

POLICE COMMISSION

May 22, 2013 Minutes

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

CALL TO ORDER

The regular meeting of the Police Commission was held on May 22, 2013 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Chairman Thomas O'Mara called the meeting to order at 3:15 p.m.

A. MINUTES – On the motion of Comm. Kline, second by Comm. Sponaugle the Commission approved the minutes of the April 24th meeting as written.

B. BILLS – The Commission reviewed the bills from the recently implemented MUNIS system, in the amount of \$85,580.23 for the month of April. On the motion of Comm. Sponaugle, second by Comm. Kline were approved as written and placed on file.

The following bills were highlighted:

√ Vehicles purchased – Hoselton Chevrolet	\$ 46,038.10
√ Stop Sticks	\$ 2,229.00
√ Vehicle maintenance fees	\$ 2,579.42

C. REPORTS –

The following reports were highlighted:

1. Year-to-Date Budget Report –

The Commission reviewed another new report generated from the MUNIS system, highlighting balances, encumbrances, and %age of funding expended. The Chief noted transfers into our funding lines will need to be more closely monitored with this new system.

2. Sick Report –

Sick time used was reviewed by the Commission with no notable exceptions.

3. Overtime –

Accumulated hours worked for the month of April totaled 913.50 hours, compared to 987.00 hours for the same period in 2012, reflecting a 73.50-hour decrease for the month, and a 155.75-hour decrease year-to-date from 2012.

4. Other Activities Report –

The Chief noted 1744 calls for service, indicating an increase of 65 calls for the month from the 2012, and an increase of 226 year-to-date total from the 2012 balance of 6419. Persons incarcerated year-to-date total decreased by 35, while cars towed increased by 21. ABC underage arrests totaled 39, which is a decrease in monthly totals by 2 and a year-to-date decrease of 19 from the 2012 calls. MVAs totaled 447 for the month, also indicating an increase from 2012 totals by 5 monthly and 58 thus far year-to-date.

5. SPCA Animal Control Report –

Animal complaints answered totaled 28; 9 after-hour calls for the month, and 26 tickets issued year-to-date.

6. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 13 DWI arrests for the month, 3 of which were garnered by Ptl. Ryan Riley; Ptl. Kenneth Pym issued 56 V&T tickets and 2 DWI arrests. Ptl. Peter Wright also made 2 DWI arrests.

7. Arrest Breakdown –

The Commission reviewed the arrest breakdown with total arrests at 1988, representing an increase of 267 arrests compared to 2012. DWI arrests increased by 6 year-to-date and SUNY student arrests continue to decrease. TC-3 student arrests have also decreased, with 4 arrests again, for April.

8. Parking Ticket Report –

Parking tickets issued, including those of the Parking Enforcement Officers (PEO), continues to average at a lower rate than in years past. The Chief noted with the hiring of the 2 new PEOs, these totals should increase.

9. Bike Patrol Report –

Chief Catalano noted the bike patrol has again commenced for 2013, with 12 patrol hours spent on the bikes for April.

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

OLD BUSINESS

A. CNYACOP AWARDS CEREMONY – The Chief reported to the Commission on the awards banquet held on Monday, April 29th, in East Syracuse at Justin’s Grill to honor those officers who were nominated by their local departments for this award.

B. CORTLAND COUNTY LAWMAN OF THE YEAR AWARD – The Chief further noted to the Commission the results of the annual awards banquet held on 5/20/13 at the Elk’s Club in Cortland, honoring exemplary police officers and an “honorable mention” category.

B. PERSONNEL – Chief Catalano updated the Commission regarding the status of the Parking Enforcement Officer (PEO) vacancies. Two candidates were interviewed, offered the positions and accepted. Mrs. Cindy Hurlbert and Mr. Jesse Knapp commenced their duties effective 5/13/13.

NEW BUSINESS

A. DAIRY PARADE – The Dairy Parade is scheduled for Tuesday, June 4, 2013 at 6:00 p.m.

B. MCGRUFF TOURNAMENT – The Chief apprised the Commission of the date for the annual McGruff Golf Tournament, reminding them this is the sole source of funding for this program, and administered by Sgt. Elizabeth Starr. The Cortland Breakfast Rotary Club has historically donated \$4000.00 annually from proceeds of this tournament.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

1. Chief Catalano received a thank you card on behalf of the department from the Winterfeldt family for “the quick and persistent search in locating” their daughter on 4/21/13. Sgt. Byrnes noted on the card that Ptl. Jared Aiken, Ptl. Joseph Peters, Ptl. Peter Wright and he worked on the case.
2. Sgt. Daniel Johnson and Chief Catalano each received a thank you card from Mr. Richard Menapace for their assistance in resolving a problem he was having.
3. Sgt. Michael Nichols and Ptl. Melissa Pym each received a Certificate of Completion for successfully completing the 16-hour *Cannabis Indoor Grow* course as provided by the Northeast Counterdrug Training Center.

B. CORRESPONDENCE –

1. Chief Catalano sent a letter to Mrs. Cindy Hurlbert and Mr. Jesse Knapp offering them each employment as PEOs based on their application process and interviews.
2. Mr. Keith Dayton sent a copy of a letter addressed to Mayor Tobin to Chief Catalano, thanking him and all the city employees for “the help, professional courtesy, and support” he received while working for the City.
3. Ptl. Robert Reyngoudt received a letter from Principal Lynn New, of Franklyn S. Barry School thanking him for his support in dealing with a fourth grade student.
4. Chief Catalano received a letter from a Randall School 4th grade student named Raven Shellings, interested in having the 4th grade class tour CPD. The Chief responded to the letter with instructions on contacting someone to schedule a tour.

C. COMMISSIONER COMMENTS –

There were no comments to report.

The next meeting is scheduled for **Wednesday, June 26, 2013** 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 4:10 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary