



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

Pat Fabian  
John Strate  
Chase McClister  
Frank Pitzer

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*County Jail*  
**COUNTY OF ARMSTRONG**

November 13, 2025

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, November 13th, 2025 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Sheriff Pitzer, Controller Gaff

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

Absent: Commissioner Strate, Judge McClister, District Attorney Charlton

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

**APPROVAL OF OCTOBER 9<sup>th</sup>, 2025 MINUTES**

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for October 9th, 2025 were approved.

**APPROVAL OF OCTOBER 2025 FINANCIAL REPORT**

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

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Warden's report for October 2025 was approved.

## OLD BUSINESS

1. **Siren tested on November 13th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks stated that Sierra has been adopted. The Jail received a new dog, Bojangles. He is a four-year-old poodle/lab mix.
3. **DEP Outside Leak – Update** – Warden Hicks stated that the tank is still not in use and there still needs more testing done. Commissioner Fabian suggested that a representative from DEP and the Consultants company attend next month's Prison Board meeting with an update on what the reason for all the delays are.
4. **A & B Air Conditioning - Update** – Warden Hicks stated the repairs have been completed.
5. **Train Service Agreement** – Warden Hicks stated that both she and the County maintenance director recommends signing this agreement for the chiller at a cost of \$2,267.00 for the first year.

On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; to recommend to the Board of Commissioners to approve the Train service agreement for the new chiller at a cost of \$2,267.00 for the first year.

## NEW BUSINESS

1. **Staff Trainings** - Warden Hicks stated that there are two officers at the D.O.C. training academy. Hicks stated one is at Indiana County Jail and the other one is at the academy. Indiana County Jail will be used from now on for the officers to become state certified instead of sending them out to Elizabethtown, PA. It will also change from a five-week class to a four-week class. Hicks stated that range qualifications are scheduled next week.
2. **Solicitor Invoice** – Warden Hicks stated there were two invoices totaling \$3,000.00.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; to approve the two Solicitor's invoices totaling \$3,000.00.

3. **Hot Water Tank** – Warden Hicks stated that the Jail is still down one hot water tank. Hicks stated she is waiting on a quote for a direct replacement and installation cost. Hicks stated she also wanted to inform the Board that the County Maintenance director suggested running the water thru the boilers and not replacing the hot water tank. Hicks stated she spoke to different contractors and they all said this would cost much more because you would have to replumb everything. Hicks stated, depending on the cost of the direct replacement and installation, she recommends doing the direct replacement.
4. **FCC New Interim Rules & Proposed Rules – Vote 10/28** – Warden Hicks stated that the new law passed the end of October eliminating the commissions on the phones and video visitations. Hicks stated the new law states correctional facilities can recoup a 2-cent cost per minute and recovery fee that would go into the IRF (Inmate Relief Fund). As an

example, Hicks stated last month the Jails' commission was \$11,185.00 for phone and video visitations. When the law takes effect, that would be reduced to \$1,328.86. Hicks stated she expects to see this change around April 2026. Hicks stated the tablets would not be apart of this new law. Hicks stated the new contract could revise the tablet fees.

- 5. PAWsitive Connections – Safe Space** – Warden Hicks stated that it was suggested at the Chief of Police meeting that the Jail put an outside kennel as a centralized drop off location for stray dogs when police cannot find the owners and rescues or shelters are closed. Hicks stated the dog would only be in this kennel for 24-48 hours and would be checked on by the humane officers for a chip. The kennel would have automatic food and waterers. Commissioner Fabian stated he is a firm no because there is a lot of other priorities that need dealt with here at the Jail. Fabian also stated that he feels Orphan's should have something on their new property for this type of thing. The board agreed this was not something for the Jail to start.

### **EXECUTIVE SESSION**

Commissioner Shea called for an executive session at 9:40am for personnel issues; motioned by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 10:16am; motioned by Controller Gaff, seconded by Sheriff Pitzer and carried unanimously.

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

There being no further business, it was motioned by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; to adjourn at 10:17am.

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

ARMSTRONG COUNTY PRISON BOARD



Stammer Gaff  
Controller Gaff, Secretary