



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**

November 14, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, November 14th, 2024 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Judge McClister, Commissioner Fabian

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF OCTOBER 10th, 2024 MINUTES

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Prison Board minutes for October 10th, 2024 were approved.

APPROVAL OF OCTOBER 2024 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the financial report for October 2024 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; the Warden's report for October 2024 was approved.

OLD BUSINESS

1. **Siren tested on November 14th, 2024**
2. **Indiana Body Scanner** – Warden Hicks stated she completed the site visit at Indiana County Jail and the scanner is only six years old and in very good shape. Hicks stated the scanner is scheduled to be moved on December 18th.
3. **PAWsitive Changes Update** - Warden Hicks stated a dog named, Luna, will be arriving to the Jail on November 18th. Hicks stated there are two male inmates that will be her designated trainers. Hicks also mentioned that in addition to Sara Burk (who is paid one hour a week by Orphan's of the Storm to help with the training of the dog) there is another volunteer trainer from "Say it Once Dog Training" who has agreed to volunteer one hour a week in coordination with Sara to help with training as well.
4. **Water Leak / Diesel Generator Issue Update** – Warden Hicks stated that the Water Authority had notified the Jail that there was a significant increase in water consumption that they needed to investigate. Hicks stated they did find the leak and it was repaired. Hicks stated, on November 18th, the Jail is required to have a tank tightness test done on the diesel tank still in the ground from the diesel leak incident that happened at the end of September. This is being done to pinpoint where the leak came from, either the tank or the lines leading to the tank.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that fire drill, firearms, and emergency plan trainings have been completed. Hicks stated herself and a Lieutenant have completed PREA (Prison Rape Elimination Act) training to become certified investigators. Hicks stated defensive tactics training will be later this month. Hicks also stated five new officers are already scheduled for 2025 to attend the D.O.C. training academy.
2. **Solicitor Invoice** – Warden Hicks stated there were four invoices totaling \$1,575.00.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; to pay the solicitor's invoices totaling \$1,575.00.

3. **Garden Club – Planting at Jail with Western PA Conservancy** - Warden Hicks stated that a few of the work-release inmates have completed planting the 100-year-old heirloom garlic (donated by an inmate) behind the Jail for next year's harvest. Also, Hicks stated some of the work-release inmates helped WPC (Western PA Conservancy) to plant flowers along the train by the YMCA in Kittanning.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 8:50am for personnel issues; motioned by Commissioner Strate, seconded by Controller Gaff and carried unanimously.

The Board reconvened from executive session at 9:27am; motioned by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; to adjourn at 9:28am.

The next regular Armstrong County Prison Board meeting will be held on December 12th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

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

Controller Gaff, Secretary