



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

August 14, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, August 14th, 2025 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Commissioner Strate

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF JULY 10th, 2025 MINUTES

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

APPROVAL OF JULY 2025 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the financial report for July 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

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

OLD BUSINESS

1. **Siren tested on August 14th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that Harper has been adopted. The Jail received a new dog, Raven. She is a 4-month-old Pitbull/Terrier mix. Hicks stated new uniforms have been ordered for the dog handlers.
3. **DEP Outside Leak – Update** – Warden Hicks stated that DEP has submitted a new change order for three different items. Hicks stated the work for these items is to be completed by August 31, 2025.
4. **Roadways and Parking Lot Quotes** – Warden Hicks stated she got in contact with Steve Vasbinder from PennDOT who gave a quote of between \$38,000 - \$49,000 to do all of the patching and seal coating now. However, he did not recommend to do everything all at once. Vasbinder suggested to use a hot mix now to do the patching and then seal coating (should cost between \$12,000 - \$13,000) and then let everything sit over winter to age and then next year he recommended using a cold mix to address spots and then sealing the entire road and parking lots (should cost around \$22,000). Vasbinder said that you should get another 10 years out of it. He also suggested to use a Liquid Fuels Grant that would be available to use on the roadway only, not the parking lots. Commissioner Fabian suggested to get this information to Darin (Planning & Development Director) for review.
5. **A & B Air Conditioning - Update** – Warden Hicks stated that Chesapeake stated that they will be here on August 23rd to fix the air conditioning in A & B towers providing they get the condensers in.

NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated there was one officer that recently completed the D.O.C. training academy. Hicks stated that due to staffing issues and vacations still going on that there will be no officer scheduled to go out until October. There was a new 4-hour mental health training provided by BDHP at no cost. Hicks stated this will be added as part of the yearly training. Hicks stated that the policy and procedure training and one Lieutenant will be going to get certified as a range master all next month.
2. **Solicitor Invoice** – Warden Hicks stated there was no invoice.
3. **Body Scanner / DEP Inspection** – Warden Hicks stated that there was a yearly inspection done and everything was good. However, the next day DEP came to inspect and shut down the usage of the body scanner due to a miscommunication between Bill Hope, DEP, and the Jail. DEP had sent a certification letter to post before the Jail had everything turned in. Hicks stated she now has to revise the policy due to changes with DEP, retrain the operators, and then it should be able to be used again.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:03am for personnel issues; motioned by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:28am; motioned by District Attorney Charlton, seconded by Judge McClister and carried unanimously.

PUBLIC COMMENT

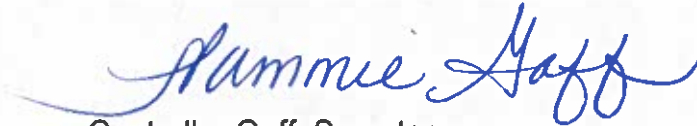
None

ADJOURNMENT

There being no further business, it was motioned by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:29am.

The next Armstrong County Prison Board meeting will be held on September 11th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary