



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

June 11, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, June 11th, 2026 at 8:36am. Meeting held in the Jail's conference room.

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

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

Absent: Commissioner Fabian, District Attorney Charlton

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MAY 14th, 2026 MINUTES

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for May 14th, 2026 were approved.

APPROVAL OF MAY 2026 FINANCIAL REPORT

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; the financial report for May 2026 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Controller Gaff, seconded by Judge McClister and carried unanimously; the Warden's report for May 2026 was approved.

OLD BUSINESS

1. **Siren tested on June 11th, 2026**
2. **Maintenance Sub-Committee - Update** – Warden Hicks stated that only 26 out of the 52 motors for the exhaust fans need to be replaced. Hicks stated that county maintenance personnel will do the installation.
3. **Diesel Tank Clean-Up** – Warden Hicks stated that maintenance was continuing to change the absorbent pads. Hicks stated they were told to stop on 6/3/26.
4. **Insurance Claim** – Warden Hicks stated the claim was approved for the damage sustained during the sprinkler head that broke in the generator room. Hicks stated it was not the full amount that was requested but the majority. Hicks wanted the Board to know that it may take up to sixteen weeks to get the panels built. Hicks stated that all other repairs will be started.
5. **Water Heater (previously installed)** – Warden Hicks stated that the inspection initially failed due to the carbon coming off the motor was too high. Hicks stated that after some delays it has been repaired and is up and running.

NEW BUSINESS

1. **Staff Trainings** - Hicks stated that two officers are currently at the Indiana County D.O.C. training. Hicks also stated that emergency plans, fire drill, hospital/transport training has been completed. Hicks stated a mock fire drill evacuation was completed as well.
2. **Prison Board Solicitor – Invoice** – Warden Hicks stated there were two invoices totaling \$1,875.00.

On a motion by Commissioner Strate, seconded by Sheriff Pitzer and carried unanimously; to approve the two Solicitor's invoices totaling \$1,875.00.

3. **Policies for Approval** – Warden Hicks updated several policies.

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; to approve policies – 2-7, 2-8, 2-9, 2-10, 2-11, 2-12.

4. **Art Club** – Warden Hicks presented a mural on one of the walls in the Jail's conference room that was done by inmates.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:00am for personnel issues; motioned by Commissioner Strate, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:26am; motioned by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously.

PUBLIC COMMENT

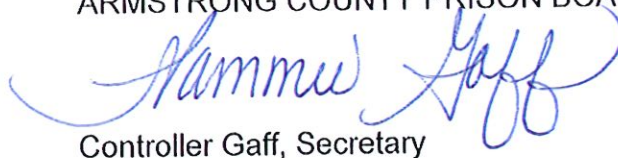
None

ADJOURNMENT

There being no further business, it was motioned by Controller Gaff, seconded by Judge McClister and carried unanimously; to adjourn at 9:27am.

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

ARMSTRONG COUNTY PRISON BOARD

A handwritten signature in blue ink, appearing to read "Hammu Gaff", is written over the printed name.

Controller Gaff, Secretary