

POLICE COMMISSION

October 28, 2021

PRESENT: Chairman Jim Sponaugle, Commissioner Trish Hansen, Commissioner Elizabeth Starr, Commissioner Cheryl Michales, Commissioner Michael Whitlock, Chief Paul Sandy, Deputy Chief David Guerrero, and Tracey Hatfield. Also present, Kevin Smith and Timothy Bennett from the Cortland Voice.

CALL TO ORDER

The regular meeting of the Police Commission was held on October 28, 2021 in the Mayor's Conference Room at City Hall. Chairman Sponaugle called the meeting to order at 10:03 a.m.

The new Commissioners were welcomed to the Committee. Their duties and responsibilities were reviewed. An overview of how the meeting is held was briefly discussed.

- A. MINUTES** – On the motion of Comm. Hansen, second by Comm. Starr the Commission approved the minutes of the September meeting.
- B. BILLS** –The Commission reviewed the September bills totaling \$33,131.62 and were approved on the motion of Comm. Starr, second by Comm. Michales. Nothing notable to discuss. Brief discussion on the purchase of gloves.
- C. REPORTS** –The reports as approved on the motion of Comm. Hansen second by Comm. Michales were highlighted as follows:
 - 1. Training Report** – The training report is not completely updated at this time. The Training Officer has been doing shift work and not able to work on training items full time.
 - 2. Invoice list for month** – Brief discussion on gloves.
 - 3. Year-To-Date Budget** – The Chief reviewed the new budget figures with the Commission. Brief discussion of the Covid line and impound.
 - 4. Vehicle Maintenance** –
The Commission reviewed the report; a short discussion was had regarding:
 - Batteries, brakes
 - Car #15 coolant leak \$\$
 - Car #27 check engine light, repaired under warranty
 - Retired/auctioned 4 police vehicles. Money will be used for vehicle maintenance, possibly toward new vehicles 2022.
 - 5. Overtime/Sick Time Comparison** – sick time usage very low

6. **Overtime Breakdown**– Various categories of overtime hours were reviewed.
 - HS traffic done.
 - DWI patrol will be back up for the Holidays

7. **Other Activities Report** –
 - Numbers are climbing

8. **SPCA Report** –The SPCA report was reviewed. Busy year. Nothing notable to discuss.

9. **Detective Bureau Cases** – No pistol permits on the report; these are currently being handled by 2 interns (SUNY Cortland and OCC). Pistol permits are mostly paperwork being handled by the interns. Detectives are still doing interviews, background checks. On average we process about 11 per month, with a 3-5 month turnaround in Cortland County.

10. **Officers Injury Report** – Nothing to report.

11. **Officers Activities Report** – Brief discussion of the Cadets/Academy/FTO. Overtime vs. officer's activity was reviewed.

12. **Parking Ticket Report** – Brief discussion of parking permits. SUNY ran out of spots so students are now parking downtown. New apartments on Main St and the need for residential spaces causes parking issues downtown. There is not enough parking for Main St. residents.

13. **Bike Patrol Report** –Officers logged 11 hours on the bikes in September. This time was spent doing Community Engagement.

14. **Arrest Breakdown** – Numbers coming back up.

OLD BUSINESS

- A. **POLICE COMMISSION** – We increased the Commission by 2 members.

- B. **AMERICAN RECOVERY \$\$** -- Still in limbo. Equipment pulled from 2022 budget is supposed to be coming out of recovery money instead of the budget.

- C. **CAP** –Centralized Arraignment. Still working out the bugs. City court has been uncooperative to this point. There is a meeting scheduled for today (October 28) to discuss further.

- D. **ACCREDITATION**-Most policies have been reviewed and are done. Our evaluation is scheduled for late January.

- E. KNAPP RETIREMENT** – In progress. Waiting on medical reports.
- F. RECRUIT UPDATE** – Back from Academy, doing a fantastic job. Working OT/Street Detail on the weekends.

NEW BUSINESS

A. CIVIL SERVICE AGILITY

- Only 11 of 21 passed the initial agility exam. 3 additional people passed the retest.
- We are hopeful all 14 passed the written test. Results are supposed to be in by Thanksgiving.
- Corning Academy begins in January. It is a shorter academy, which will allow officers to become certified faster. We have 4 spots reserved.

B. AUCTIONS INTERNATIONAL

- 4 unmarked vehicles were sold at auction
- Another auction is ending today (Oct 28)

C. NEW ACADEMIES

- Brief discussion of upcoming Academies

D. CIVIL SERVICE LETTER

- Pushing to get another test offered in the spring to try and recruit SUNY graduates before they return home. Will also try to recruit from TC3
- September exam is poor timing to recruit local college graduates who graduate in May.

E. HOLIDAY SCHEDULE

- The next 2 meetings will be held November 18th and December 16th due to the upcoming Holidays.

F. NEGOTIATIONS

- Moving along, in mediation.
- Chief and the Union are working on schedule for permanent shifts and days off.
- Sergeant's schedules are being looked at.

OTHER BUSINESS

- A. COMMENDATION, APPRECIATION, and CORRESPONDENCE REPORT** –
Nothing notable to discuss, no questions.

- B. COMMISSIONER COMMENTS** –

Commissioner Sponaugle expressed his appreciation for the 2 new commissioners coming on board. Commissioner Hansen is ordering thank you notes for officers from the Commission.

A request to go into Executive Session was made by Comm. Hansen, second by Comm. Michales.

ADJOURNMENT

With no further business to discuss, on the motion of Comm. Starr, second by Comm. Michales a motion was made to come out of Executive Session. On the motion of Comm. Michales, seconded by Comm. Hansen the meeting was adjourned at 12:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tracey J. Hatfield". The signature is written in dark ink and is positioned to the right of the typed name.

Tracey Hatfield
Sr. Account Clerk