

POLICE COMMISSION

August 24, 2011 Minutes

PRESENT: Chairman Thomas O'Mara, Commissioner Donald Kline, Chief F. Michael Catalano, and Secretary Diane Ferri.

GUEST: Kelly Skinner, Allen Corporation.

EXCUSED: Commissioner Ralph Smith, and D/C Paul Sandy.

CALL TO ORDER

The regular meeting of the Police Commission was held on August 24, 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. Kline, seconded by Comm. O'Mara, the Commission approved the minutes of the July 27 meeting as corrected.

B. BILLS – The Commission reviewed the bills in the amount of \$23,209.20 for the month of July. On the motion of Comm. Kline, seconded by Comm. O'Mara were approved as written and placed on file.

The following bills were highlighted:

- | | | |
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| • Replacement touch screens (5) for laptops in vehicles | \$ | 1,600.00 |
| • Evidence bags, Luminol | \$ | 678.56 |
| • Installation costs for in-car video systems | \$ | 900.00 |

C. REPORTS –

The following reports were highlighted:

1. Vehicle Repairs –

Maintenance costs for the month totaled \$4,050.40 and gasoline costs averaged \$3.377445/gal for 1921.5 gallons of gasoline.

3. Overtime –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of July totaled 912.5 hours, compared to 1150.25 hours for the same period in 2010 and reflects a 237.75-hour decrease for the month but a 144.50-hour increase year-to-date.

4. Other Activities Report –

The Chief noted 24 cars towed for the month of July, 257 for the year due to the new impound program being implemented.

5. SPCA Animal Control Report –

The Chief noted 43 After-Hour calls completed.

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

OLD BUSINESS

- A. PERSONNEL UPDATE** – The Chief updated the Commission on personnel activities:
1. Lt. David Guerrero reported to the FBI National Academy at Quantico, VA, with a return date scheduled for 9/19/11.
 2. A new Parking Enforcement Officer (PEO) has been hired on a provisional basis. Ms. Sherry Snell commenced employment on 8/22/11 and will be working 16 hours per week.
- B. JR. POLICE ACADEMY** – The Chief reported the “Junior Police Academy”, organized by Ptl. Robert Reyngoudt, SRO, was conducted from 8/1/11 through 8/12/11 and noted it was an excellent program, with older students involved this year. Part of the curriculum included visits to the Syracuse Police Academy currently being held and a trip to the Hancock Air Force Base.

NEW BUSINESS

- A. COLLEGE RETURN** – The Chief apprised the Commission of the soon-coming return of the SUNY Cortland students, scheduled for 8/26/11. No problems are expected.
- B. BUDGET 2012** – The Chief notified the Commission of the progress of the 2012 Budget Request for the Police Department. Our goal is to try to contain the expenses to the same values as 2011, with the exception of the Personnel lines, which will be increased in accordance with the PBA contract. He further stated the City hopes to hire a new Director of Administration and Finance in the near future. Three candidates are in process of being interviewed with a view to as much involvement in the budget process as possible. The Budget Request will also continue with the vehicle rotation program as approved by the Common Counsel. All Requests are scheduled to be submitted by 9/9/11.
- C. APPLEBEES** – An item not listed on the Agenda is a request from our local Applebee’s Restaurant for some “memorabilia photos” that will showcase the department as part of a remodeling effort.

OTHER BUSINESS

- A. COMMENDATION AND APPRECIATION REPORT** –
1. Lt. Chauncey Bennett, Range Master for the Broome County Law Enforcement Academy, sent a letter of commendation to Chief Catalano recognizing the professionalism and competency of Ptl. Robert Reyngoudt and Ptl. Chadd Hines as a “strong addition to the instruction team”. Chief Catalano responded to his letter.
 2. Ms. Theresa Roberts sent a card expressing appreciation to Ptl. Anthony Natoli for his assistance with removing a bat from her house. Chief Catalano responded to her card.
 3. Sgt. Seth Rowland and Ptl. Anthony Natoli each received a Certificate of Completion from the FBI for successful completion of the *Law Enforcement Officers Killed & Assaulted Program*.
 4. Mr. Nathaniel Lambright of Blitman & King, Attorneys, sent a letter of appreciation to Chief Catalano for the efforts made by Ptl. Ryan Gross in investigating an MVA involving Mr. Lambright and his 2 sons. Chief Catalano responded to his letter.

5. Mr. Jim Murphy sent a letter to Chief Catalano commending Ptl. Joseph Slater for his professional and personable manner while issuing him a speeding ticket. Chief Catalano responded to his letter.
6. Chief Catalano wrote a Letter of Commendation to Ptl. Kenneth Bush for the exemplary manner in which he conducted himself on 7/6/11, when he was dispatched to a “medical assist” call. Fire Chief Glover commented to Chief Catalano regarding the outstanding job Ptl. Bush performed in resuscitating the victim, and Chief Catalano closed the letter by congratulating Ptl. Bush on a job well done.

C. COMMISSIONER COMMENTS -

There were no comments noted.

The next meeting is scheduled for **Wednesday, September 28, 2011** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, on the motion of Comm. Kline and seconded by Comm. O’Mara, the meeting adjourned at 3:55 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary