

POLICE COMMISSION

August 27, 2014 Minutes

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

CALL TO ORDER

The regular meeting of the Police Commission was held on August 27, 2014 in the Mayor's Conference Room, City Hall, 25 Court Street, Cortland New York. Comm. Thomas O'Mara called the meeting to order at 3:19 p.m.

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

B. BILLS –The Commission reviewed the July bills and on the motion of Comm. Sponaugle, second by Comm. Kline, were approved and placed on file.

C. REPORTS – The following reports were highlighted:

1. Year-to-Date Budget Report –

The Commission reviewed the MUNIS system report, highlighting balances, encumbrances, and % age of funding expended. Overall, the Department is in good stead.

2. Overtime –

Accumulated hours worked for the month of July totaled 1069.25 hours, compared to 722.75 hours for the same period in 2013, reflecting a 346.55-hour increase for the month, and a 674.75-hour increase year-to-date from 2013.

3. Other Activities Report –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Overall, service requests increased for the month by 338 calls.

4. SPCA Animal Control Report –

Animal complaints answered totaled 36 (212 calls year-to-date) with 11 after-hour calls for the month.

5. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 7 DWI arrests for the month, 2 of which were issued by Ptl. Ryan Riley. A total of 123 V&T tickets were written in the month of July with 17 being issued by Ptl. Adam Troyer and also 17 by Ptl. Ryan Riley. Ptl. Stephen White issued 15 V&T tickets.

6. Radar Report –

The Commission reviewed the Radar report with notice from the Chief that with the schools back in session the first week in September, the radar trailers will be stationed around the schools.

7. Arrest Breakdown –

Arrest activity was reviewed by category and noted grand totals have decreased from last year.

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

OLD BUSINESS

2015 BUDGET PROCESS – The Chief updated the Commission on the budget status. The initial budget has been released to the Common Council as well as being available for review online on the City's webpage. Workshops are to start the first week of September, with the Police Department first on the roster, to present our proposed budget to the Council for review and questions.

NEW BUSINESS

There was no new business to discuss.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

1. Ms. Arlene Spinelli, Case Mgr. at Catholic Charities sent an email to Chief Catalano commending Ptl. Kenneth Bush and Ptl. Melissa Eccleston for their response to a "well check" she requested for a client. She stated they treated him with kindness and dignity. The Chief responded to her email.
2. Dr. Robert Baker of Orthodontic Group of the Finger Lakes sent a card of thanks for the department's help with their "2014 Canine Ca" for Hubbards Hounds Dog Rescue.
3. Chief Catalano received a Certificate of Attendance from the NYS Association of Chiefs of Police for a total training time of 12.5 hours at various seminars during the NYSACOP Conference.
4. Deputy Chief Paul Sandy received a Certificate of Attendance for a total of 7 credits from the FBI National Academy Associates Annual Training Conference.
5. Ptl. Chadd Hines received a Certificate of Completion from The Safariland Training Group for completing the course requirements for *Critical Incident Command*.
6. Ptl. Stephen White received a Certificate of Completion from the NYS Division of Criminal Justice for successful completion of the *NYS BAC Recertification*.
7. Deputy Chief Paul Sandy, Lt. David Guerrero and Sgt. Cheyenne Cute each received a Certificate of Completion from OJJDP for successful completion of 3 hours of training on *Enforcement of Underage Drinking Laws in College Communities*.
8. D/C Paul Sandy, Lt. David Guerrero and Sgt. Cheyenne Cute each received a Certificate of Completion for successful completion of 7 hours training from Central Region Prevention Resource Center for *Residents Assistants Training*.
9. Sgt. Sean Byrnes received a Certificate of Attendance from NYTOA for the *2014 NYTOA & NYAHN Tactical Training Conference*.

10. Ptl. Eric Perine and Ptl. Kenneth Bush each received a Certificate of Completion from the State of NY Fire Training to certify completion of the 2-hour course *Responding to Chemical Suicides Incidents Course*.

B. CORRESPONDENCE –

1. Asst. Chief of Police Mark DePaull, UPD sent an email thanking each agency that supported them during the NY Jets Training Camp.
2. Chief Catalano received a letter from Ptl. Debra Barber stating her intention to transfer to the Cortland County Sheriff's Department effective 0800 on September 8, 2014. With regret, the Chief accepted her letter.

C. COMMISSIONER COMMENTS –

Commissioner O'Mara gave opportunity for public comments to Ms. Sarah Vaber and Ms. Mecke Nagel. Ms. Nagel spoke regarding relations between the Police Department, segments of our local residents, and the general purpose of the Police Commission.

EXECUTIVE SESSION

The Commission moved at 4:35 p.m. into Executive Session, after the departure of the guests and the secretary.

The next meeting is scheduled for Wednesday, **September 24, 2014** at 3:15 p.m. in the CPD Lounge.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary