Prison Board Solicitor – Invoice** – Warden Hicks stated there was no invoice submitted this month.
3. **ICSolutions – Revenue changes for the IRF per new FCC regulations** – Warden Hicks stated the new law passed by FCC has started. Hicks stated the Jail will only recoup a 2-cent per minute recovery fee vs. 21-cent per minute now. Hicks stated there will be no change in the tablet fee of 25-cents per message.
4. **Renick Brothers – Preventative Maintenance Proposal (Heating & Air)** - Warden Hicks stated that there is a new 3-year preventative maintenance proposal for approval for the new chiller that will be as follows.
 - Spring Inspection – 2026 - \$16,350.00
 - Spring Inspection – 2027 - \$16,850.00
 - Spring Inspection – 2028 - \$17,360.00
5. **Cleveland Brothers CAT – Service Quote from Generator Inspection** - Warden Hicks stated that the inspection was completed with two minor issues. Hicks stated new batteries and new heater hoses needed replaced that were leaking.
6. **Barker Bus – Updated Transport Service Agreement** – Warden Hicks stated that there is a new updated service agreement for approval for the emergency evacuation of inmates. Hicks stated the only change from 2019 is the price going from \$55.00 to \$75.00 per vehicle/bus.

7. **Keefe Commissary Agreement and Numi Cards** – Warden Hicks stated that there is a new agreement for approval that includes adding three new vending machines that the inmates can use in between commissary orders. Hicks stated this will recoup some of the revenue lost from the phone system. Hicks stated the other updated agreement from Keefe involves the Numi cards which is a debit card issued to inmates who have money on their accounts when released. Hicks stated this change is a vendor change only – Numi Financial.

On a motion by Commissioner Strate, seconded by Controller Gaff and carried unanimously; to send up the Keefe Commissary agreements to the Board of Commissioner's meeting for approval.

8. **Lenape Co-Op – Medical Placement** – Warden Hicks stated there is another opportunity for another Lenape Co-Op student. Hicks stated that this one is for medical. Hicks stated that this situation is a little different in that this student would be more job shadowing than a paid Co-Op Corrections Officer position as they would not be able to do a lot of the medical tasks without the proper license or certifications that are required. Hicks stated that Lenape was ok with that and Lenape would check with CareerTrack to see if CareerTrack would pay the wage of this position. The Board was ok with moving forward with this "unpaid by the County" Co-Op medical position.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 8:59am for personnel issues; motioned by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:14am; motioned by Commissioner Strate, seconded by Sheriff Pitzer and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:15am.

The next Armstrong County Prison Board meeting will be held on May 14th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary