



Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

171 Staley's Courts Road
Kittanning, PA 16201
724-545-9222 Phone • 724-545-9245 Fax
jail@co.armstrong.pa.us

County Jail **COUNTY OF ARMSTRONG**

July 10, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, July 10th, 2025 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Judge McClister, Sheriff Pitzer

Guests: A.J. Panian (Leader Times), Jessa Kinter (Intern)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF JUNE 12th, 2025 MINUTES

On a motion by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; the Prison Board minutes for June 12th, 2025 were approved.

APPROVAL OF JUNE 2025 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; the financial report for June 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; the Warden's report for June 2025 was approved.

OLD BUSINESS

1. **Siren tested on July 10th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that Maggie has been adopted. The Jail received a new dog, Harper. She is a 4-month-old Great Pyrenees/Golden Retriever mix.
3. **DEP Outside Leak – Update** – Warden Hicks stated that the work needed to bring the existing tank and workings up to code are scheduled to begin in August. Hicks stated this was the soonest Total Tank Works had and DEP was ok with that.
4. **Roadways and Parking Lot Quotes** – Warden Hicks stated there has been no one that reached out to her regarding this project. Commissioner Fabian stated that he was informed that PennDOT's municipal service coordinator had no issues with doing it and being qualified for a multimodal grant for 2026. Hicks was given a name and number to reach out for an update.
5. **Quotes** – Warden Hicks gave an update on the following projects:
 - **A & B Pod Air in Towers** – Warden Hicks stated this work was approved and Maintenance will be scheduling the work soon.
 - **Garbage Disposal** – Hicks was not aware if this had been approved yet or not.
 - **Hot Water Tanks** – Hicks stated the Jail received one quote of just shy of \$100,000 from a Costars vender for the purchase and installation of two new commercial hot water tanks. Hicks stated this seemed high and asked for permission to research this a little more. The Board agreed.
6. **ICSolutions – FCC delayed changes on costs until 4-1-27** – Warden Hicks stated the FCC placed a temporary hold until 4-1-27 on cutting the price regarding phone calls by inmates and the commissions generated. Jails and companies (together) filed to stop this from taking effect because of the significant loss of potential commissions.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated there is one officer currently at the D.O.C. training academy. Hicks stated that fire drill, Narcan, and hospital duty training have been completed. CERT (Correctional Emergency Response Team) tryouts will be coming up.
2. **Solicitor Invoice** – Warden Hicks stated there was no invoice.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:02am for personnel issues; motioned by Controller Gaff, seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:27am; 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 9:28am.

The next Armstrong County Prison Board meeting will be held on August 14th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary