

POLICE COMMISSION

June 26, 2013 Minutes

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

EXCUSED: Secretary Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on June 26, 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. Sponaugle, second by Comm. Kline the Commission approved the minutes of the May 22nd meeting as written.

B. BILLS – The Commission reviewed the bills from the recently implemented MUNIS system, in the amount of \$73,849.33 for the month of May. On the motion of Comm. Sponaugle, second by Comm. Kline were approved as written and placed on file.

The following bills were highlighted:

√ Vehicle purchased – Hoselton Chevrolet	\$ 20,500.18
√ Verizon Wireless – cell phone usage	\$ 1,203.90
√ Local/regional phone billing	\$ 540.82
√ Towing to impound charges by local towing companies	\$ 3,210.00

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 Commission discussed the fact that there are significant delays in documenting transfers of funds in the new system, including the Impound Lot fees.

2. Sick Report –

Sick time used was reviewed by the Commission and noted Ptl. Kenneth Pym is off with an off-duty knee injury requiring surgery.

3. Overtime –

Accumulated hours worked for the month of May totaled 838.25 hours, compared to 1006.25 hours for the same period in 2012, reflecting a 168.00-hour decrease for the month, and a 323.75-hour decrease year-to-date from 2012.

4. Other Activities Report –

The Chief noted 1644 calls for service, indicating an increase of 64 calls for the month from the 2012, and an increase of 290 year-to-date total from the 2012 balance of 7999. Persons incarcerated year-to-date total decreased by 6, while cars towed increased by 21. ABC underage arrests totaled 11, which is an increase in monthly totals by 5 and a year-

to-date decrease of 14 from the 2012 calls. MVAs totaled 53 for the month, also indicating an increase from 2012 totals by 16 monthly and 74 thus far year-to-date.

5. SPCA Animal Control Report –

Animal complaints answered totaled 38; 5 after-hour calls for the month, and 31 tickets issued year-to-date.

6. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 10 DWI arrests for the month, 3 of which were garnered by Ptl. Chadd Hines; Ptl. Ryan Riley issued 26 V&T tickets and Ptl. Kyle Green made 2 DWI arrests.

7. Arrest Breakdown –

The Commission reviewed the arrest breakdown with total arrests at 2316, representing an increase of 167 arrests compared to 2012. DWI arrests increased by 2 year-to-date and SUNY student arrests increased by 64 year-to-date. TC-3 student arrests have decreased, with 7 arrests for May.

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 have increased with 492 parking tickets written for the month, compared to 385 last year.

9. Bike Patrol Report –

Chief Catalano noted the bike patrol has again commenced for 2013, with 16 patrol hours spent on the bikes for May.

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

OLD BUSINESS

A. CAMERAS ON MAIN STREET – The Chief noted video cameras will be installed on Main Street and the motion was passed with little opposition.

B. PERSONNEL – Chief Catalano reported to the Commission that Ptl. Stephen White's field training had been completed. He noted also Ptl. Patrick O'Donnell will be returning to duty in mid-July, and as previously mentioned Ptl. Kenneth Pym has been sick with an off-duty knee injury requiring surgery.

NEW BUSINESS

2014 BUDGET – The Chief apprised the Commission the budget for 2014 is being prepared and will include a request for funding to include a K-9 unit. He noted NYSP has a "free" training K-9 program with donated dogs; and policy is being written to accommodate the expected additional costs and needs. At the present time, the Director of Administration and Finance is assimilating the budget but we are preparing our requests with accompanying figures to authenticate our requests.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

1. Chief Catalano was invited to the NYSP Troop C memorial service honoring their deceased members over Memorial Day weekend. Sgt. Patrick Sweeney & Sgt. Elizabeth Starr played bagpipes at the ceremony.
2. Chief Catalano was invited to the June Dairy Kickoff Breakfast on June 3rd.
3. Ptl. Debra Barber received a thank you letter from the Cortland County Area Agency on Aging for her participation in the 18th Annual Enrichment Day on June 11, which highlighted services available to the older population.

B. CORRESPONDENCE –

There was no correspondence reported.

C. COMMISSIONER COMMENTS –

1. The Chief noted Sgt. Penny Guerrero is actively working on the Accreditation Program.
2. The Chief will be at the NYSACOP Conference in July when the next commission meeting is scheduled.

The next meeting is scheduled for **Wednesday, July 24, 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 4:15 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary