

# POLICE COMMISSION

June 25, 2020 Minutes

**PRESENT:** Commissioner Jim Sponaugle, Commissioner Trish Hansen, Commissioner Liz Starr, Chief F. Michael Catalano, and Deputy Chief Paul Sandy.

**Conducted Via Zoom**

## **CALL TO ORDER**

The regular meeting of the Police Commission was held on June 25, 2020 via Zoom due to the Covid-19 Pandemic. Comm. Sponaugle called the meeting to order at 10:05 a.m.

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

**B. BILLS** –The Commission reviewed the April bills totaling \$21,157.97 and were approved on the motion of Comm. Hansen, second by Comm. Starr.

**C. REPORTS** – **The reports as approved on the motion of Comm. Hanson, second by Comm. Starr, were highlighted as follows:**

**1. YTD Budget Balances -**

The Commission reviewed the account lines and noted everything seemed ok except for the overtime account line. It is over budget because of the cuts made due to the pandemic.

**2. Bills –**

A charge of \$4,600.00 for face masks was discussed. It was noted that the masks were counterfeit and returned for a full refund.

**3. Cars –**

There were several large car repair charges for brake and radiator replacements as well as work on an air conditioning system.

**4. Other Activities Report -**

Number of calls still down from last year as the city remains in a partial shutdown due to the Covid-19 pandemic. Domestic Incidents and Mental Health reports are still on the rise.

**5. Detective Bureau Report –**

The Detective Bureau investigated several complaints for the month resulting in many adult, and a few juvenile, arrests. Most of the arrests stemmed from burglary and larceny investigations.

**6. Officer Activities Report -**

Due to paper timesheets being discontinued, there was a new report form. It is very similar to the previous form, although it was noted that it was easier to read. The numbers were still low but improving as the city is slowly returning to normal operations.

**7. Parking Tickets -**

Although the numbers were still very low, there was an improvement over the previous month.

## ***OLD BUSINESS***

### **A. ANNUAL REPORT –**

Compilation of the 2019 Annual Report was completed and a copy provided for each of the Commissioners. It is also available for review on the city's webpage.

### **B. NY FORWARD – PHASED REOPENING**

The city is on schedule and is opening certain areas for outdoor seating. There are not too many complaints on people not social distancing.

## ***NEW BUSINESS***

1. The NYS newly adopted laws were discussed as well as the impact it would have on the Department, the Commission and the Municipality.

## ***OTHER BUSINESS***

### **A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT -**

1. Chief Catalano reviewed the following letters and thank you notes:
  - a. A donation to the Department from the sale of Gertrude Hawke chocolate by a fourth grade student from Saint Mary's school.
  - b. Letters of commendation to Sgt. Daniel Edwards and Sgt. Sean Byrnes for their investigation of a shooting on Kellogg Road.
  - c. A letter of retirement from Records Clerk Pamela Barden after 38 years of service.
  - d. Acceptance of the letter of Retirement.
  - e. Letters of Commendation to Officer Ken Bush, Officer Chad Knapp, Sgt. Daniel Mones, Officer Trevor Wenz and Officer Chadd Hines for their response and professional handling of a domestic dispute/officer involved shooting in March.

### **B. COMMISSIONER COMMENTS –**

Comm. Starr inquired about needing a reason for a FOIL request on personnel records. It was noted no reason is needed.

## ***ADJOURNMENT***

With no further business to discuss, on the motion of Comm. Starr, Second by Comm. Hansen, the meeting was adjourned at 10:36 AM.

Respectfully submitted,

Nancy A. Sutliff  
Administrative Aide