

POLICE COMMISSION

September 28, 2011 Minutes

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

EXCUSED: Commissioner Ralph Smith.

CALL TO ORDER

The regular meeting of the Police Commission was held on September 28, 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 August 24th meeting as written.

B. BILLS – The Commission reviewed the bills in the amount of \$19,010.80 for the month of August. On the motion of Comm. Kline, seconded by Comm. O'Mara were approved as written and placed on file.

The following bills were highlighted:

- 5000 Parking tickets \$ 1,054.55
- Soap, brushes, mats, car supplies \$ 108.90

C. REPORTS –

The following reports were highlighted:

1. Vehicle Repairs –

The only notable repairs for this month involved damage to Car 19 from an unreported MVA. Maintenance costs for the month totaled \$2,799.79 and gasoline costs averaged \$3.177030/gal for 2060.5 gallons of gasoline.

3. Overtime –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of August totaled 666.0 hours, compared to 892.00 hours for the same period in 2010 and reflects a 226.0-hour decrease for the month and an 81.50-hour decrease year-to-date.

4. Other Activities Report –

The Chief noted 38 cars towed for the month of August, an increase of 18 vehicles compared to the same timeframe in 2010.

5. SPCA Animal Control Report –

The Chief noted 20 After-Hour calls completed, and a total of 157 after-hour calls year-to-date.

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

OLD BUSINESS

- A. 2012 BUDGET** – The Chief described the status of the 2012 Budget Request as submitted to the Administration/Finance Department and noted a meeting should be forthcoming in the near future. The Mayor will present the budget proposals to the Common Council on 10/15/11.
- B. PERSONNEL UPDATE** – The Chief updated the Commission on personnel activities:
1. Lt. David Guerrera graduated from the FBINA and reported for duty on 9/19/11.
 2. Sgt. Daniel Johnson will be attending a 3-month Polygraph School between 9/19/11-12/12/11 in Fort Indiantown Gap, PA. Funding from a federal government grant made attendance at the school possible.
 3. Ptl. Kenneth Bush, and Ptl. Anthony Natoli, both sustained injuries during the month of August that kept them out of work for a significant amount of time.
- C. 1973 RESOLUTION** – The Chief reported on activity with the Common Council as of late with regard to a 1973 resolution dealing with management employees, department heads, and non-union employees. The Common Council voted to update the resolution to become a Local Law, bringing the language into more relevant terms for employees. The law in mention deals only with the management/department heads. Salaried employees not covered under any union contract remain under the governance of the 1973 resolution.

NEW BUSINESS

- A. TENTATIVE 2012 SCHEDULE** – The Commission reviewed the 2012 meeting schedule and approved it with no changes to the schedule.
- B. NEW FINANCE DIRECTOR APPOINTED** – The Chief apprised the Commission of the appointment of Mr. Mack Cook as the new Director of Administration and Finance for the City of Cortland.

OTHER BUSINESS

- A. COMMENDATION AND APPRECIATION REPORT** –
1. Congressman Richard Hanna sent a thank you note to the Chief for the assistance rendered by Ptl. Daniel Mones & Ptl. Jared Aiken at a recent Open House at his Cortland office. Chief Catalano responded to his note.
 2. School Crossing Guard Susan Francis resigned from her position after 26 years of service. With regret, the Chief accepted her resignation and presented her with a Certificate of Appreciation.
 3. Ptl. Roger Stafford, Ptl. Jared Aiken, and Ptl. Patrick O'Donnell each received a Certificate of Completion from the NYS Division of Criminal Justice Services as *Firearms Instructor*.
 4. Ptl. Chadd Hines received an *Instructor Certification* from Taser Training academy for TaserX2 instruction.
 5. Amy Simrell, YWCA Director, sent Chief Catalano a thank you note for the additional patrols to the Clayton Ave area over Labor Day weekend, during their renovations.

6. Sgt. Daniel Edwards received a Letter of Attendance confirming he received 14 credit hours of instruction in *Cyber-Investigation 105* as presented by NW3C (National White Collar Crime Center).
7. Chief Catalano received an email of commendation from Nicholas Pizzola, Plan First Technologies, Inc. for assistance rendered by Ptl. Patrick O'Donnell during a recent incident with a client. Chief Catalano responded to his email.
8. Chief Catalano and Deputy Chief Sandy received an email from Dr. Syed Pasha thanking the department for checking on their house while they were absent recently. They also expressed appreciation for the department's efforts and duties performed on a regular basis.
9. Mr. Jeffrey Reynolds sent a letter to Ptl. Ryan Riley apologizing for his "disrespectful behavior" on September 5th.
10. Kelly Skinner, Wetstone Inc. sent a thank you note to Chief Catalano after attending the Police Commission meeting in August.

C. COMMISSIONER COMMENTS -

1. Comm. O'Mara questioned the Chief about the parking impound lot. The Chief reported approximately \$12,000 has been collected year-to-date and 12 vehicles are being assessed for Corporation Counsel to begin seizure proceedings.
2. Comm. Kline announced a chicken bbq fundraiser to be held at the YMCA on 10/22/11.

The next meeting is scheduled for **Wednesday, October 26, 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 4:10 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary