

## POLICE COMMISSION MEETING

January 22, 2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
JANET HUGHES  
JOHN SHAW  
EDWARD LEFEVER

### OTHERS PRESENT:

Chief Raymond Philo  
Town Supervisor Ralph Humphreys  
Ross Sloan

Commissioner, James Spellman at 7:30 P.M. called meeting to order

### ACO Report:

Shawn Morgan reviewed the monthly report with the Commission members. Kirkland Animal Control Contract for the year 2003 has been signed. The Town Board approved \$11,500 for the 2003 budget to purchase a vehicle for the ACO. A new pickup with cap will cost approximately \$22,000. There is no state contract for a pickup truck in the amount of \$11,500 and the new contract price now is \$13,500. The old Van could be sold to make up the difference.

### CROSSING GUARDS:

Commissioner Jim Spellman introduced Ross Sloan to commission members and advised them that he had invited Ross to the meeting to help in the discussion regarding the crossing guards. Ross was a member of the committee that worked on the Village and Town merger of the police department.

Ross Sloan advised the commission that when the merger was completed there were several items that went along with the two police departments becoming one. The Crossing Guards were paid by the Police Department in the Village and because of that fact they were considered to be apart of the Police Department and therefore went along with all expenses of the Village Department.

Supervisor Humphreys asked why this was allowed when the State Comptroller told him that it was illegal for the town to pay for Crossing Guards who work in the Village.

Ross Sloan advised that the contract signed by Village and Town is legal and supercedes State Law when a Municipality signs an agreement with specifics the Town took over all of the safety factors. The names of the present officers and crossing guards at the time of the consolidation vote were named in the contract. The consolidation took place in 1984 and the minutes of the official vote for consolidation is dated March 4, 1984. Ross further advised that since the Town Board has approved the 2003 budget there is nothing that can be done at this time.

Chief Philo suggested that this be left as is and that he would not want to jeopardize the relationship between the Town and Village boards.

Further discussion was held regarding the fact that New York Mills opted to not pay taxes for the Town land in New York Mills and therefore there would be no New Hartford Police protection in New York Mills. The police protection is paid out of sales tax revenue. The Village is not paying any property tax that goes to the police department. Supervisor Humphreys wants to look into the possibility of having the Village contribute to the police protection in the future. This could be done by a part-town tax on the Village property while the town would still be a whole-town property tax.

Ross Sloan advised that in 1984, Mel Smith a member of the consolidation committee looked into the part-town payment and because of the municipal agreement they would have to form a special district in the village in order to collect a property tax to cover police protection.

Supervisor Humphreys advised that he is not trying to eliminate the crossing guards only to have there pay come from the Village where they work.

Commissioner Spellman advised that at the time of the Municipal Agreement the Village gave to the Town their cars, equipment, radios, office furniture as part of the merger agreement. Commissioner Spellman urged the Supervisor to leave the crossing guards in place and paid for from the police budget.

Supervisor Humphreys advised that he would look at the Municipal Agreement and take it into consideration. He will also have the attorneys look at it and make a decision at a later date.

### **HIGBY ROAD CROSSING GUARD:**

Chief Philo advised that he has checked into the possibility of eliminating the school speed zone as part of eliminating this position. He has checked with Dave Townsend, Assemblyman and George Farley, N.Y.S.D.O.T. to see what and how you eliminate the school zone on Higby Road. JC Waszkiewicz will hold a public hearing with the residents of the Higby Road School zone to get their input.

### **POLICE FACILITY:**

Supervisor Humphreys advised that the Town Board is considering the hiring of an Engineering Firm to study the police building on Kellogg Road to see if a second story can be added. The study that was done several years ago was not conclusive. The present location is excellent for access to Route 8, Route 12 and Village.

Commissioner Spellman advised that when the original building was built it was with the understanding that it could take a second floor in the future.

Ross Sloan advised that he was under the impression that when it was built it would also take a second floor.

Commissioner Spellman recommended that a study of the structural capability and see what the estimate would be to put a second story on the present police building.

Supervisor Humphreys advised that they have hired a new firm to do the study on the Highway Building expansion and he will wait and see how that comes out. Then the board will proceed with plans for the police department.

### **CONSUMER SQUARE PARKING LOT:**

Chief Philo advised that the traffic flow seems to be doing ok. The owners of Consumer Square are responsible for the parking lot and he has made suggestions to them for improvement in the spring.

### **SANGERTOWN SQUARE INVESTIGATION:**

Officer Frank Manfredo made a presentation to the commission members regarding the investigation of the fight at Sangertown Mall. His report has taken many weeks to complete with interviews, viewing the videotapes in the mall, and several arrests have been made. There was one small fight that started the whole thing and it was in the center court. The Mall has reconfigured the center court so that large groups of teens cannot gather at one time. This has helped a great deal and more lighting has proven to be helpful also. During this investigation Officer Manfredo discovered the activity of gangs from Utica that come to the mall. This has opened up a new investigation for the Juvenile Aid Department to research the activity of gangs in New Hartford. At the present time there is not much activity but because of the close proximity to Utica, the officers are watching very closely for any activity in New Hartford.

Officer Manfredo advised that the Juvenile Aid Department will be talking to the schools and teacher and advising them how they can detect gang influences on the teens and if they suspect any activity.

Chief Philo advised that the department is allowing zero tolerance in the Sangertown Mall and all arrests made at the Mall will be publicized and prosecuted. The national Law Enforcement Tech Lab in Rome is working on how to solve the problems at the Mall with Chief Philo.

**INTERN:**

Jordan Spinella now working as the part-time Animal Control Officer is also a student at Utica College and **will** be an intern with the department for the next several weeks.

**CROWN VICTORIA CARS:**

Chief Philo advised that the Ford Crown Victoria cars have all received and completed any recall on the vehicles.

**BUDGET:**

Chief Philo advised that the 2002 Budget has been closed out and all items that needed to be encumbered has been done.

**PBA CONTRACT:**

The contract has not yet been settled but Chief Philo advised that he has budgeted 3% and hopes that the contract will be settled this month. No monies are encumbered for this in the 2002 budget. There was a \$16,000 payroll surplus and that will be part of the 3% raised that can be rolled back into the General Fund.

**NEW COMPUTER:**

The New York State Dept. of Justice has **funded** a computer known as the 'Eocator'' to locate missing children. Posters can e-mail as soon as they are reported missing all over the country. The computer is located in St. O'Neill's office. Last year there were 57 ~~runaways~~ reported in New Hartford and 37 missing children reports.

**DARE:**

The Oneida County Sheriff Dept. no longer has a Dare Officer. The schools are requesting the New Hartford Police Department to fill in programs for 3<sup>rd</sup> and 5<sup>th</sup> graders that the Dare Officer use to have. In the spring, the JAD officers will go to the schools and do programs.

**COMMISSION REPORTS:**

**DEPUTY CHAIRMAN:**

John Shaw moved to elect Patrick Cardinale as Deputy Chairman of the Police Commission, seconded by Ed LeFever, motion carried.

Commissioner Spellman requested that the Police Department hold onto the Four Wheel vehicle that was replaced with a new vehicle due to the harsh winter. Supervisor Humphreys agreed that the vehicle would not have to be turned over to the Highway Dept. until after the winter season. Chief Philo advised that it would be good to have the vehicle until the end of February and then he would not need it after that.

NEXT MEETING: FEBRUARY 26''

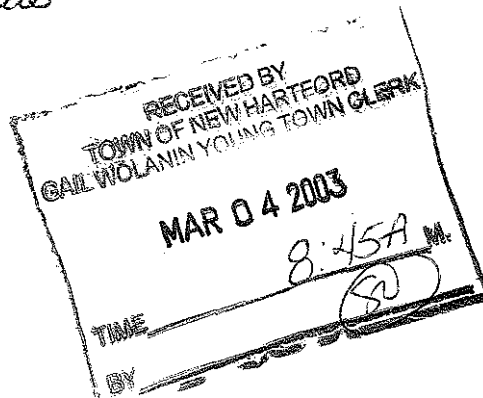
**ADJOURNMENT:**

Commissioner Janet Hughes moved to adjourn at 9:35P.M. seconded by Commissioner Patrick Cardinale, motion carried.

Respectfully Submitted,

*Barbara Couture*

Barbara Couture  
Secretary



## POLICE COMMISSION MEETING

February 26, 2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
JOHN SHAW  
EDWARD LEFEVER  
JANET HUGHES

### MEMBERS ABSENT:

### OTHERS PRESENT:

Chief Raymond Philo  
Town Supervisor Ralph Humphreys

Commissioner James Spellman at 7:31 P.M, called meeting to order.

### ACO REPORT:

Shawn Morgan, ACO was absent due to illness. The board reviewed the monthly report.

Chief Philo advised that a new pickup with a cap will cost more that the budgeted amount of \$11,500. The minimum cost through a State Bid process would be \$13,500 without a cap and no four- wheel drive. The sale of the old van should help defray the cost of the new pickup truck.

Commissioner Janet Hughes made a motion to recommend the purchase a new pickup truck with a cap in the amount of \$13,500, seconded by Commissioner Ed Lefever, motion carried.

### HIGBY ROAD CROSSING GUARD:

Town Supervisor Ralph Humphreys advised the commission that the Hughes Elementary School has agreed that the crossing guard is not necessary on Higby Road and that if there are children in the houses across the street from the school, they will be picked up by a bus. The PTA for Hughes school was also consulted and they agree that this position is not necessary. J.C. Waszkiewicz will be holding a meeting with the neighbors of the Hughes School to get their input. A date has not yet been set for this meeting.

### CHIEF'S REPORTS:

Chief Philo advised that there has been an increase in domestic cases and problems with a stalker have come up and there is an ongoing investigation in the Town.

**CHIEF'S REPORTS:**

**BUDGET 2002:**

Chief **Philo** advised that the 2002 budget has been closed with all bills having been paid and there is no outstanding items.

**ALARMS:**

Chief **Philo** advised that the present law regarding the **alarms** in residences and businesses is working well. He has continued to send letters to continuous alarm calls at various businesses **and** residences and this works well. Most of the time the alarms go off due to wind. The Dispatch Center now keeps a record on file with information on each alarm system with a contact person.

**DRUG TASK FORCE:**

Chief **Philo** advised the commission that the Drug task **Force** is doing an excellent job in the Town and Village of New Hartford. When any information regarding drug deals, possession, etc are received they are immediately turned over to the Drug Task Force and they take care of the situation. This helps the department by not using an officer or officers to do the investigation and arrests. The Task Force is getting guns and drugs off the streets. The drug problems are now moving into West Utica and into Yorkville and New York Mills.

**ONEIDA COUNTY TRAFFIC SAFETY:**

The department has applied for the **Traffic** Safety Grant again this year and the officers will be implementing the high motor vehicle areas such as the commercial corridor. The grant application is for \$12,000.

**ARMOR VEST GRANT:**

The department has received the Vest Partnership Grant and Officer Mike **Reilly** has received his vest. The vests are paid ½ by Department of Criminal Justice Services and ½ by the Grant money.

**OBSERVER DISPATCH.**

Chief **Philo** advised that once again the newspaper has not been printing all of the Blotter items sent in daily. Most of the time the list has been cut down or not printed until several days later. He has stopped sending the Blotter items until this can be cleared up with the newspaper.

CHIEF'S REPORTS:

STANDARDS OF CONDUCT:

The Rules and Regulations Manual that each officer receives when hired will have an addition to it soon. "Standards of Conduct" will be added. Also the entire manual will be updated soon. This Rules and regulations Manual was done in 1986 and there have been amendments along the way but it time now to review and make additions to the manual. A model ~~from~~ the Department of Criminal Justice Department and a copy of the New York State Standards are the resources for the Rules & regulations for the New Hartford Police Department. Chief Philo advised that he would have the Town Attorney review this when completed.

FIREARMS MANUAL:

Chief Philo advised that the new Sig Sauer 40 caliber guns have been ordered for the department. These guns replace the Sig Sauer 9mm guns and they will be traded in for the new ~~guns~~. Lt. Tim O'Neill and Officer Steve Layman have handled the purchase and will also train the officers on the new guns.

CHEMICAL TRAINING:

A handbook has been distributed to each officer on biological and radiological warfare. It is not necessary for this area to have training on this type of terrorism but it is a good thing to have available in case this should happen. The handbooks were given to every department as a precaution.

MVA104 FORMS:

A donation by Herb Phillipsons for a GPS , this helps officers find where a vehicle has been within 10feet to assist with filling out accident reports.

COMMISSION REPORTS:

Town Supervisor, Ralph Humphreys advised that the fee for accident reports has been canceled. The State Police can charge \$15.00.

Ralph also advised that he is still pursuing a police district for the Village so that they will have to pay a ~~tax~~ for the police department.

Jim Spellman asked if a fee for services can be charged for public safety in the areas of the Town and villages that do not pay a ~~tax~~ for police services. He requested that a legal opinion be sought on this matter.

NEXT MEETING: MARCH 26,2003

ADJOURNMENT: A motion to adjourn at 8:45 p.m. was made by Commissioner Janet Hughes seconded by Commissioner Ed LeFever, motion carried.

Respectfully submitted,

*Barbara Couteira*

RECEIVED BY TOWN OF NEW HARTFORD GAIL WOLANIN YOUNG TOWN CLERK
APR 11 2003
TIME <u>3:55 P</u> M.
BY <u>[Signature]</u>



## POLICE COMMISSION MEETING

March 26,2003

MEMBERS PRESENT:

Jim Spellman  
John Shaw  
Janet Hughes  
Ed LeFever

MEMBERS ABSENT:

Patrick Cardinale

OTHERS PRESENT:

Chief Raymond Philo  
Town Supervisor, R. Humphreys

Commissioner James Spellman at 7:31 P.M, called meeting to order

ACO REPORT:

Shawn Morgan, ACO was absent due to an injured knee.

Chief Philo advised that Shawn Morgan, ACO has been out of work for 4 four weeks and Jordan Spinella the Assistant ACO has been filling in as much as possible.

The Town is seeking to find a substitute to fill in while Shawn is on sick leave. It is probable that Shawn will be out for at *least* 2 more months.

Jordan is keeping a log everyday he works but has not been able to do a monthly report.

APPROVAL OF MINUTES:

Commissioner Janet Hughes made a motion to approve the minutes of February 26,2003, seconded by John Shaw, motion carried.

CHIEF'S REPORTS:

Chief Philo will be late for the meeting due to another meeting.

RULES & REGULATIONS MANUAL:

Jim Spellman advised that the "Standards of Conduct" are being written and added to the Rules and Regulations Manual. Town Supervisor requests that he receive a copy of the Rules & Regulations Manual and also a copy of the Standards of conduct when they are completed.

A copy of the "Standards of Conduct" will be mailed to the Commission members next month.

#### ACCIDENT REPORT FEE:

Commissioner Jim **Spellman** advised that the Village of Herkimer wants charge \$15.00 for copies of Accident Reports and they have requested the State of allow this. Commissioner **Spellman** requested that a letter be sent to Assemblyman **Townsend** and State Senator Meier advising that the Town of New Hartford would support any legislation also like to charge **\$15.00** per copy of a report.

Town Supervisor, Ralph Humphreys advised that he has already proposed this to Assemblyman **Townsend** and State Senator Meier. His proposal is that the State of New York gets \$5.00 and the Municipality gets \$10.00 for the cost of processing.

Commissioner John Shaw moved to have Commissioner Jim **Spellman** draft a letter to send to the Assemblyman and State Senator, seconded by Commissioner Ed **LeFever**, motion carried.

Chief **Philo** arrived at meeting at 8:00 P.M.

#### POLICE STATION CONSTRUCTION:

Town Supervisor, Ralph Humphreys advised that the Town has hired an architectural firm to make a survey of the police station and recommend if it is structurally sound for a second floor. The Preliminary study will cost \$1500.00. Ralph further advised that they are looking at a 2 story addition to the back of the present building and using the parking lot on the upper level that is town property.

#### ACO POLICY:

Chief **Philo** advised that a policy has been drafted by Lt/ Tim **O'Neill** and Jordan **Spinella** that they will be presented to the Town Board for their recommendation and adoption. There has also become a problem **with** loose dogs in the Town Park and a new policy on dogs in the park will also be reviewed.

The Animal Control **Officer** will not be in the business of **picking** up dead crows this year. The Oneida County Health Dept will handle this. Also the Town will not be responsible for testing any dead crows. Town Supervisor Ralph Humphreys advised that he has received **from** the Oneida County Health Dept. and he will send a copy of their recommendation to the commission.

**EMERGENCY PLANNING "ORANGE STATUS":**

Chief **Philo** advised that the contingency plans /critical infrastructure is in place if there should be an alert. The police department has plans in place for school safety, hospital within the Town, **Sangertown** Mall and other shopping areas, water **tanks**, etc. if this should become a reality in this area.

**NEW FIREARMS TRAINING:**

Chief **Philo** advised that Lt. Tim **O'Neill** and Firearms Instructor Officer Steven **Laymon** have now trained all officers on the new **firearms**.

**OBSERVER DISPATCH:**

Chief **Philo** **as** again started sending the Police Blotter information to the Observer Dispatch. They have agreed to put all of the information sent to them in the paper.

Commissioner John Shaw made a motion to have the Police Blotter printed on a weekly basis and published in the Mid-Weekly paper, seconded by Commissioner Ed **LeFever**, motion carried

**NEXT MEETING:     **APRIL 23,2003****

**ADJOURNMENT:** A motion to adjourn at 9:02 p.m. was made by Commissioner Janet Hughes seconded by Commissioner Ed **LeFever**, motion carried.

Respectfully submitted,



Barbara Couture  
Secretary

## POLICE COMMISSION MEETING

April 23,2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
JOHN SHAW  
JANET HUGHES  
ED LEFEVER

### MEMBERS ABSENT:

### OTHERS PRESENT:

Chief Raymond Philo  
Town Supervisor Ralph Humphreys  
Intern, Jordan Spinella

Commissioner, James Spellman at 7:30 P.M, called meeting to order.

### ACO REPORT:

Shawn Morgan is back to work but unable to attend the meeting. Commissioner Spellman requested that the monthly reports be brought up to date, even the months that Shawn was on sick leave.

Chief Philo advised the commission that in the absence of Shawn Morgan, Jordan Spinella, assistant ACO did a fine job and helped with reports and the Kirkland Police Department took over some of the calls during that time for their Town.

### APPROVAL OF MINUTES:

Commissioner Janet Hughes moved to approve the minutes of March 26,2003, seconded by John Shaw, motion carried.

### CHIEF'S REPORTS:

Chief Philo reviewed the reports and correspondence that the commission members received. The Commendations for bravery, judgment and good police work were given to Peter Colburn and Peter Hawes for an incident and arrest in the Village of New Hartford where a weapon was involved.

### NEW TOWN LAWS:

**Fire Hydrants:** the Town Board prohibiting the blocking of Fire Hydrants in the mall areas adopted a new law. (Sangertown Mall and Consumer Square).

## CHIEF'S REPORTS:

**Mass Gatherings:** The Town Board adopted a law concerning mass gatherings in the Town such as for carnivals, concerts, etc. A gathering would consist of over 1,000 persons or more in one place. A permit is now required for such a gathering and the fee is \$100.00 per day.

## LARCENY FROM VEHICLES:

A rash of break-ins have been happening in the mall and it has been established that this is an organized group of Russians. **Officer Joe Corr** and **Officer Mike Kowalski** have made four arrests so far. This gang targets parking lots especially school parking lots **looking** for stereo equipment. **Whitesboro High School parking** lot has had several thefts. The department is keeping a close watch on school **parking** lots and the three mall parking lots.

## INTERESTING CASES:

**An investigation was** held in the death of an elderly male who had fallen into a trash fire on his property. It was not known until the autopsy that he had the heart attack and therefore required an investigation.

## BUILDING UPDATE:

The Town Board has authorized a study of the police building to see if it is possible to add a second floor or build out the back and have a second floor on that **portion** of an addition.

## EMERGENCY MANAGEMENT PLAN:

Chief **Philo** advised that the Haz Mat Team is looking at business locations to see if they are in compliance with hazardous material standards.. **If** the locations are not in compliance of hazardous materials a letter is sent to them. The Dispatch Center will have a record of all hazardous material sites on file.

Commissioner Hughes suggested that the Bleachery Ave factory be looked at due to material that was improperly disposed of many years ago.

**SARS SCARE:** As a precaution, Chief **Philo** has ordered ~~the~~ 100 N95 masks for the department members. In case there is an outbreak of SARS, the officers would have the filter masks in their patrol cars.

**GRANT:**

The 2004 Traffic Safety grants have been awarded. The department has received five grants for Buckle Up; DWI; Speeding & Aggressive Driving; Impaired Driving; and Designated High Traffic areas.

Metro Program: The Utica Police Department applied for "Street Level Drug: grant and are engaging other agencies to join in with them for designated drug dealing problems. This program is geared at the street level dealing. Teams of officers will be sent out to deter this type of drug dealing.

Chief **Philo** advised the commission that a motion should be made to grant approval for the New Hartford Police to participate in this "Metro Program".

Commissioner Jim **Spellman** moved that the New Hartford Police Department participate in the Metro Program subject to Town Board and Town Attorney Vincent **Rossi's** approval of the contract agreement with the Metro Program, seconded by Commissioner Patrick Cardinale, motion carried.

A memorandum of understanding for the formation of the Metropolitan Enforcement Team Response and Operations has been extended to City of Utica Police, ( who received the grant and will supervise it), New Hartford Police Dept., **Kirkland** Police Dept., Town of Whitestown Police Dept., Village of Whitesboro, Village of New York Mills and the Oneida County District attorney's office.

**COMMISSION REPORTS:**

Commissioner Janet Hughes advised Chief **Philo** of her concern when a person who was arrested for MHL was transported and found to have a knife in her possession when she **arrived** at the hospital. A search was made of her person but not of her belongings which she grabbed and took with her in the ambulance. Commissioner Hughes was concerned for the safety of the ambulance personnel and the personnel at the hospital.

**NEXT MEETING:                      May 21,2003**

**ADJOURNMENT:** Commissioner John Shaw moved to adjourn at 8:32P.M, seconded by Commissioner Patrick Cardinale, motion carried.

Respectfully submitted,



Barbara Couture  
Secretary

## POLICE COMMISSION MEETING

May 21, 2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
JOHN SHAW  
EDWARD LEFEVER  
JANET HUGHES

### MEMBERS ABSENT:

### OTHERS PRESENT:

Chief Raymond Philo  
ACO – Shawn Morgan  
Town Supervisor Ralph Humphreys

Commissioner, James Spellman at 7:32 P.M, called meeting to order.

### ACO REPORT:

Shawn Morgan, ACO was present at the meeting, returning from a leave of absence due to illness. The board reviewed the monthly report.

The commission discussed the Animal Control Policy with Chief Philo. Commissioner James Spellman made a motion that the Police Commission approve the Animal Control Policy, seconded by John Shaw, motion carried.

The policy will be forwarded to the Town Supervisor for submission to the Town Board and their approval.

### CHIEF'S REPORTS:

#### Traffic Safety Committee Grant:

A grant in the amount of \$2,500 has been received by the department and is to be used in the Route 5A High Traffic Corridor. A study shows that this is the area where a lot of accidents occur. Extra patrols will be provided in the commercial areas. The majority of accidents occur due to following too closely and speed.

**CHIEF'S REPORTS:** continued

**Drug Dog:**

Chief Philo advised the commission members that Juvenile Aid Officer, Peter Colbum had arranged to have five drug dogs go through the New Hartford High School this week. The Principal approved this at least 3 months ago and Officer Colbum spent many hours arranging for this sweep.

Dr. Bradley, Superintendent of New Hartford School advised Officer Colburn 3 days prior to the date that the drug dog sweep will be canceled. The reason given was that the School Board members felt that this would be harmful to the vote-taking place on May 27<sup>th</sup> if there should be any publicity that was negative.

Chief Philo advised that he is very upset with the school for canceling this pro-active drug sweep and feels that the School Board and Dr. Bradley owe Officer Colburn and the Chief an explanation for the cancellation. The purpose of this was to provide safe schools and what better pro-active activity to show the voters that the school is taking this seriously. The Drug Free Program which the school board embraces needs to be in partnership with the policy agency willing to set up these programs.

The commission members agreed to send a letter to Dr. Bradley, Superintendent of Schools and to each of the School Board members. Commissioner Cardinale made the motion and Commissioner Lefever seconded, motion carried.

**Officers Award:**

Officer Scott Adsit received the Valor Award at the Oneida County Law Enforcement Day held at the Sangertown Mall. Each year an officer in the County receives this award. Scott was honored for his handling of the arrest at Circuit City, where a male became enraged and damaged several TV's.

**Codes Assistant:**

The Town Codes Department has requested through the Town Attorney that the police department assist in serving summons for codes violations. Chief Philo advised that he has not received a formal request from the Town Board, but the officers will help in this matter when requested.



## **CHIEF'S REPORTS:**

### **USDOJ:**

A representative from the United States Department of Justice was flown in from New Mexico to visit the Rome Laboratories. Chief **Philo** advised the commission that after the large fight in the Sangertown Mall he enlisted the help of the Rome Lab to help solve the problems in the mall. This representative wrote the book regarding Safe Schools legislation and asked to see the local mall where the incident took place and also to visit the local high school. The representative was very impressed with the School Resource Officers that this department has in place and made suggestions to the Juvenile Aid Officers for the mall situation.

### **Police Facility:**

Chief **Philo** advised that an architect from a Rochester firm has looked over the police and court quarters. They do not recommend that a second story to put on to the present building. They feel that everyone would have to move out of the present building for several months and that would involve a large expense.

### **Police Blotter/Newspaper:**

Chief **Philo** advised that the "Blotter" entries that are sent to the Observer Dispatch are now being sent to the Pennysaver for publication at least once a month. The editor of the Pennysaver has been very cooperative and publishing the blotter in it's entirety.

### **Standards of Conduct:**

The commission members have approved the Standards of Conduct that will be added to the Rules & Regulations Manual that each officer receives.

### **Major Cases:**

Chief **Philo** advised that there have been several larcenies from vehicles in the past month. Officer **Corr** and Officer Kowalski have been the investigating officers on these cases and have made an arrest.

The Drug Task Force is active in the New Hartford area also

### **Juvenile Aid Case Load:**

Chief **Philo** advised that the caseload for the Juvenile Aid Department has doubled from January 2003 through May of 2003.

**COMMISSION REPORTS:**

The Town Board will soon review a Police District Tax for the Village of New Hartford. This is not a property tax and does not mean there will be an increase in taxes. It is necessary for the shifting of funds that help pay for the police department. Such as sales tax revenue, etc.

Commissioner Cardinale asked what the status was for the Crossing Guards; Chief Philo advised that there has been no decision yet.

Commissioner Hughes asked if there had been any arrests for ATV activity in the Town. Chief Philo advised that there had been 6 arrests.

The Traffic Safety Grant has been in operation since May 1<sup>st</sup>.

**NEXT MEETING:                      JUNE 25.2003**

ADJOURNMENT: Commissioner Shaw moved to adjourn at 9:40P.M. seconded by Commissioner Janet Hughes, motion **carried**.

Respectfully submitted,

*Barbara Couture*  
*Secretary*

RECEIVED BY  
TOWN OF NEW HARTFORD  
GAIL WOLANIN YOUNG TOWN CLERK

JUN 30 2003

TIME 10:21 A M.  
BY R. Cardinale

## POLICE COMMISSION MEETING

June 25,2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
EDWARD LEFEVER  
JANET HUGHES  
JOHN SHAW

### MEMBERS ABSENT:

### OTHERS PRESENT:

Chief Raymond **Philo**  
ACO, Shawn Morgan  
Town Supervisor Ralph **Humphreys**  
Town Attorney, Vincent Rossi

Commissioner James **Spellman** at 7:32 P.M, called meeting to order.

### ACO REPORT:

Shawn Morgan, ACO, reviewed the monthly report with Commission members.

The New Hartford Town Board has passed the Animal Control Policy. There are some areas in the policy that will still **permit** the ACO Officer to use his discretion in handling dangerous and emergency needs of wildlife. The ACO is no longer trapping wild animals in the Town of New Hartford.

Town Supervisor requested that a Town Dog Census be conducted in the future. The expense to do this census is not in the current budget. The Town Clerk hires the census takers and coordinates the entire Census Taking Project.

The bidding on the Animal Control vehicle has been closed, now **all** that has to be done is to order the pickup truck.

Present at the meeting was the Town Attorney, Vincent Rossi and he explained in detail the Police District concept. The New York Mills Village Police Dept. is now a Sanctioned department and the part of the Village of New York Mills that lies within the Town of New Hartford no longer have to pay Town Tax for the New Hartford Police Department. The Village of New Hartford does not pay a tax for the police department.

Commissioner **Spellman** advised the Commission members that he had sent letters to two school **board** members, George Shaheen and Kevin Copeland, inviting them to attend the Police Commission meeting to discuss the Drug Dog situation. They did not respond to the invitation and are not present at the meeting..

CHIEF'S REPORTS:

BOCES AGREEMENT: The School Resource Officers will continue in 2003-2004 at the Oneida County BOCES schools on ~~Middle~~ ~~settlement~~ Road. The Brookside School in ~~Chadwicks~~ has moved to Utica

DCJS: The Department of Criminal Justice Services has offered to connect the New Hartford Police Department through the Central Dispatch Center via Internet to Washington, D.C. and Albany for record checks.

DWI PROGRAM: The Oneida County Stop DWI Program has purchased new radar for a New Hartford Police patrol car.

TRAINING: Chief **Philo** advised **that** several officers will receive training in "First Response", "Counterfeit Bills", "Cigarette & Alcohol enforcement" at the Police Academy.

SCHOOL POLICY: The School Resource Officers had setup a "Drug Dog" sweeps the end of May, which the school administrators cancelled. A letter was sent to School Board President, James Stevens to attend the police commission meeting to discuss this issue. There was no response to the letter and Mr. Stevens has not presented himself at this meeting.

Chief **Philo** advised the Commission that the New Hartford School has endorsed the "Safe Schools Policy" and that it needs to be enforced.

Chief **Philo** advised that the New Hartford School Board wants to have a policy in place before they allow a drug dog to go through the schools.

Commissioner **Spellman** suggested that the Commission invite two school board members to the July 30, 2004 meeting for discussion on this matter.

CROSSING GUARDS: Supervisor, Ralph **Humphreys** advised the commission that the New York State Controllers Office will render an **opinion** as to whether the Town or Village have the burden of the expense. This will **then** settle the matter of who pays for the crossing guards, Village or Town. This matter will have to be presented to the New Hartford Town Board before it can be taken to the State for judgment.

EXECUTIVE SESSION: Commissioner Hughes moved to go into executive session at 8:58 p.m. for discussion of a juvenile case, seconded by Commissioner **Lefever**, motion carried.

Commissioner Cardinale moved to come out of executive session at 9:10 p.m. Seconded by Commissioner Hughes, motion carried.

NEXT MEETING: JULY 30,2003

**ADJOURNMENT: A motion to adjourn at 9:45 p.m. was made by Commissioner Edward Lefever seconded by Commissioner Janet Hughes, motion carried.**

Respectfully submitted,



Barbara Couture, Secretary

RECEIVED BY  
TOWN OF NEW HARTFORD  
GAIL WOLFE YOUNG TOWN CLERK

AUG 14 2003

TIME 2:20

BY NK

## POLICE COMMISSION MEETING

July 30, 2003

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
JOHN SHAW  
EDWARD LEFEVER  
JANET HUGHES

### OTHERS PRESENT:

Chief Raymond Philo  
ACO – Shawn Morgan

Commissioner James Spellman at 7:31 P.M, called meeting to order.

### ACO REPORT:

Shawn Morgan, reviewed the monthly report.

APPROVAL OF MINUTES: Commissioner John Shaw moved that the June minutes be approved, seconded by Commissioner Janet Hughes, motion carried

### CHIEF'S REPORTS:

VILLAGE TAX: Chief Philo referred the commissioners to the letter to the Office of the State Comptroller sent by Supervisor Ralph Humphreys regarding the Town Law 150. "If a town police department was established after January 1, 1960 and a village within the town maintains a village police department of four or more police officers on an annual full-time basis, real property within that village (but not within other nonqualifying villages) is exempt from real property tax assessments for the maintenance and operation of the town police department." This Law now references the Village of New York Mills that now has a full-time police department. As of this date no action has been taken regarding this law and the changes within the village of New York Mills.

BUDGET: Commissioner James Spellman asked the commission members to volunteer to assist the Chief in the budget process. Commissioner Patrick Cardinale advised that he would serve and Commissioner Edward LeFever volunteered to serve.

## CHIEF'S REPORTS:

**OFFICER INJURED:** Officer Rick Jones broke his thumb when he had a foot chase in Sangertown Mall. The male had threatened suicide and threatened to kill his girlfriend. In the pursuit, **Officer** Jones fell.

**DRIVERS LICENSE REVIEW:** Chief **Philo** advised that every year he checks the New York State driver's files for each of the officers. This years review did not show any driving records for any of the officers.

**UNDERAGE ALCOHOL SALES:** This year there were no violations in the Town and Village of New Hartford. The team of officers and an underage person visit establishments to see if they are selling to underage persons. There were some violations in Utica.

**TEEN VIOLENCE:** Chief **Philo** advised that a teen that was involved in the violence last year at Sangertown mall and had been a suspect in the investigation. Had been carrying a gun at that time. This person was killed this week in Utica. The police department must keep up its vigilance in tracking and watching teen's in-group gatherings at the mall.

**PARIS ROAD HOME INVASION:** Chief **Philo** advised the Commission that there had been a home invasion on Paris Road. The mother was working and her teens had a small party. Several teens **from** Proctor school where the teens had attended came to the party. There was forced entry and an assault. At this time there has been one arrest and two others are pending.

**NOTICE OF CLAIM:** The New Hartford Police **Department** has received a Notice of Claim from a **Terry** Dingle. This person was arrested for shoplifting in **Kaufmans** at Sangertown Mall. Kaufmans called for the police to respond, the person had **left** the mall in a **vehicle** and security had supplied the officers with the plate number. The officer stopped the car and could not **find** any property in the vehicle. Traffic tickets were issued for suspension of her driver's license. The "**Notice of Claim**" indicates that the person was for false arrest.

**PBA CONTRACT:** The police contract has not been settled and has gone to arbitration

COMMISSION REPORTS:

Commissioner Janet Hughes advised the commission that she had ridden with an officer. She was very impressed with the professional handling of situations by the officer.

Commissioner Edward **LeFever** advised the Commission that he was at the location on Valley View Road when the officers were handling the traffic tie up due to the Hazardous Material spill on Valley View in the City of Utica. Commission Lefever advised that Officer **Corr** and Officer Collins had to **handle** residents that were very upset due to the fact that they could not travel down Valley View Road. They handled these very irate people in a very professional manner.

Commissioner **Spellman** suggested that a letter be sent to the officers commending them of their professional handling of this situation.

NEXT MEETING: August 27, 2003

ADJOURNMENT: A motion to adjourn at **9:00p.m.** Was made by Commissioner Patrick Cardinale seconded by Commissioner John **Shaw**, motion carried.

Respectfully submitted,



Barbara Couture  
Secretary



**POLICE COMMISSION MEETING**

**SPECIAL MEETING**

September 10, 2003

**MEMBERS PRESENT:**

JIM SPELLMAN  
JOHN SHAW  
JANET HUGHES  
PATRICK CARDINALE

**MEMBERS ABSENT:**

EDWARD LEFEVER

**OTHERS PRESENT:**

CHIEF RAYMOND PHILO  
COUNCILMAN DAVE BUTLER  
COUNCILMAN RICH WOODLAND  
TOWN ATTORNEY VINCENT ROSSI

Meeting called to order by Commission Jim **Spellman** at 6:56 P.M.

Commissioner **Spellman** advised the Commission members that this Special Meeting has been called to **discuss** procedural matters and personnel matters.

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 6:58 P.M., by Commissioner Shaw, seconded by Commissioner Hughes, motion carried.

A motion was made to come out of Executive Session at 8:35 P.M., by Commissioner Hughes, seconded by Commissioner Shaw, motion **carried**.

**ACO PART-TIME POSITION:**

A motion **was** made by Commission Hughes to approve the recommendation of Frank **McCully** to be presented to the Town Board for employment as a Part-Time **Animal** Control Officer, seconded by Commissioner Shaw, motion carried.

**911 ISSUE:**

Chief **Philo** advised the Commission that the New Hartford Dispatch Center is still not receiving a share of the monies collected by Oneida County for the 911 Centers. Chief **Philo** will ask the Town Board to approve a letter to be sent to the Oneida Assemblyman David **Townsend** to see if we can receive special grant money from the state to **fund** cellular phone location money.

Commissioner **Spellman** advised the Commission that the New Hartford PSAP should be receiving approximately \$30,000 of the collected monies.

Commissioner **Spellman** endorsed a letter to sent of Assemblyman **David Townsend** who is the representative **from** the district in the County that covers the New Hartford Dispatch Center. The letter will ask the Assemblyman to support the distribution of **funds** to the New Hartford PSAP, both grant **funds** and 911 surcharge **funds**.

**ADJOURNMENT:**

A motion was made to adjourn at 8:45P.M. by Commissioner Shaw, seconded by Commissioner Hughes, motion **carried**.

Respectfully submitted,

*Couture*

Barbara Couture  
Secretary

RECEIVED BY  
TOWN OF NEW HARTFORD  
GAIL WOLANN YOUNG TOWN CLERK

DEC 12 2003

TIME 10:45 M.

BY NK

## **Police Commission Meeting**

**September 24, 2003**

MEMBERS PRESENT:

JAMES SPELLMAN  
JANET HUGHES  
JOHN SHAW  
PATRICK CARDINALE  
EDWARD LEFEVER

OTHERS PRESENT:

CHIEF PHILO  
ACOI Shawn Morgan

Meeting called to order at 7:30 p.m. by Commissioner James Spellman

APPROVAL OF MINUTES: Commissioner Janet Hughes moved to approve the minutes of August 27 and Special Meeting September 10, 2004, seconded by Commissioner John Shaw, motion carried.

ACOREPORT: Animal Control Officer, Shawn Morgan reviewed the Monthly Report with the Commission members. The Commissioners discussed the number of nuisance calls that Shawn had responded to during the month of August. Commissioner Patrick Cardinale made a motion to approve the monthly report, seconded by Commissioner John Shaw, motion carried. Chief Philo advised that the State Bid package would be forthcoming in the month of October. At that time Chief Philo and Shawn Morgan will prepare the bid for a pickup truck.

CHIEF'S REPORTS:

Commission members reviewed the monthly reports with Chief Philo.

LIGHT DUTY: Chief Philo reviewed with the Commission members the "Light Duty Job Description". Officer Rick Jones will be coming back to work on "Zight Duty" under the direction of this job description.

TARGET GRANT: Chief Philo advised the Commission that the Target store has given the police department a grant in the amount of \$600.00. The department will be purchasing a new digital camera and the old one will be sent to the New Hartford Senior Center.

SCHOOL RESOURCE OFFICER REPORT: Chief Philo reviewed the end of year report from the School Resource Officers in the Juvenile Aid Department.

PBA CONTRACT: Chief **Philo** advised that the police officers have received notification that on November **20,2003** a New York State Mediator will be meeting with the Town officials and PBA president regarding the contract.

COMMISSION REPORTS:

Commissioner Edward Lefever advised the Commission that the Loss Prevention Coalition will be meeting on October **8,2004** with Bank Security officers and welcome them to join the Coalition's future meetings. The merging of the retail store security officers and bank security officers will greatly enhance the communications for the Loss Prevention Coalition.

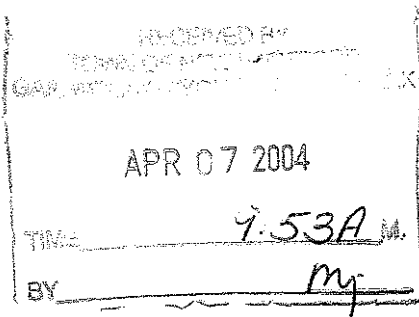
NEXT MEETING: **OCTOBER 22,2003**

ADJOURNMENT: Commission John Shaw moved to **adjourn** at **9:00 P.M.**, seconded by Commissioner **Ed LeFever**, motion **carried**.

Respectfully submitted,



Barbara Couture



**POLICE COMMISSION MEETING**

October 22, 2003

**MEMBERS PRESENT**

**JIM SPELLMAN  
PATRICK CARDINALE  
EDWARD LEFEVER**

**MEMBERS ABSENT:**

**JOHN SHAW  
JANET HUGHES**

**OTHERS PRESENT:**

**Chief Raymond Philo**

Commissioner James **Spellman** at 7:34 P.M, called meeting to order.

**ACO REPORT:**

The commission reviewed the monthly Animal Control Report. Commissioner Edward **LeFever** made a motion to accept the report, seconded by Commissioner Patrick **Cardinale**, motion **carried**.

Chief **Philo** advised that the state contract for trucks has **not** become available.

**APPROVAL OF MINUTES:**

The September Minutes will be held for approval at the next monthly meeting.

**CHIEF'S REPORTS:**

**AWARD:** Juvenile Aid **Officer**, Frank **Manfredo** received an outstanding award from the Sauquoit Valley Optimist Club for his work with students at the Sauquoit Valley Central School as their School Resource Officer.

**CEPTED:** The Police **Dept** put on a power point presentation for the BOCES School regarding **CEPTED**.

SCHOOL DRUG DETECTION: Chief **Philo** brought to the meeting the drug detecting kits used for detecting drugs in schools. These kits were free from the National Institute of Justice Research Project. The New Hartford Police Department was chosen to receive these kits due to the work the School Resource Officers carry out in the several schools in the Town and Village of New Hartford. **Officer** Peter Colburn will be in charge of the kits.

DRUG INVESTIGATIONS: The Drug Task Force will be **working** with the New Hartford Police Department during lunch hours in and around the High School and Village to help deter the passing and selling of drugs. Also a couple of specific locations will be under surveillance.

GRANTS: The Traffic Safety Grant for 2004 was requested in the amounts of \$27,000 there is no determination what the final amount will be. The "Buckle Up" grant will be increased by \$1,000. There will be two more grants from the Traffic Safety Board coming in the future.

PROJECT CHILD SAFE: The New Hartford Police Department has received 500 gunlocks to be distributed to residents who own guns.

TACTICAL TEAM: The New Hartford Police **Dept.** will be helping a combined Tactical team when searches of drug houses are necessary. The Drug Task Force will have the tactical team clear the house and then the task force will go in and do the actual search for drugs and weapons.

DEVELOPMENTS: Chief **Philo** advised that there are 4 planned developments before the Planning Board. All are of a commercial nature and one is the **Sitria** Home.

FBI: Chief **Philo** advised the commission members that the FBI is no longer doing investigations of embezzlements under the amount of \$100,000. These complaints are now being handed over to the local police departments. The New Hartford Police **has** received one complaint and that is **for** \$10,000 embezzlement. The case is under investigation.

COMMISSION REPORTS:

The term of Commissioner **Spellman** will end December 31, 2003. Commissioner **Spellman** advised that he wishes to be reappointed to the Board. A letter from the Commission Board will be sent to the Public Safety Committee advising them of his wishes.

NEXT MEETING: MONDAY - DECEMBER 8, 2003

LOCATION. Community Building  
Kellogg Road

ADJOURNMENT: A motion to adjourn at 8:50 p.m. was made by Commissioner Edward Lefever seconded by Commissioner Patrick **Cardinale**, motion carried.

Respectfully submitted,



Barbara Couture  
Secretary

## POLICE COMMISSION MEETING

December 8, 2003

### MEMBERS PRESENT

JIM SPELLMAN  
JANET HUGHES  
JOHN SHAW  
PATRICK CARDINALE  
EDWARD LEFEVER

### OTHERS PRESENT:

Chief Raymond Philo  
Councilman Woodland  
Town Supervisor, Ralph Humphreys

Meeting called to order by Commissioner Spellman at 7:30 P.M.

### HAZ-MAT TEAM DEMONSTRATION:

Officer Fran Manfredo and Firefighter Robert Stevens presented to the commission members the technology that the Haz-Mat Team has acquired through grants and donations from the commercial community.

The Haz-Mat Team consists of policemen and firemen from Utica and the New Hartford Police Dept. Officers Robert Philo and Fran Manfredo represent NHPD and Robert Stevens is from the Utica Fire Dept.

The Utica National Insurance Company donated \$50,000 to be used for equipment to test hazardous materials (including drugs) in the field. The Travel Biosensor cost approximately \$8,000 and can be used on the spot when hazardous materials are suspected. The officer then returns to the police station where more testing can be completed.

During the demonstration, Sgt. Dan Appler brought in a package of suspected substance to be tested. Within minutes the light spectrometer gave a reading of what the powder contained and the percentage of that substance.

Officer Fran Manfredo explained to the commission members that there is only one laboratory in New York State that can do such testing and now the Haz-Mat Team has the equipment here in the Utica area to such testing.

### ACO REPORT:

The commission members reviewed the monthly Animal Control Report with Shawn Morgan. They have not been able to purchase a truck yet; the New York State Bids are now open yet. If the bids do not open until 2004, the money allocated for this purchase will be moved into the 2004 budget.



#### APPROVAL OF MINUTES:

Commissioner Janet Hughes moved to approve the minutes of the September and October meeting, seconded by Commissioner John Shaw, motion carried.

#### METRO TEAM:

The New **Hartford** Police, Utica Police Dept and Sangertown Mall Security used the Metro Team in order to enhance public safety at Sangertown Mall. This team has proved to be favorable in controlling the drug **trafficking** and drug use at Sangertown Mall. During the Christmas Shopping Rush there will be four officers on duty at the mall with the Metro Team on Friday nights. The Drug Task Force will also be available to the Metro Team when needed.

A drug dog was used at the New Hartford High School in October and there was only one incident of marijuana in a locker. One arrest was made out that drug sweep of the school.

#### PBA CONTRACT:

**Chief Philo** advised that the Police Department contract has tentatively been settled. **Supervisor** Ralph Humphreys reviewed the agreement with the commission members.

Supervisor Humphreys also advised that he has requested that the two part-time policy officers who are also full-time Utica Firemen, sign a waiver of no benefits and have this document placed in their respective personnel file.

#### COPS GRANT:

The check for the COPS GRANT has been received in the amount of \$52,404.00, this covered the 2003 year budget expenses for officers hired under this grant.

#### DEVELOPMENT PROJECTS:

**Chief Philo** advised that there are three new projects before the Planning Board. Two of which are car wash businesses in Washington Mills. One on Chapman Road behind **McDonalds** a 2-bay washer) and the other on Oneida St., next to **Nimey's** in place of the ice cream store is proposed to be a 5 car bay washer.

**Chief Philo** has favorably approved of the one on Chapman Road.

The **Sitrin** Home Project is also before the Planning Board.

#### COMMISSION REPORTS:

Commissioner **LeFever** asked **Chief Philo** how the traffic flow was in Consumer Square since they installed a traffic light at the first intersection in the complex. **Chief Philo** advised that it seems to help some during the Christmas **rush.**

Supervisor Ralph Humphreys advised the commission that the Town Tax bills will have a designation of charges for those in the Town that pay for police protection

and for those who do not. The cost for police protection will pay 1.23 per thousand dollars of assessed value.

**ELECTION OF POLICE COMMISSIONER:**

Commissioner James **Spellman** advised that the Town Board has not appointed a commissioner at the December meeting. This will be done at the January regular board meeting. The commission will then be able to appoint a chairman at their January meeting.

Commissioner John Shaw moved to postpone the election of a **chairman**, seconded by Commissioner Janet Hughes, motion carried.

**NEXT MEETING:** January 28, 2003

**ADJOURNMENT:**

Commissioner Janet Hughes moved to adjourn at 9:30 p.m., seconded by Commissioner **John Shaw**, motion carried.

Respectfully submitted,



Barbara Couture

