

# POLICE COMMISSION

October 26, 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.

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## **CALL TO ORDER**

The regular meeting of the Police Commission was held on October 26, 2011 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Commissioner Thomas O'Mara called the meeting to order at 3:30 p.m.

**A. MINUTES** – On the motion of Comm. Kline, seconded by Comm. O'Mara, the Commission approved the minutes of the September 28<sup>th</sup> meeting as written.

**B. BILLS** – The Commission reviewed the bills in the amount of \$17,700.02 for the month of September. On the motion of Comm. Kline, seconded by Comm. O'Mara were approved as written and placed on file.

**The following bills were highlighted:**

• Locks replaced (1/2 cost shared with Buildings/Grounds)	\$	992.59
• Retired employees (2) ID cards (& reimbursed)	\$	25.60
• IBM Hardware/software maintenance	\$	3,670.92

## **C. REPORTS** –

**The following reports were highlighted:**

### **1. Vehicle Repairs** –

C-08 Muffler repairs	\$	356.36
C-12 Brake repairs to rear brakes, LOF	\$	230.53
C-16 MVA repairs	\$	743.00

Gasoline costs averaged \$3.176442/gal for 1803.2 gallons of gasoline.

### **2. Overtime** –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of September totaled 1056.25 hours, compared to 1161.00 hours for the same period in 2010 and reflects a 104.75-hour decrease for the month and a 186.25-hour decrease year-to-date.

### **3. Other Activities Report** –

The Chief noted 34 cars towed for the month of September, and total service requests of 1785 for the month, 15,328 calls year to date; both are increases from 2010 with monthly calls increased by 64 and year-to-date calls for service increasing by 1,588 calls.

### **4. SPCA Animal Control Report** –

The Chief noted 19 After-Hour calls completed, and a total of 176 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***

There was no old business to discuss.

### ***NEW BUSINESS***

- A. \$4,000.00 ROTARY MCGRUFF CHECK** – The Chief notified the Commission he had received a check from the Breakfast Rotary Club totaling \$4,000.00 for support of the McGruff Program. As this is the sole financial support for this program, the Chief expressed his appreciation for this sponsorship.
  
- B. CORTACA JUG GAME** – The Chief apprised the Commission of the date of the upcoming Cortland/Ithaca football game (Cortaca) of Saturday 11/12/11 with festivities expected to begin Friday evening, 11/11/11. As this date is a designated holiday for overtime payment to be paid, the Chief clarified the financial ramifications per the PBA contract.
  
- C. BUDGET WORKSHOP** – The Chief informed the Commission of the budget workshop schedule for the various departments. The Police Department workshop is scheduled for this evening, 10/26/11 at 7 p.m. The new Director of Finance and Administration, Mr. Mack Cook, has thoroughly reviewed the budget request submitted and not required any significant changes.

### ***OTHER BUSINESS***

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

1. Sgt. Patrick Sweeney received a Certificate of Completion for satisfactory completion of the 24<sup>th</sup> Annual Colonel Henry F. Williams Homicide Seminar sponsored by the NYS Police Bureau of Criminal Investigations.
2. Lt. David Guerrero received a Certificate of Completion for successfully completing the *Case Agent Investigative Review (CAIR)* Training Course sponsored by AccessData and the FBI Computer Analysis Response Team (CART).
3. SUNY Cortland Multicultural Life & Diversity sent a thank you note for attending the NCBI Law Enforcement Diversity Training.
4. Sgt. Cheyenne Cute received a letter of commendation from Chief Catalano for the “exemplary manner” in which he performed the duties assigned to him in the office of Lt. David Guerrero during the Lieutenant’s absence this summer.
5. Lt. David Guerrero received a Certificate of Achievement in recognition of the successful completion of 17 semester-hours of courses and other requirements in *Criminal Justice Education* sponsored by the University of Virginia School of Continuing and Professional Studies.
6. Ptl. Melissa Pym received a thank you card from the Ramirez Valez family for her assistance in a Hit & Run MVA on 10/9/11.

7. Chief Catalano received a thank you note for being the guest speaker at the Cortland Area Communities That Care 10<sup>th</sup> Anniversary Celebration.
8. Sgt. Daniel Edwards received a Certificate of Completion for having successfully completed the *Basic Investigative Photography Course* sponsored by the NYSDCJS Municipal Police Training Council.

**B. CORRESPONDENCE –**

1. Chief Catalano received a letter from the Cortland Rotary Breakfast Club with a donation of \$4000.00 for the McGruff Program.
2. Chief Catalano sent a letter to Mr. Tom Caruana of Mattydale, NY thanking him for his recent gift cards to Dunkin Donuts for exploring archival material looking for pictures of Mr. Caruana's grandfather, and expressed his need to return the gifts in accordance with the Code of Conduct.
3. The Cortland County Personnel/Civil Service Office sent a letter to Ptl. Ryan Riley, Ptl. Kenneth Pym, and Ptl. Kyle Telfer congratulating them for successful completion of their probationary period, per Civil Service regulation.

**C. COMMISSIONER COMMENTS** - Comm. Kline announced the Election Day Pancake Breakfast to be held at the Elks Club on 11/8 and the Turkey Trot Run to be held on 11/25. He further thanked the Department for their assistance with the Pumpkin Run held on 10/3.

The next meeting is scheduled for **Wednesday, November 23, 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 4:15 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary