



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**

**October 9, 2025**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, October 9th, 2025 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Controller Gaff

Guests: Dennis Phillips (Leader Times), Tristan Krecota – (Job shadow - Lenape Tech)

Commissioner Shea announced that this meeting was being recorded.

**APPROVAL OF SEPTEMBER 11<sup>th</sup>, 2025 MINUTES**

On a motion by Sheriff Pitzer, seconded by Commissioner Fabian and carried unanimously; the Prison Board minutes for September 11th, 2025 were approved.

**APPROVAL OF SEPTEMBER 2025 FINANCIAL REPORT**

On a motion by Sheriff Pitzer, seconded by Commissioner Fabian and carried unanimously; the financial report for September 2025 was approved.

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; the Warden's report for September 2025 was approved.

## **OLD BUSINESS**

1. **Siren tested on October 9th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that Sierra has graduated the program and an application has been approved by Orphans of the Storm. She should be adopted soon.
3. **DEP Outside Leak – Update** – Warden Hicks stated that the final steps has been started to get back in order soon. Hicks stated that herself, the Deputy Warden, and maintenance will take an online training course to be able to certify and check the tank monthly.
4. **A & B Air Conditioning - Update** – Warden Hicks stated that the units have been installed but the duct work still needs completed. This has been scheduled.
5. **Lexipol – Training for staff** – Warden Hicks stated that at this time it will not be cost effective to do. However, Warden Hicks wants to do a little more research as there is a lot more to it than she expected.

## **NEW BUSINESS**

1. **Staff Trainings** - Warden Hicks stated that there will be two officers beginning the D.O.C. training academy this month. Hicks stated one officer will be going to the Academy in Elizabethtown and one officer will be going to the academy at Indiana County Jail. Hicks stated that herself and the Deputy Warden recently went out to the annual Warden's conference. Hicks stated that all staff have been trained on Act 47 – Trauma Informed Care, Pregnant female transport training, emergency plans, the rest of the policy and procedure training. Hicks stated that next month cell extraction, O.C. spray, and defensive tactics training will begin. Hicks stated a Lieutenant will need to retest in the Spring to become a range master.
2. **Solicitor Invoice** – Warden Hicks stated there was nothing turned in.
3. **Train Service Agreement** – Warden Hicks stated Roger from County Maintenance suggested to get a maintenance service agreement on the new chiller. It would be at cost of \$2,267.00 per year.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; to table this until next month to further speak to Roger a little more about this.

4. **Fire Fighter – Fire Sprinkler System/Proposal** – Warden Hicks stated that the Jail did not pass inspection this year. Hicks stated this is the same exact issue that happened last year in A-Pod. There is a dry valve in B-Pod that needs replaced. The quote to repair and retest is \$8,875.00. Hicks also stated that another issue found was some battery backups have expired and need replaced at a cost of \$1,180.00. Hicks stated both of these have been sent up for approval.

5. **MOU – Armstrong – Clarion** – Hicks stated she would like to enter into an agreement to be able to house (if needed) Clarion County inmates at a cost of \$75.00 per day. Hicks stated Solicitor Miller has already approved the agreement.

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to recommend to the Board of Commissioners to approve this agreement between Armstrong County and Clarion County.

### **EXECUTIVE SESSION**

Commissioner Shea called for an executive session at 9:07am for personnel issues; motioned by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:34am; motioned by District Attorney Charlton, seconded by Judge McClister and carried unanimously.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to rescind the previous motion to terminate employee #1747 at last month's meeting.

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

There being no further business, it was motioned by District Attorney Charlton, seconded by Commissioner Fabian and carried unanimously; to adjourn at 9:35am.

The next Armstrong County Prison Board meeting will be held on November 13th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

  
Controller Gaff, Secretary