

# POLICE COMMISSION

September 26, 2012 Minutes

**PRESENT:** Chairman Thomas O'Mara, Commissioner Donald Kline Commissioner James Sponaugle, 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 September 26, 2012 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. Sponaugle, the Commission approved the minutes of the August 22<sup>nd</sup> meeting as written.

**B. BILLS** – The Commission reviewed the bills in the amount of \$21,164.59 for the month of August. On the motion of Comm. Sponaugle, seconded by Comm. Kline were approved as written and placed on file.

**The following bills were highlighted:**

• Bike annual maintenance contract	\$ 1,080.00
• 2025.5 gallons gasoline @ \$2.8390867/ gallon	\$ 5,750.57
• Verizon local/regional billing – adjustment	\$ 2,819.22
• Taser targets, batteries, cartridges for Deadly Physical Force Training	\$ 1,392.65

## **C. REPORTS** –

**The following reports were highlighted:**

**1. Sick Report** –

The Chief noted the sick time used included post-surgical recovery needed by 2 employees and continues to be greater than this time frame in 2011.

**2. Overtime** –

Accumulated hours worked for the month of August totaled 720.75 hours, compared to 666.00 hours for the same period in 2011, reflecting a 54.75-hour increase for the month, but a 529.75 hour decrease year-to-date. The Short Shift line continues its elevation due to special details and sick time.

**3. Other Activities Report** –

The Chief noted 1785 calls for service, indicating an increase of 50 calls from the 2011 monthly total of 1735 and a year-to-date decrease of 515 from 2011. Persons incarcerated increased by 44, while cars towed increased by 14. ABC underage arrests for August were 23; compared to 34 in 2011. MVAs for the month totaled 58 compared to 47 for 2011.

**4. SPCA Animal Control Report** –

The Chief noted 40 complaints for the month answered, 350 calls year-to-date, with 9 after-hour calls for the month of August.

**5. Officers Activities Breakdown** –

Statistics garnered by officers includes Ptl. Kyle Green with 4 DWI arrests, Ptl. Ryan Riley with 46 V&T arrests, and Ptl. Peter Wright with 3 DWI arrests.

**6. Arrest Breakdown –**

The Commission reviewed the arrest breakdown with total arrests at 499, representing a year-to-date decrease of 367 arrests compared to 2011. DWI arrests increased by 28 and SUNY student arrests continue to decrease. TC-3 student arrests have stabilized for now, with 5 arrests for the month and 60 year-to-date, compared to 65 for 2011.

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

***OLD BUSINESS***

**A. MCGRUFF CHECK** – the Chief noted receipt of a check from the Cortland Breakfast Rotary Club for \$4000.00 in support of the McGruff Program. He further commented this is the sole funding for the Program and the importance of securing the funds to ensure continuation of the program.

**B. COUNCIL OKAYS FREEZE LIFT** – as stated the Common Council voted unanimously to lift the freeze on hiring and fill the last remaining authorized position for the Police Department. With the city’s hiring freeze, the Cortland Police Department has left a budgeted police officer position vacant for nearly four years.

***NEW BUSINESS***

**A. POLICE CANDIDATE INTERVIEWS** – The Chief apprised the Commission of the status of interviews to fill the position as mentioned in the lifting of the hiring freeze. The candidate chosen has been sent a conditional offer of employment, contingent upon successful completion of the background investigation and the psychological evaluation.

**B. BUDGET 2013** – The Chief recounted his meeting with Mr. Mack Cook, Director of Administration and Finance and the outcome. The 2013 budget is being processed for presentation by the Finance Department with the vehicle rotation in place and verification of each employee’s salary for 2013.

***OTHER BUSINESS***

**A. COMMENDATION AND APPRECIATION REPORT –**

1. Chief Catalano sent a thank you letter to the Cortland Rotary Breakfast Club for their \$4000.00 donation to the McGruff Program.
2. Chief Steven Dangler, UPD, sent an email thanking everyone for their participation in the Jets Training Camp activities for 2012, and reported no law enforcement/security incidents.
3. Ptl. Robert Reyngoudt sent a thank you letter to Mr. Nathan Honour, a student in the Cortland School District, commending him for information he provided that led to the discovery of illegal items on the school grounds.

4. Sgt. Daniel Johnson received a letter of commendation from Lt. Richard Troyer for his diligence and determination while investigating the assault in the vicinity of 64 Main Street in July.
5. Sgt. Elizabeth Starr and Sgt. Michael Strangeway each received letters of commendation from Lt. Richard Troyer for their efforts and assistance with Sgt. Johnson's assault investigation.
6. Mr. Syed Pasha sent an email to Lt. David Guerrero thanking him and the Department for their diligence in checking his house during his absence, noting and thanking specifically Ptl. Melissa Pym, who had come to check the house, not realizing they had returned.
7. Ptl. Jared Aiken received a Certificate of Training in recognition of successful completion of the *Law Enforcement Active Shooter Emergency Response Performance Level* from the National Center for Biomedical Research and Training Academy of Counter-Terrorist course.

**B. CORRESPONDENCE –**

1. Chief Catalano sent a letter to Mr. Brian Driscoll extending a conditional offer of employment to him with the department as a police officer, contingent upon successful completion of a medical and psychological examination and successful completion of a background check.
2. Chief Catalano sent a letter of regret to Mr. Waylon Degraw, Mr. Dana Nevins, and Mr. Evan Romaine, notifying them they were not selected for the police officer position for which they interviewed.

**C. COMMISSIONER COMMENTS –**

There were no comments to be added from the commission.

The next meeting is scheduled for **Wednesday, October 24 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. Sponaugle, the meeting adjourned at 4:07 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary