

POLICE COMMISSION

August 24, 2016 Minutes

PRESENT: Commissioner James Sponaugle, Commissioner Eric Prior, Commissioner Trish Hansen, Chief F. Michael Catalano, Deputy Chief Paul Sandy and Secretary Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on August 24, 2016 in the Police Department Lounge, City Hall, 25 Court Street, Cortland New York. Comm. James Sponaugle called the meeting to order at 3:20 p.m.

A. MINUTES – On the motion of Comm. Hansen, second by Comm. Prior, the Commission approved the minutes of the July meeting as written and reviewed.

B. BILLS –The Commission reviewed the July bills totaling \$14,962.38 and on the motion of Comm. Prior, second by Comm. Hansen, were approved and placed on file.

C. REPORTS – The following reports were highlighted:

1. YTD Budget Balances -

The Commission reviewed the account lines and percentages expended.

2. Vehicle Maintenance -

The Deputy Chief reviewed with the Commission the status of vehicles, making mention of the procurement procedure for new and/or used vehicles and the costs involved.

3. Sick Report -

The Chief apprised the Commission of the variances in sick time used, which included baby births, several employees having surgery, and injuries.

4. Overtime –

Accumulated hours worked for the month of July totaled 1008.50 hours, compared to 792.25 hours for the same period in 2015, reflecting a 216.25-hour increase for the month from 2015 and a 384.00-hour increase year-to-date.

5. Other Activities Report –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Calls for service increased for the month by 773 calls, year-to-date increase of 4254 calls. The Commission reviewed domestic incidents, totaling 174 year-to-date, and mental health reports, totaling 207 year-to-date.

6. SPCA Animal Control Report –

The report was reviewed, again noting the different nuances in the calls the SPCA receives.

7. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 9 DWI arrests, which is low, for the month. He further noted the specific statistics for Ptl. Derrick Edick, with 48 V&T arrests, Ptl. Nathan Moran with 17 V&T arrests, and Ptl. Bradley Becker, with 4 DWI arrests.

8. Arrest Breakdown -

The Chief reviewed this report with the Commission, noting the arrest totals overall are increased from 2015.

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

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

- A. STUDENT RETURN/TOWN GOWN MEETING** - The Chief reminded the Commission of the impending return of the SUNY Cortland students this coming weekend, for the commencement of classes in the 2016-2017 school year. Additionally, he commented on a recent Town/Gown meeting with SUNY officials, including the new Multicultural Affairs Director, wherein were addressed potential issues in light of the recent events nationally. The expressed desire is to present to the freshmen students behaviors deemed lawful and unlawful in the City, as well as a planned door-to-door meeting to review said laws, responsibilities and consequences.
- B. ACCREDITATION MOCK INSPECTION** - Chief Catalano updated the Commission on details of the simulated inspection held on 8/23 to review policies and procedures being implemented by the department relative to NYS Accreditation. He further noted Sgt. Penny Guerrero has done an excellent job coordinating and overseeing this lengthy process.
- C. BUDGET PROCESS** - An item not posted on the agenda was appraisal by Chief Catalano of the budget processes and the changes being implemented to said process by the Administrator of Finance, Mr. Mack Cook. The traditional process involved the department reviewing and compiling its own budget with a view to future purchases based on specific necessities; i.e. equipment, vehicles and the like. Mr. Cook has initiated a process wherein he assembles the budget, then presents it to the Chief for review and adjustment to specific line items. The department still forwards the personnel line items to Mr. Cook based on contractual commitment.

OTHER BUSINESS

- A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT** -
1. Ms. Alisha and Mackenna Bulger sent goodie bags to the members of the department.
 2. The employees of Catholic Charities sent a notecard to the department thanking the members for "all" they do.
 3. Ms. Marsha Evener sent a thank you card to the department on behalf of the people of 42 Church Street.
 4. Ms. Debbie Gross sent a thank you card to Deputy Chief Sandy, thanking him for his assistance with some neighborhood problems.
 5. Chief Catalano received a Certificate of Training from the NYS Association of Chiefs of Police for successfully completing the training courses listed on the Certificate while at the NYSACOP Conference.

B. COMMISSIONER COMMENTS –

1. Deputy Chief Sandy announced a BBQ to be held at the McMahon Farm in Scott for law enforcement officials from Cortland County on 8/27 to engender positive relationships with the law enforcement community.
2. Chief Catalano announced the PorchFest celebration to be held on 8/28 on VanHoesen Street.

The next meeting is scheduled for Wednesday, **September 28, 2016** at 3:15 p.m. in the Mayor's Conference Room. With no further business to discuss, the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary