



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**

December 12, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, December 12th, 2024 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, Judge McClister, 1st Deputy Controller Horgos

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

Absent: District Attorney Charlton, Sheriff Pitzer, Controller Gaff

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF NOVEMBER 14th, 2024 MINUTES

On a motion by Judge McClister, seconded by Commissioner Shea and carried unanimously; the Prison Board minutes for November 14th, 2024 were approved.

APPROVAL OF NOVEMBER 2024 FINANCIAL REPORT

On a motion by Judge McClister, seconded by Commissioner Shea and carried unanimously; the financial report for November 2024 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 November 2024 was approved.

OLD BUSINESS

1. **Siren tested on December 12th, 2024**
2. **STVS Body Scanner** – Warden Hicks stated there will be a radiation training for the machine given on the December 18th with our medical supervisor and the midnight Lieutenant. The official install of the machine will be December 18th and 19th. Training for all staff will be done after Christmas.
3. **PAWsitive Changes Update** - Warden Hicks stated that the first dog for this program, Luna, has been adopted into a great home. Hicks stated this whole process could not have gone any better. Hicks stated that there may be two puppies that may join the program next. Hicks also stated that numerous local news stations as well as Fox News and also Corrections1 (Federal Bureau of Prisons media outlet).
4. **Water Leak / Diesel Generator - Update** – Warden Hicks stated that there was no leak found in the tank or the pipes going to the tank when the company did the vacuum test. Hicks stated D.E.P. recommends the next step is to do a pressurized drill into the water bed. Hicks stated there is a consulting company that has been guiding the Jail along with the orders of D.E.P.
5. **Lenape - Co-Op Student** – Warden Hicks explained the Co-Op position was never filled last year and it had aged out. Hicks stated she will need to send up another personnel action form to recreate this. Hicks stated that two Lenape students are interested in participating. Hicks stated this position would be for \$17.00 per hour and if these students graduated in May and wanted to continue working, the Jail could hire them on full-time.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that the defensive tactics training has been completed. Hicks also stated that herself and one of the Lieutenants will be training some Lenape students in the Law Enforcement class later this month.
2. **Solicitor Invoice** – Warden Hicks stated there were three invoices totaling \$2,670.00.

On a motion by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously; to pay the solicitor's invoices totaling \$2,670.00.
3. **Fire Fighter** - Warden Hicks stated that the fire suppression, sprinkler, and back flow reports are all compliant. However, Hicks stated the company had one area of concern with some dry valves needing replaced. Hicks stated she has received a quote on getting this area of concern replaced.
4. **ICS Report –Reduced Rates** - Warden Hicks stated she has already discussed this with the Board but the reduced commission rates will start to take effect in April 2025. Hicks

stated this will only affect the phones not the tablets. By April of 2026, the commission rates will be cut in half.

5. **Pump Grinder Repair – Sump Pump** – Warden Hicks stated that repairs are needed for the outside sump pump, pit, and plumbing. Hicks stated she received a quote from Woodside plumbing for \$5,768.00.
6. **Lenape – Range** – Warden Hicks stated that while she had attended the quarterly meeting at Lenape, it was mentioned that the Law Enforcement students never actually get to fire an actual weapon. Hicks asked if the school was to supply the ammo, use the old Jail revolvers, and use the Jail's range and range masters if it would be feasible to let these students fire a weapon before they graduate. After much discussion, the Board gave Warden Hicks the approval to have the students shoot pending solicitor review.
7. **Inmate Art Class – Calendars for Board Members** – Warden Hicks showed the Board a 2025/2026 calendar that inmates from the Jail had submitted artwork for. Calendars are for sale for \$10.00 per calendar. This money will go into the IRF (Inmate Relief Fund) account.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:15am for personnel issues; motioned by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 9:29am; motioned by Judge McClister, seconded by Commissioner Fabian and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously; to adjourn at 9:30am.

The next regular Armstrong County Prison Board meeting will be held on January 9th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Stammie Gaff
Controller Gaff, Secretary