



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 12, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, June 12th, 2025 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Strate, Judge McClister, District Attorney Charlton, and 1st Deputy Controller Horgos

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

Absent: Commissioner Fabian, Sheriff Pitzer, Controller Gaff

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MAY 8th, 2025 MINUTES

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously; the Prison Board minutes for April 10th, 2025 were approved.

APPROVAL OF MAY 2025 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously; the financial report for May 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by 1st Deputy Controller Horgos, seconded by Judge McClister and carried unanimously; the Warden's report for May 2025 was approved.

OLD BUSINESS

1. **Siren tested on June 12th, 2025**
2. **PAWsitve Changes - Update** - Warden Hicks stated that Crash has been adopted. The Jail received a new dog, Maggie. She is a 5-month-old Pitbull/Terrier mix. She is beginning her training with 2 female inmates.
3. **DEP Outside Leak – Update** – Warden Hicks stated that the Board needs to decide on what is going to be done with the tank as this is an emergency if something happens with the electric. Total Tank Works was out and gave a quote of \$63,500 to keep the existing tank but repair and bring the workings of the tank up to code. There was also a quote of \$55,000 to put in an above the ground tank. After a lengthy discussion and advice from local companies, the Board decided to declare an emergency purchase of the quote from Total Tank Works.

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously to do an emergency purchase out of the Bond Fund to proceed with the Total Tank Works quote for \$63,500 on keeping the existing tank and fixing the existing workings of the tank and bringing it up to code.

4. **Roadways and Parking Lot Quotes** – Warden Hicks stated there is no new update this month.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated there is one officer and one vendor counselor currently at the D.O.C. academy. Hicks stated there is fire drill, Narcan, and hospital duty training going on now.
2. **Solicitor Invoice** – Warden Hicks stated there is one invoice totaling \$4,702.50.

On a motion by 1st Deputy Controller Horgos, seconded by District Attorney Charlton and carried unanimously; to pay the solicitor's invoice totaling \$4,702.50.

3. **Policies to be Approved** - Warden Hicks updated several policies.

On a motion by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously; to approve the updated policies – 1-31, 1-32, 1-38, and 1-61.

4. **Post Orders – All Posts** - Warden Hicks updated all of the Post Orders.

On a motion by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously; to approve the updated Post Orders.

5. **Renick Brothers – A & B Towers HVAC** – Warden Hicks has not received the quote yet on this.

6. **Quotes** – Warden Hicks, in talking about quotes, stated she is waiting on the following quotes:
- Dishwasher – specifically the garbage disposal.
 - A & B Towers HVAC
 - Water Boiler – one is still down.
7. **Staff Found Confirmed K2 in Legal Work** – Warden Hicks commended Lt. Gaiser, Lt. McConnell, Officer Cousins, and Officer Hassa for their involvement in discovering K2 (synthetic marijuana) on legal paperwork from a state inmate. Hicks stated all of this was turned over to the State Police.
8. **Inmate Graduation** – Warden Hicks stated that Ethen Clark earned his diploma and is now an official 2025 West Shamokin graduate.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:23am for personnel issues; motioned by Judge McClister, seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:39am; motioned by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously.

PUBLIC COMMENT

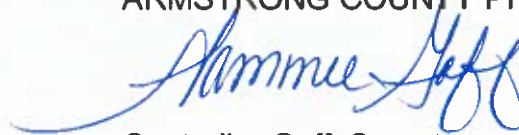
None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:42am.

The next Armstrong County Prison Board meeting will be held on July 10th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary