

# POLICE COMMISSION

August 28, 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.

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## ***CALL TO ORDER***

The regular meeting of the Police Commission was held on August 28, 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 June meeting as written. There were no minutes for the month of July, as the meeting was cancelled.

**B. BILLS** – On the motion of Comm. Kline, second by Comm. Sponaugle the Commission waved the review of the June bills. Deputy Chief Paul Sandy remarked that the department has replaced 2 transmissions under warranty and the biggest share of our vehicle repair bill is for replacing brakes and tires. He is also looking into replacing the Chevy Impalas with Chevy Tahoes as they are more rugged and versatile with fewer issues. On the motion of Comm. Sponaugle, second by Comm. Kline the July bills were approved as written and placed on file.

## **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. It was discussed that the clothing line was 98% used, but that there is money kept in reserve; the gas line was shown as being over budget but actually only about half had been spent; and also that the office equipment line was 2.8% over budget.

### **2. Sick Report** –

Sick time used was reviewed by the Commission and noted Ptl. Kenneth Pym is recovered from his knee surgery and back on duty after an extended period of time off. It was also noted that Secretary Diane Ferri is off recovering from wrist surgery and will be off until further notice.

### **3. Overtime** –

Accumulated hours worked for the month of July totaled 722.75 hours, compared to 1111.75 hours for the same period in 2012, reflecting a 389.00-hour decrease for the month, and a 779.5-hour decrease year-to-date from 2012. It was noted that Stop DWI overtime hours were up from last month, however, money spent on that detail is all reimbursable.

**4. Other Activities Report –**

There were 1482 calls for service, indicating a decrease of 157 calls for the month from the 2012, and an overall decrease of 11 year-to-date total from the 2012 balance. Number of cars towed was down 20 from same period last year but up 3 year to date. Total value of stolen property for the month was down \$6,857 from July of 2012 and \$96,842 year to date. MVAs totaled 42 for the month indicating an increase from 2012 totals by 5 monthly and 85 thus far year-to-date.

**5. SPCA Animal Control Report –**

Animal complaints answered totaled 49 with another 10 after-hour calls for the month. 63 cats have been brought in from the city for the year to date and there are a total of 49 dogs impounded so far this year.

**6. Officers Activities Breakdown –**

Statistics highlighted by Chief Catalano included 12 DWI arrests for the month, 4 of which were garnered by Ptl. Joe Slater and another 3 by Ptl. Ryan Riley. There were a total of 147 V&T tickets written in the month of July with 31 being issued by Ptl. Ryan Riley and another 20 by Ptl. Anthony Natoli. Ptl. Andrew SanJule made 16 misdemeanor arrests.

**7. Parking Ticket Report –**

With the loss of one PEO again, the number of parking tickets issued, while up from the same time last year, was down from the previous month and the lowest year to date.

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

## OLD BUSINESS

- A. PERSONNEL** – Chief Catalano reported to the Commission that we are again looking to hire a PEO at \$10.00 per hour. Ptl. Patrick O'Donnell has returned to duty. The plan is to fill the training position once Ptl. Nathan Moran is back from basic academy on September 17th.
- B. K-9 Officer** – There are plans to interview for a K-9 officer. Some of the costs involved would include veterinarian bills, dog food, training, retro-fitting a car, and overtime. There are plans to use the Zogheib seizure money along with a \$5,000.00 donation offered by Dave McNeil.
- C. 2014 BUDGET** – The Chief noted he has submitted the department's budget. Although the city is talking personnel cuts to each agency for the year 2014, it is thought the cuts would pertain to administrative staff only and not officer positions.

## NEW BUSINESS

- A.** Chaplain Matt Smith, who is with the Cortland County Sheriff's Department, has replaced Chaplain Jim Kane.
- B.** With college students back in town, the downtown overtime detail is already on the rise, although a sting, in conjunction with DMV, has increased the number of tickets issued.

***OTHER BUSINESS***

**A. COMMENDATION AND APPRECIATION REPORT –**

1. The Chief, Deputy Chief, Lieutenants, Sergeants, and several officers all completed the Modular Emergency Response Radiological Transportation Training conducted on behalf of the U.S. Department of Energy Transportation Emergency Preparedness Program.
2. Lt. David Guerrero attended the Central New York Regional Joint Criminal and Epidemiological Investigations Workshop in New Hartford.
3. Officer Nathan Moran was awarded a certificate in recognition of Law Enforcement Active Shooter Emergency Response for successful completion of the National Center for Biomedical Research and Training Academy of Counter-Terrorist Course.
4. Sgt. Sean P. Byrnes was awarded a certificate for successfully completing the Breath Analysis Course.
5. Several Department members successfully completed the professional training session on Active Shooting at the FBINA conference at Hope Lake Lodge.

**B. CORRESPONDENCE –**

1. Chief F. Michael Catalano sent a letter to Mr. Jesse P. Knapp informing him that his employment status as a PEO for the city has been terminated. He also sent a letter to Ms. Judith M. Doran accepting her resignation as School Crossing Guard at the end of August.

**C. COMMISSIONER COMMENTS –**

1. Comm. Thomas O'Mara will not be here for the months of January and February.

The next meeting is scheduled for **Wednesday, September 25** 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 4:05 p.m.

Respectfully submitted,

Nancy A. Sutliff  
Administrative Aide