

# POLICE COMMISSION

March 23, 2011

**PRESENT:** Chairman Thomas O'Mara, Commissioner Ralph Smith, Commissioner Donald Kline, Chief F. Michael Catalano, D/C Paul Sandy, and Secretary Diane Ferri.

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## **CALL TO ORDER**

The regular meeting of the Police Commission was held on March 23, 2011 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Commissioner Thomas O'Mara called the meeting to order at 3:15 p.m.

**A. MINUTES** – On the motion of Comm. Smith, seconded by Comm. Kline, the Commission approved the minutes of the February 23<sup>rd</sup> meeting as written.

**B. BILLS** – The Commission reviewed the bills in the amount of \$19,154.60 for the month of February. On the motion of Comm. Smith, seconded by Comm. Kline were approved as written and placed on file.

**The following bills were highlighted:**

- Decals for the 3 new vehicles being purchased \$ 1,485.00
- 4-drawer cabinet for the Firearms Instructors \$ 252.79
- Pagers for the TRU \$ 653.40

**C. REPORTS** –

**The following reports were highlighted:**

**1. Vehicle Repairs** –

C-24	Sway bar links, brake pads	\$	220.06
C-21	Replace front rotors, pads	\$	267.10
C-19	Replace tie rod end	\$	133.00

Maintenance costs for the month totaled \$4,813.96 and gasoline costs averaged \$2.661504/gal for 2057.1 gallons of gasoline.

**2. Budget Balance** –

The Commission reviewed the Budget Balance Report for February and noted transfer funds for Taxable reimbursements. Discussion ensued.

**3. Overtime** –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of February totaled 963.25 hours, compared to 467.75 hours for the same period in 2010 and reflects a 495.50-hour increase for the month and a 592.25-hour increase year-to-date.

**4. SPCA Report** –

The SPCA responded to 30 calls and an additional 15 After Hours Calls.

On the motion of Comm. Smith, seconded by Comm. Kline and carried, the reports were accepted for filing.

## ***OLD BUSINESS***

### **COUNCIL MONTHLY REPORTS -**

Chief Catalano updated the Commission with regard to the Common Council's requirement for each department head to submit a specific report apprising them of department activities. The Chief noted he would provide a copy of the document for the Commission to review.

## ***NEW BUSINESS***

**A. POTENTIAL RECOGNITION:** - The Chief apprised the Commission of the Mayor's consideration to recognize the various City Commissions' members who have served for 25 years or more. While this is not yet been finalized, the Chief informed the Commission so they would be aware of its possibility. The Deputy Chief and other members congratulated Comm. O'Mara for his 25 years of service.

**B. PLAN TO END MONROE FEST:** - The Chief acquainted the Commission on the aggressive plan implemented in tandem with SUNY Cortland, TC-3, and the Cortland County District Attorney's Office. Letters were sent to landlords and all tenants in the Monroe Heights/Orchard Place district notifying them of the local laws and ordinances in place with regard to "Nuisance Parties" including:

- the authority granted to the Police to arrest all residents of any party location
- the authority to arrest anyone attending who refuses to disperse
- notification to landlords of their responsibilities and liabilities if a party is established at any building they own.

Additionally, notification to tenants included the advisement that any arrest could affect their attendance at the local college.

**C. LAWMAN AWARD DINNER:** - the Chief concluded by notifying the Commission of the Lawman of the Year Award Dinner, scheduled for May 23, 2011. The committee planners look to expand recognition to include other officers for their efforts.

## ***OTHER BUSINESS***

### **A. COMMENDATION AND APPRECIATION REPORT -**

1. Chief announced Sgt. Sean Byrnes' wife gave birth to a baby girl, Rebecca Brook, on 3/21/11.
2. Sgt. Sean Byrnes and Ptl. Adam Troyer each received a Certificate of Achievement from the Emergency Management Institute for completion of the *Introduction to Incident Command System* course.
3. Sgt. Sean Byrnes received a Certificate of Achievement from the Emergency Management Institute for completion of the *ICS for Single Resources and Initial Action Incident* Course.
4. Ptl. Adam Troyer received a Certificate of Achievement from the Emergency Management Institute for completion of the *National Incident Management System (NIMS) An Introduction* Course.

5. Chief Catalano received a Certificate of Membership, certifying he is a member in good standing with the Cortland Breakfast Rotary Club.
6. Lt. Chauncey Bennett, SUNY Cortland Police sent a thank you letter to Chief Catalano, commending Sgt. Cheyenne Cute, Ptl. Robert Reyngoudt and mentioning also Sgt. Michael Strangeway, Sgt. Daniel Johnson, and Ptl. Chadd Hines for their professional conduct during a recent multi-jurisdictional Active Shooter/RBT training refresher course. The Chief responded to his letter.
7. Ptl. Melissa Pym received a Certificate of Attendance at the recent 4-hour DEA *Clandestine Drug Laboratory Awareness* training session.
8. Chief Catalano received an email from Richard Couch, Board Member of the 7VCASA, regarding some recent Party Patrol Grant program results. NYS reports indicated this venture's efforts were among the best in the entire State of New York. He further stated his desire to write a letter of appreciation to be sent to the Mayor and Common Council, and sent his personal appreciation to the department along in the email.
9. Ptl. Jared Aiken and Ptl. Patrick O'Donnell each received a Certificate of Completion from the State of New York DCJS Municipal Police training Council for *General Topics Instructor* Course. The Chief noted this is a very important certification for police officers.

**B. CORRESPONDENCE -**

There was no correspondence to report.

**C. COMMISSIONER COMMENTS -**

The Commission all noted their congratulations to Chairman O'Mara for his 25-year anniversary as a Police Commissioner, effective February 2011.

The next meeting is scheduled for **Wednesday, April 27, 2011** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, on the motion of Comm. Smith and seconded by Comm. O'Mara, the meeting adjourned at 4:08 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary