

# POLICE COMMISSION

October 28, 2015 Minutes

**PRESENT:** Chairman Thomas O'Mara, Commissioner James Sponaugle, Deputy Chief Paul Sandy, and Secretary Diane Ferri.

**EXCUSED:** Commissioner Eric Prior, Chief F. Michael Catalano.

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## ***CALL TO ORDER***

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

**A. MINUTES** – On the motion of Comm. Sponaugle, second by Comm. O'Mara, the Commission approved the minutes of the August meeting as written.

**B. BILLS** –The Commission reviewed the September bills totaling \$43,607.70 and on the motion of Comm. O'Mara, second by Comm. Sponaugle, were approved and placed on file.

## **C. REPORTS – The following reports were highlighted:**

### **1. Vehicle Maintenance -**

The Deputy Chief apprised the Commission on the status of vehicles.

### **2. Overtime –**

Accumulated hours worked for the month of September totaled 1331.00 hours, compared to 927.25 hours for the same period in 2014, reflecting a 403.75-hour increase for the month from 2014 and a .75-hour increase year-to-date. Short shift issues will continue to be an issue in the months ahead.

### **3. Other Activities Report –**

The Commission reviewed the report while the Deputy Chief highlighted some of the statistical information. Overall, service requests decreased for the month by 211 calls, year-to-date decrease of 1319 calls. The Deputy Chief also noted "ABC Checks" with 22 calls this month, 122 year-to-date indicates a decrease in the number of checks by 14 for the month and 122 year to date.

### **4. SPCA Animal Control Report –**

The new report was reviewed, which elucidates the different nuances in the calls the SPCA receives.

### **5. Officers Activities Breakdown –**

Statistics highlighted by Deputy Chief Sandy included 6 DWI arrests for the month. He further noted the specific statistics of a number of the officers.

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

***OLD BUSINESS***

- A. SUMMER CONCERT SERIES** - The Deputy Chief noted the Summer Concert Series cancellations due to inclement weather.
- B. BUDGET WORKSHOPS** - He further noted the budget workshops have all been completed for the 2016 budget.

***NEW BUSINESS***

- A. PERSONNEL** - The Deputy Chief apprised the Commission of the personnel changes:
  - 1. The 2 newest officers, Ptl. Chad Knapp and Ptl. Derrick Edick completing Basic Academy and now involved in Field Training portion of their instruction.
  - 2. Additionally, Ptl. Anthony Natoli and Ptl. Joseph Slater have returned to work in that order.
  - 3. Unfortunately, Ptl. Brian Myers has tendered a letter of intent to transfer to Cayuga County Sheriff's Office.
- B. CORTACA JUG PREPARATIONS** - the Deputy Chief commented on the preparations in progress for the upcoming Cortaca Football Game, slated for November 14 in Ithaca.
- C. LIVESCAN GRANT** - although it was not on the agenda, the Deputy Chief informed the Commission of a successfully completed and awarded new grant of \$10,000 to upgrade the Livescan Digital Fingerprinting system.

***OTHER BUSINESS***

- A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT** -
  - 1. Mr. David Kobis, CEO of CRMC, sent a letter to the Chief, notifying him of "some organizational changes" involving their security department. The Chief responded to his letter.
  - 2. Mr. Kevin Yard, Principal of Parker School, sent a letter to Lt. David Guerrero to request additional signage in problem traffic areas around the school.
  - 3. Mr. Charles Sturges sent a thank you card to the Department for conducting "property checks" during a recent trip he had made. Included in the note was a check for \$50.00, payable to the PBA. Chief Catalano responded to his note.
  - 4. The Cortland County Personnel/Civil Service Office sent a letter to Ptl. Brian Myers advising him of his successful completion of his probationary period, effective 8/20/15.
  - 5. Chief Catalano sent a letter to Graytwig, Inc, The Red Jug Pub, thanking them for the \$250.00 donation to support the Canine Program.
  - 6. Ms. Theresa Quail, Cortland Elks Lodge, sent a thank you card to the Chief commending the efforts of Ptl. Jared Aiken, Ptl. Stephen White, and Ptl. Brian Myers for their efforts to close the parking lot behind the Lodge for their 2nd "annual cruise in".
  - 7. Mr. John Rudd, CEO of Cayuga Medical Center sent a letter of thanks to Chaplain Matthew Smith for concerns Rev. Smith had previously expressed by mail regarding a recent experience at Cayuga Medical Center.

8. Chief Catalano received an invitation to attend the "Capital for a Day" initiative hosted by Gov. Andrew Cuomo.
9. Linda Shutts, AVV Director, sent a letter to Chief Catalano regarding Domestic Violence Awareness Month and invited him to their month-long kickoff event.
10. Ptl. Brian Myers tendered a letter of resignation, stating his intention to transfer to the Cayuga County Sheriff's Office. Chief Catalano responded by return mail in acceptance.
11. Mayor Brian Tobin awarded a Certificate of Longevity to Ms. Claudia Natale, School Guard, for *25 Years of Public Service for the City of Cortland*.
12. The NYS Conference of Mayors and Municipal Officers presented a Certificate of Public Service to Claudia Natale *IN recognition of 25 years of distinguished public service to the community*".
13. The State of New York DCJS presented a Certificate of Attendance to Lt. David Guerrera, Sgt, Elizabeth Starr, Sgt. Daniel Johnson, Sgt. Cheyenne Cute, and Ptl. Ryan R for attending "*Adult Protective Services and Law Enforcement (Online) Course*".
14. The NYS Police Bureau of Criminal Investigation Colonel Henry F. Williams Homicide Seminar presented a Certificate of Completion to Sgt. Daniel Johnson for "*satisfactory completion of the 28th annual Colonel Henry F. Williams Homicide Seminar*".

**B. COMMISSIONER COMMENTS –**

The 2016 Tentative Schedule was distributed for review and comment.

The next meeting is scheduled for Wednesday, **November 25, 2015** at 3:15 p.m. in the Mayor's Conference Room. With no further business to discuss, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary