

POLICE COMMISSION

December 28, 2011 Minutes

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

ABSENT: Commissioner Ralph Smith.

CALL TO ORDER

The regular meeting of the Police Commission was held on December 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 November 23rd meeting as written.

B. BILLS – The Commission reviewed the bills in the amount of \$20,072.03 for the month of November. On the motion of Comm. Kline, seconded by Comm. O'Mara were approved as written and placed on file.

The following bills were highlighted:

- | | | |
|---|----|--------|
| • Floor replacement in Evidence Lab | \$ | 532.95 |
| • Prisoner meals for October | \$ | 75.02 |
| • 2012 Annual Membership-McGraw Sports Club | \$ | 840.00 |

C. REPORTS –

The following reports were highlighted:

1. Vehicle Repairs –

There was no unusual vehicle maintenance for November. Tires were purchased for winter use. Gasoline costs averaged \$2.841961/gal for 1832.9 gallons of gasoline.

2. Overtime –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of November totaled 1266.75 hours, compared to 1512.50 hours for the same period in 2010 and reflects a 245.75-hour decrease for the month and a 418.50-hour decrease year-to-date.

3. Other Activities Report –

The Chief noted 144 persons incarcerated for the month of November, and total service requests of 1830 for the month, 18,885 calls year to date; both are increases from 2010 with monthly calls increased by 184 and year-to-date calls for service increasing by 1,860 calls.

4. SPCA Animal Control Report –

The Chief noted 407 complaints answered, year-to-date.

5. Arrest Breakdown –

The Commission reviewed the arrest breakdown for the month with total arrests at 5585 year-to-date, representing an increase of 1197 arrests compared to 2010. DWI arrests,

Aggravated Unlicensed Operation, total penal law arrests, SUNY student arrests and TC-3 student arrests have all increased.

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

OLD BUSINESS

A. 2011 BUDGET YEAR END & ENCUMBRANCES: - The Chief updated the Commission regarding the status of the 2011 department budget and intentions to submit a request to encumber some funds for payment of equipment in 2012. As of 11/30/11 the department budget is maintaining solvency by several thousand dollars, mainly due to encumbered funds from 2010. Items needing to be purchased, hopefully, via encumbered monies include:

- approximately \$12,000.00 for a radio-system to replace necessary equipment installed at SUNY Cortland, a new base for the Department and the 911 Center,
- salaries not yet settled,
- vehicles slated for purchase in 2012 with auction proceeds garnered in 2011, and
- a computer for Polygraph.

B. LARCENY/BURGLARY DETAILS – The Chief commented on the series of burglaries that occurred in December and noted additional patrols have been scheduled.

NEW BUSINESS

A. FIRST LIGHT ACTIVITIES – The Chief apprised the Commission of the cancellation of “First Light” activities originally scheduled for 12/31/11. Plans commenced too late to bring any effective activities.

B. POLYGRAPH – The Chief stated Sgt. Daniel Johnson successfully completed the 3-month Polygraph Course and is now a “Certified Polygraphist”. As soon as equipment is purchased and a policy is established, he will commence these additional duties.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

1. Sgt. Daniel Johnson received a Certificate of Completion of the basic academic requirements of the *Polygraph Training Program* (480 hours) as sponsored by the Northeast Counterdrug Training Center.
2. Mr. Garrick Henry, Security/Safety Coordinator for CRMC, sent a letter of commendation and thanks to the Chief for the “outstanding effort” several officers put forth in responding to the hospital recently after a transport van, transporting several inmates, was involved in an accident. The Chief responded to his letter.

B. CORRESPONDENCE –

1. The *52 Church Street* and the *42 Church Street Senior Citizens Tenant Association* sent a donation for \$100 to the Department, which the Chief forwarded to the McGruff

Program. He also sent a letter to them emphasizing the many benefits the donation to the McGruff Program provides.

2. Mr. Kevin Kelly, Fraud Investigator from the RBS Card Services Company, sent a letter to Chief Catalano, commending the efforts of Sgt. Daniel Edwards in a recent credit card theft investigation. Chief Catalano responded to his letter.

C. COMMISSIONER COMMENTS –

1. Commissioner O’Mara noted he will be on vacation in February; the meeting was adjusted to accommodate his schedule, to 2/29/12.
2. General discussion ensued regarding Commissioner Smith’s inability to attend the meetings. The Chief noted he will discuss this with the new mayor. Possible replacements were discussed.
3. The December meeting was rescheduled to 12/19/2012.

The next meeting is scheduled for **Wednesday, January 25, 2012** 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 4:12 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary