

POLICE COMMISSION

January 28, 2015 Minutes

PRESENT: Commissioner James Sponaugle, Commissioner Eric Prior, Chief F. Michael Catalano, D/C Paul Sandy.

EXCUSED: Chairman Thomas O'Mara, Secretary Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on January 28, 2015 in the Mayor's Conference Room, City Hall, 25 Court Street, Cortland New York. Comm. James Sponaugle called the meeting to order at 3:15 p.m.

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

B. BILLS –The Commission reviewed the December bills and on the motion of Comm. Prior, second by Comm. Sponaugle, 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.

2. Overtime –

Accumulated hours worked for the month of December totaled 980.50 hours, compared to 722.75 hours for the same period in 2013, reflecting a 257.75-hour increase for the month, and a 1916.55-hour increase year-to-date from 2013. The overtime accrued for Cortaca and the holiday OT contractual bonus account for the majority of the increase.

4. Other Activities Report –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Overall, service requests decreased for the month by 18 calls, and decreased by 1165 for the year.

5. SPCA Animal Control Report –

There was no SPCA Report available for the month of December as of this date.

6. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 4 DWI arrests for the month. A total of 136 V&T tickets were written in the month of December with 26 being issued by Ptl. Anthony Natoli, 14 by Ptl. Adam Troyer, and 13 by Ptl. Joseph Peters. Ptl. Bradley Becker issued 28 parking tickets. The Commission also reviewed the Officers Activities report for the entire year 2014. Parking tickets written, between officers, PEOs, and the Code Department is the lowest on record.

7. Arrest Breakdown –

Arrest activity was reviewed by category.

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

OLD BUSINESS

SPILLMAN RECORDS MANAGEMENT SYSTEM - select members of the Department are in their second week of attendance and participation in "building" the Records Management System recently purchased by Cortland County. This system promises better detail provisions, and the Cortland County IT Department is lead agency in this endeavor.

NEW BUSINESS

- A. PERSONNEL** - The Chief apprised the Commission of the recent transfer of Ptl. Peter Wright to the Cortland County Sheriff's Office; this most recent transfer leaves the department with 2 open positions. In the meantime, interviews are being conducted and there is a Basic Academy starting March 16.
- B. CAMERA ON MAIN ST** - The Commission was updated on the status of the camera installation at the corner of Tomkins and Port Watson Streets. The Deputy Chief is the main liaison with the installation company. The Common Council has approved the installation of these 2 cameras.
- C. NCBI TRAINING** - The Chief notified the Commission of a recent diversity training offered to all local law enforcement agencies.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

- 1. Chief Catalano and D/C Sandy each received a Certificate of Completion from the National Disaster Preparedness Training Center for successfully completing the *Social Media for Natural Disaster Response and Recovery* course.
- 2. D/C Paul Sandy received a Certificate of Completion from FBI-LEEDA for successful completion of the *Advanced Supervisor Liability Training Class 14-5A*.
- 3. Ptl. Brian Myers received a Certificate from the State of New York DCJS Municipal Police Training Council for successfully completing the *Basic Course for Police Officers*.
- 4. Ptl. Jared Aiken and Ptl. Adam Troyer received an email from Mayor Tobin thanking them for their "brave actions" at a fire on Madison Street.
- 5. Chief Catalano received 2 thank you letters from Mayor Tobin for his "time and the commitment" demonstrated during Cortaca weekend; one letter as the Chief of Police and the 2nd letter as a member of the "Cortaca Commission".

B. CORRESPONDENCE -

- 1. Ptl. Peter Wright submitted a letter to the Chief advising the department of his intention to transfer employment to the Cortland County Sheriff's Office. Chief Catalano responded to his letter, regretfully accepting his resignation and transfer.
- 2. Ms. Kali Boyce, a Cortland Junior Senior High School student, sent a letter to the Chief as part of a Math project for school, with some questions regarding the use of Math in law enforcement. Chief Catalano responded to her letter.

3. The Tutino Family sent a thank you card to the department and specifically to Sgt. Michael Nichols and Ptl. Adam Troyer for their "quick response" to their family need.
4. Mr. Mark Niederhofer sent a card to the Department for "Law Enforcement Appreciation Day".
5. The Mullen Family sent a card to the department in honor of "Law Enforcement Appreciation Day".
6. Ms. Laurie Gosse, Cortland County Personnel/Civil Service Office sent a letter to Cynthia Canale, School guard, informing her of her successful completion of the probationary period.

C. COMMISSIONER COMMENTS –

There were no comments.

The next meeting is scheduled for Wednesday, **February 25, 2015** at 3:15 p.m. in the Mayor's Conference Room. With no further business to discuss, on the motion of Comm. Prior, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary