

## POLICE COMMISSION MEETING

January 28.2004

MEMBERS PRESENT:

JIM SPELLMAN  
JOHN SHAW  
JANET HUGHES  
EDWARD LEFEVER

MEMBERS ABSENT:

PATRICK CARDINALE

OTHERS PRESENT:

CHEF RAYMOND PHILO  
COUNCILMAN DONALD BACKMAN  
COUNCILMAN J.C. WASZKIEWICZ

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

Commission Chairman, James Spellman welcomed the Public Safety members, Councilman J.C. Waszkiewicz and Councilman Donald Backman.

Councilman Donald Backman requested that the secretary for the Commission provide him with a list of the board members attendance at last years meeting.

ACO REPORT:

Animal Control Officer Shawn Morgan was not in attendance; Chief Philo reviewed the monthly report with the Commission members.

Commissioner John Shaw moved to approve the December 2003 ACO Report, seconded by Commissioner Janet Hughes, motion carried.

APPROVAL OF MINUTES:

Commissioner Janet Hughes made a motion to approve the minutes of December 8,2003, seconded by Commissioner Edward LeFever, motion carried.

CHIEF'S REPORTS:

YEAR END REPORT:

Chief Philo reviewed the Year Ending Report for the year 2003 with the Commission members. This is the first full year of statistics from the Zone 4 area. Chief Philo advised that this information is essential for reports that are specific information for the commercial area of the town. When there is a request from SEQRA, the statistics can now be complied in a more rapid and correct manner.

Chief Philo informed the Commission that accidents are up due to the harsh winter and that there were a few DWI arrests during the holiday season. The STOP DWI program funded extra patrols the weekend before Christmas, which helped in having an extra patrol out at that time.

The Councilman inquired if the N.H. Police participate in Road Blocks. Chief Philo advised that he only participates in Road Blocks if there is extra funding for that program. As a rule the N.H. Police do not have Road Blocks due to the fact that it is so labor intensive and usually is a control for one specific roadway. Chief Philo believes that a DWI road patrol where the officers are patrolling several areas of the town during a shift, is more effective. When a person is arrested at a Road Block, it takes two officers off the road to process the arrested person and 2 officers must stay with the Road Block.

The Councilmen asked if there have been any snowmobile tickets issued. Chief Philo advised that the snowmobiles are very hard to catch and he has asked the New York State Environmental Conservation Dept to help in patrolling the Chadwicks area where there have been complaints of speeding snowmobiles. That department has snowmobiles available for searching for such snowmobile violations.

#### DOG ENUMERATION:

Chief Philo advised the Commission that the Dog Census has begun. The Town Clerk has hired people to go door to door and take the dog census.

#### OFFICER MANFREDO:

In January 2003, Officer Fran Manfredo a part-time police officer for the N.H. Police Department and a full-time Utica Fireman was appointed as Assist Fire Chief of Utica. Officer Manfredo is still a part-time employee of the department and will continue until he feels that he can no longer give any time to his part-time position. Chief Philo advised that he appreciates any time that Officer Manfredo can give to the department as he is certified as a Juvenile Aid Officer and he works well with the students and is also a fine police officer.

#### BUDGET 2003:

The Police Department Budget for 2003 has been closed out and the department has not gone over the budget amount in any categories.

#### WEBSITE:

The Town of New Hartford has an excellent website and 2 town employees are helping with the site for the Police Department. The daily Blotter will be displayed each day on this website. The website is [www.Town.New-Hartford.NY.us](http://www.Town.New-Hartford.NY.us)

#### BANK SECURITY OFFICER:

The Loss Prevention Coalition meets once a month with Lt. Tim O'Neill. This committee consists of loss prevention employees at retail stores and now the banking industry has joined in this monthly meeting. This meeting of the two groups helps the loss prevention officers to exchange ideas and information regarding crime in their respective locations.

#### VILLAGE DRUG ARREST:

Chief Philo advised that after a long investigation the Drug Task Force has made an arrest of a teenager who had been providing drugs to the High School students. The Police Dept., Metro Team, and Drug Task Force worked together to make this arrest. Drugs were found in a Village apartment.

#### ONEIDA COUNTY DRUG TASK FORCE:

The creation of the Oneida County Drug Task Force has been a very successful program for the Utica and New Hartford area. All drug tips, information are directed to the Drug Task Force and therefore does not tie up police officers that are on road patrol with these investigations. The Task Force is keeping the streets "Hot" which helps to deter the drug community from prevailing. Chief Philo encourages the Village to keep absentee landlords accountable in the their village in order to prevent drugs from moving into the New Hartford area.

#### 2004 GOALS:

# 1 Goal is to seek funding from Oneida County for the 911 Center. The New Hartford Dispatch Center does not receive their fair share of the .35-cent collected on each phone in the Town of New Hartford. This charge will soon go up to .75 cents per phone and in the future there will also be a charge on cell phones. This revenue should be shared with the PSAP's such as the Dispatch Center in New Hartford.

Commission Spellman advised that a rough estimate could be \$30,000 under the 35-cent fee.

Councilman Waszkiewicz suggested that New Hartford merge with Utica and Rome to force the County to give these PSAP's their fare share of the revenue.

Supervisor Humphreys advised that this become a priority to get the revenue before it reaches the County.

Chief Philo advised that County Executive Griffo is very familiar with this problem and that this is the year to push for the fare share of this revenue.

# 2 Goal is to pursue the search for a bigger and better location for the Police and Court. Chief Philo asked the Councilmen present to work with the Town Board in resolving this situation. The Police Department is in dire need of more space.

#### GRANTS:

The year 2004 brings two new grants to the Police Department. The Homeland Security Grant has given 14 breathing masks to the department. All agencies that are "First Responders" have received this grant.

The GTSC grant is money to provide extra patrols for alcohol investigations of bars and DWI patrols. There is a huge problem with forged drivers license and false licenses among the underage. A Bar Code Registration will be introduced in the near future to help control this fraud.

Councilman J. C. Waszkiewicz, asked if the Chief felt that a grant writer was need to help the police department write new grants. Chief Philo advised that having a grant writer available when needed would be very helpful.

ACO TRUCK:

The New York State Contract Bid sheets have finally come out and Chief Philo has ordered a new Pickup truck for the Animal Control Department.

LOCAL ARREST:

Chief Philo advised the Commission that an arrest of 2 teenagers was made on Monday night as a result of a fight on Winmar Crescent. This was a result of Sauquoit and New Hartford students having a confutation. The officers secured weapons such as chuck-a stick.

HAZ-MAT:

Councilman J.C. Waszkiewicz asked if the New Hartford Police have their own team or unit. Chief Philo advised that when the Haz- Mat Team, which is Utica Fire Dept., Utica Police and New Hartford Police, need the team an officer from New Hartford would participate. There is no cost to the New Hartford Police Department.

COMMISSION REPORTS:

Chairman: Commissioner John Shaw made a motion to appoint Commission James Spellman as Chairman of the Police Commission for the 2004 term, seconded by Commissioner Janet Hughes, motion carried.

Supervisor Ralph Humphreys asked Chief Philo if the secretaries in the police department would run the data's on parking tickets that are outstanding in order to collect this fee. Chief Philo advised that he would be glad to have his staff provide this for the Court.

NEXT MEETING: FEBRUARY 11.2004

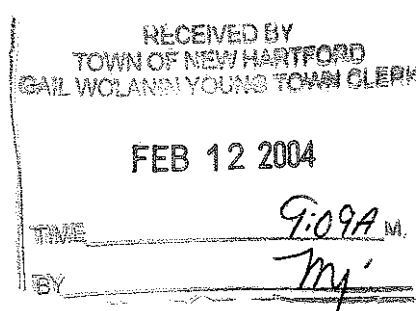
ADJOURNMENT:

Commissioner John Shaw moved to adjourn at 8:58p.m. seconded by Commissioner Janet Hughes, motion carried.

Respectfully Submitted,

*Barbara Couture*

Barbara Couture  
Secretary



# POLICE COMMISSION MEETING

February 11, 2004

MEMBERS PRESENT:

PATRICK CARDINALE  
JOHN SHAW  
EDWARD LEFEVER  
JANET HUGHES  
JIM SPELLMAN

MEMBERS ABSENT:

OTHERS PRESENT:

Chief Raymond Philo  
ACO – Shawn Morgan  
Councilman- D. Backman

In the absence of Commissioner Jim Spellman, Commissioner Patrick Cardinale presided over the meeting and called the meeting to order at 7:30 P.M.

**ACO REPORT:**

Shawn Morgan, reviewed the monthly report. Shawn advised the Commission that the increase in the daily fee for holding dogs was increased to \$15.00 this year and this increase has been a big help in having a profit of \$55.00 this month.

The Dog Census is moving along slow, with only two employees at the present.

**APPROVAL OF MINUTES:** Commissioner Edward LeFever moved that the January 2004 minutes be approved, seconded by Commissioner John Shaw, motion carried

**CHIEF'S REPORTS:**

**COMMISSIONER SPELLMAN:**

Chief Philo advised the Commission that Jim Spellman had been injured in an accident on Monday February 9<sup>th</sup> and is in the hospital with a broken hip. His condition is fair at this time after having surgery.

**VEHICLE ACCIDENTS:**

The New Hartford Police vehicles were involved in two separate accidents recently. The first was a car/deer accident with minor damage to the patrol car. The second accident was when a Dunkin Donut van backed into the patrol vehicle.

**GRANT:**

The department has received a grant in the amount of \$5,000 and as part of the Underage Alcohol Grant A Bar Code Reader has been purchased in the amount of \$1700.00. This hand held device will scan driver's license, registrations and let the

officer know if the person is a wanted person or if the license is suspended. All of the information has been downloaded from the New York State NYSPIN computer and will be downloaded each day to keep it up to date. This hand held computer can be carried into bars to check for underage alcohol violations and the information will be available immediately to the officer.

**DRUG TASK FORCE:**

The New Hartford Police is working with the Utica Metro Force and the Oneida County Drug Task Force to hunt out drug problems in the New Hartford Village area.

**STANDARDS OF CONDUCT:**

An updated "Standards of Conduct" has been revised and placed in each officers "Rules & Regulations Book". Chief Philo advised the Commission that this is on-going process of updating the Regulations Book and he has used suggestions from the New York State Justice Department.

Commissioner Patrick Cardinale made a motion to accept the "Standards of Conduct", seconded by Commissioner Edward Lefever, motion carried.

**OFFICER MANFREDO:**

The Commission was advised that Officer Fran **Manfredo** has not resigned from the department, but has taken a leave of absence. Officer **Manfredo** has been appointed Assistant Fire Chief of **Utica** and would like this time to see if he can still work part-time for the New Hartford Police Department.

**COMMISSION REPORTS:**

The question of "Downloading Music" was asked if this is a civil or criminal crime. Chief **Philo** advised that it is a civil violation.

**WARRANT EXECUTION:**

Chief **Philo** advised that he and **Sgt. Hammond** had traveled to South Carolina to bring back a male who was dangerous and wanted for burglary in the Village of New Hartford. This male had broke into an apartment and had threatened a female several times. He is now in Oneida County Jail and will be arraigned in New Hartford Village Court soon.

**NEXT MEETING: MARCH 24'**

**ADJOURNMENT:** Commissioner John Shaw moved to adjourn at 8:21p.m., seconded by Commissioner Edward Lefever, motion carried.

Respectfully submitted,

*Barbara Couture*  
*Secretary*

## POLICE COMMISSION MEETING

March 24, 2004

### MEMBERS PRESENT

JANET HUGHES  
JOHN SHAW  
PATRICK CARDINALE  
EDWARD LEFEVER

### MEMBERS ABSENT

JAMES SPELLMAN

### OTHERS PRESENT:

Chief Raymond Philo  
Shawn Morgan, ACO

Meeting called to order by Commissioner, Patrick Cardinale at 7:30 P.M.

### ACO REPORT:

Animal Control Officer, Shawn Morgan advised the Commission that the dog census is going well. So far they have only found 12 dogs unlicensed. The Commission reviewed the monthly report with Shawn.

### CHIEF'S REPORTS:

#### 911 CENTER:

Chief Philo advised the Commission members that he is corresponding with the County Officials regarding the upgrading of equipment for the New Hartford Dispatch Center. The equipment was given in 1995 when the 911 Center was setup and there has been no further upgrading since that time. The New Hartford Dispatch Center does not receive its share of the revenue that Oneida County receives through the .35-cent charge on all phones in the county. The officials are now trying to raise that fee to .75 cents per household and also a fee on cell phones. New Hartford Dispatch Center wants a part of this revenue. Chief Philo will be seeking help from the Town Board to obtain this revenue for the New Hartford Public Safety Answering System.

#### IDENTITY THEFT:

The New Hartford Police Department is receiving an increase in complaints of Identity Theft. The Department is responding to these complaints and seeking training for such complaints.

DLIC'S:

Every year Chief Philo runs a computer check on each employees driving record. He feels that all employees that drive Town vehicles should have a check done of their personal license each year.

MALL SITUTATION:

Chief Philo reported to the Commission that a large group did congregate at the Sangertown Mall on Friday night. It did not become out of hand and the officers on duty at the mall were able to disburse the group without any incidents.

The Commission members suggested that Chief Philo send a letter to the Mall Manager and to the Pyramid Corporation suggesting that the Sangertown Mall install the proper rating for the mall with regulations to prevent large gatherings in the future.

TRAFFIC SAFETY GRANT RESULTS:

Chief Philo distributed to the Commission Members a copy of the Statistic Report for the Traffic Safety Grant results of 1999 to 2003. Commission members review the report with Chief Philo. ( Copy on file )

SGT. RICHARD HAMMOND:

Sgt. Richard Hammond has been injured when he tried to make an arrest for disorderly conduct at the A-Plus on Kellogg Road on 3/20/2004. A male who was drunk were harassing employees and customers and then stole window washing liquid and poured it all over his vehicle. In an attempt to arrest the male there was a scuffle and Sgt. Hammond's knee was kicked and he now has a herniated disk in his back. He is in St. Lukes Hospital. The male was arrested on felony charges and is in Oneida County Jail awaiting a psychiatric exam.

PART-TIME POSITION:

Chief Philo advised the Commission that he is now down four officers and needs to hire a part-time officer as soon as possible. Matt Sica a full-time Village of Whitesboro officer has applied for this part-time position. Officer Sica comes highly recommended and it is recommended that the Commission make a motion to approve the hiring of Officer Sica and send this recommendation to the Town Board.

Commissioner John Shaw moved to recommend the hiring of Officer Matt Sica, seconded by Commissioner Edward LeFever, motion carried.

EXECUTIVE SESSION:

Commissioner John Shaw made a motion to go into Executive Session at 8:24 p.m. for the purpose of discussing a Personnel Matter, seconded by Commissioner Janet Hughes, motion carried.

Commissioner Edward LeFever moved to come out of Executive Session at 8:52 p.m., seconded by Commissioner Janet Hughes, motion carried.



**NEXT MEETING: APRIL 27,2004**

ADJOURNMENT: Commissioner Janet Hughes moved to **adjourn** at 9:00p.m., seconded by Commissioner John Shaw, motion carried.

Respectfully submitted,

*Barbara Couture*

Barbara Couture  
Commission Secretary

RECEIVED BY  
TOWN OF NEW HARTFORD  
GAIL WOLANIN YOUNG TOWN CLERK

MAY 20 2004

TIME 9:05 M.

BY Allyouney

## NEW HARTFORD POLICE COMMISSION

April 27, 2004

### MEMBERS PRESENT:

JIM SPELLMAN  
JOHN SHAW  
JANET HUGHES  
PATRICK CARDINALE  
EDWARD LEFEVER  
CHIEF RAYMOND PHILO  
RALPH HUMPHREYS  
DONALD BACKMAN  
SHAWN MORGAN, ACO

### OTHERS PRESENT:

Meeting called to order by Commissioner Jim Spellman at 6:32 p.m. .

### ACO REPORTS:

Animal Control Officer, Shawn Morgan reviewed the monthly report. Discussion was held regarding the incident in New York Mills involving a rabid fox. Shawn advised that he has not had many complaints of a fox in the area and if he does receive a complaint it is turned over to the Dept. of Environmental Conservation. Commissioner John Shaw made a motion to approve the monthly Animal Control Report, seconded by Commissioner Edward Lefever, motion carried.

### APPROVAL OF MINUTES:

Commissioner Janet Hughes made a motion to approve the minutes of the March 30, 2005 meeting, seconded by Commissioner Patrick Cardinale, motion carried.

### RULES & REGULATIONS UPDATE:

Chief Philo handed out copies of the updated Rules & Regulations that have been completed to date. Commissioner Janet Hughes made a motion to approve the updates, seconded by Commissioner Patrick Cardinale, motion carried.

### EXECUTIVE SESSION:

Commissioner John Shaw made a motion to go into Executive Session at 6:54 p.m. to discuss personnel medical conditions, seconded by Commissioner Janet Hughes, motion carried.

Commissioner Patrick Cardinale made a motion to come out of Executive Session at 7:06 p.m., seconded by Commissioner Edward Lefever, motion carried.

### CHIEF'S REPORTS:

Chief Philo reviewed the monthly reports with the Commission members

**NIMS:** Chief Philo advised that he is working on the emergency management plan to handle ~~manmade~~ and natural disasters and will have a plan to bring to the Town Board for approval in the future. This is a plan that every community should have in place in case of a disaster. In order to be eligible for Homeland Security grant money the emergency management plan must be approved and in place.

**ALFREDO'S:** A rap group that attracts a large group of teenagers had resewed the Alfredo's restaurant on Seneca Turnpike for an evening of music. Through the Metro Police group, the New Hartford Police were advised that this type of concert brings many problems with drugs and alcohol to the area. Chief Philo spoke with Alfredo's Rest. management and the concert was cancelled. The group then went to Colgate University and rented the theater in Hamilton that the college uses for concerts. This event did turn out to be a huge problem for the Hamilton New York Police Dept. The small police department had to call in State Police and three Counties had to send **officers** to help manage the fights that erupted into the streets of Hamilton. Chief Philo advised the Commission that through the Metro Police Program information is exchanged and this saved the New Hartford Police Dept. from having to deal with this type of problem.

**SCHOOL ASSAULT:** An assault at the New Hartford High School resulted in a Felony arrest. The student arrested will be appearing in the Village of New Hartford Court in the near future.

**NEW OFFICER:** Officer Shawn Yoxall is in training for 3 months and will be on the road riding with officers.

**EMERGENCY MANAGEMENT DRILL:** Oneida County Urgent Management Team will be holding a mock emergency at the Clinton Elementary School on May 7, 2005. This hazardous material drill will have New Hartford Police responding to their needs and experience how to handle such an emergency.

**RULES & REGULATIONS:** The intern from Utica College continues to work on the updating of the Rules & Regulations manual. This intem is an expert with the computer and has done several sections of the manual.

**COMMISSION REPORTS:**

Commission John Shaw asked if the police department should be advised of a gathering in the Town Park for Utica College freshmen. Chief Philo advised Commissioner Shaw to contact Mike Jeffreys and advise him that the police department will be driving through during that day.

**NEXT MEETING:** MAY 25.2005

**ADJOURNMENT:** Commissioner John Shaw made a motion to adjourn at 7:55p.m., seconded by Commissioner Edward LeFever, motion carried.

Respectfully submitted,

*Barbara Couture*

## POLICE COMMISSION MEETING

April 28, 2004

### MEMBERS PRESENT

JIM SPELLMAN  
PATRICK CARDINALE  
EDWARD LEFEVER  
JANET HUGHES  
JOHN SHAW

### OTHERS PRESENT:

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

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

### ACO REPORT:

Shawn Morgan, ACO, reviewed the monthly report with Commission members. Shawn and Chief **Philo** advised the Commission members of a special case that took place on April 13, 2004. The owner of 2 **Yorkshire terrier** dogs was arrested and placed in jail; the dogs were then placed at Steven Swan Animal Shelter for 10 days. The owner was released from jail and had 3 days to pick up his dogs, which he did not do. He would not relinquish the dogs for placement at the time of his arrest. Stevens Swan has a policy of putting animals up for adoption **after** the 10<sup>th</sup> day and the dogs were adopted.

The Chevrolet Pickup Truck for the ACO has now been delivered and will be ready for the road in a couple of weeks.

Commission John **Shaw** made a motion to approve the Animal Officers monthly report, seconded by Commissioner Janet Hughes, motion **carried**.

### CHIEF'S REPORTS:

Chief **Philo** advised the Commission that the Drug Dogs would be making a visit to the New Hartford School Junior and Senior High in May.

Officer Richard **Hammond** is still on sick leave due to the injury he received while making an arrest. It is uncertain how long he will be out of work due to the type of injury to his back.

**POLICE BUILDING:** **Supervisor** Ralph Humphreys advised the Commission that there has been no consensus of the Board to purchase the **Agway** property. A vote requires at least 4 votes from the Town Board to pass a resolution and that has not been done. Supervisor Humphreys advised that he realizes the urgent needs of the Police Department but if he cannot get a consensus of the Board the property will not be

purchased. It is the ideal place for the Police and Courts to relocate to. It would not cost as much to move the Dispatch Centers phone lines across the street.

Supervisor Humphreys advised that the resolution he placed before the Board was to include an addition to the Highway Dept for more offices as well as the purchase of the **Agway** property for the Police and **Court** offices. He feels strongly that both departments need more room and should be handled as one issue. Other locations are now being looked at and will be presented to the Board for their approval.

Commissioner Patrick Cardinale advised Supervisor Humphreys that the Commission Board understands the reasoning of having both departments included on the Bond for expansion and new location. It is necessary though that the Police and Courts find more room in the very near future.

**DRUG RAID:** The Drug Task Force made a **drug** raid on a house on Middlesettlement Road and did find cocaine and marijuana. Arrests were made and Chief **Philo** will notify the owner of the property.

**PERSONNEL:** Chief **Philo** advised that his department is down 5 men and it is urgent that he hires a part-time officer. Officer Jones will retire June 1, 2004, Officer **Hammond** and Officer Appler are out on sick leave. Officers Manfreda a part-time officer for the department **will** be replaced. Matt **Sica** will be presented to the Town Board on Wednesday as Officers Manfred's replacement. Officer Collins still remains on leave.

**POLICE CONTRACT:** Supervisor Humphreys advised the Commission that the Town is very close to a settlement with the PBA.

**EMERGENCY MANAGEMENT PLAN:** Chief **Philo** advised that the **draft** for the manual "Emergency Management Plan" has been completed and copies will be distributed to the local colleges and schools in the Town of New Hartford and to the New Hartford Fire Department. **This** plan is implemented when there is an emergency such as flood, drought, windstorm, ice storm, and downed trees and when evacuation is necessary.

**COUNTERFEIT BILLS:** Chief **Philo** brought to the meeting several counterfeit bills that have been found in local stores. There are \$20 dollar bills and \$100 dollar bills. He also demonstrated how to detect a counterfeit bill.

COMMISSION REPORTS:

Commissioner Hughes requested Chief **Philo** to keep up the patrol of **4** wheelers in the **Chadwicks** area.

Commission **Cardinale** thanked **Supervisor Humphreys** for his support and work in trying to **find** a location for the Police and Court offices.

**NEXT MEETING: May 26,2004**

ADJOURNMENT: Commissioner John **Shaw**, moved to adjourn at **9:20** p.m., seconded by Commissioner Patrick **Cardinale**, motion carried.

Respectfully submitted,

*Barbara Couture*

Barbara Couture  
Commission Secretary

## POLICE COMMISSION MEETING

June 2,2004

### MEMBERS PRESENT

JIM SPELLMAN  
JANET HUGHES  
JOHN SHAW  
PATRICK CARDINALE  
EDWARD LEFEVER

### MEMBERS ABSENT

### OTHERS PRESENT:

Chief Raymond Philo  
Shawn Morgan, ACO

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

### ACO REPORT:

Animal Control Officer, Shawn Morgan reviewed the monthly report with Commission members.

### CHIEF'S REPORTS:

#### PBA CONTRACT:

The contract has been settled with the Town and Police Officers after negotiating for two and one half years. The new salary will be in the next paycheck. Retroactive salary will be computed and checks will be made out at a later date.

#### BUILDING FOR COURT/POLICE:

Chief Philo advised that the former Agway property on Kellogg Road has been sold. The Town will no longer be able to negotiate for this property.

#### NEW POLICE OFFICER:

Matt Sica started working part-time last week. He is receiving field training now and will be riding with an officer for a period of time. Matt is a full-time officer with the Whitesboro Police Department.

Chief Philo advised that he is still down four and one-half officers and will be hiring a full-time person very soon. Brandon Jones will be coming to the Commission meeting for an interview at the next board meeting. Matt Sica will also be present to meet the Commission members.

## CHEF'S REPORTS:

### SPECIAL EVENTS:

Chief Philo listed the coming events in New Hartford that will require police assistance. Ride for Missing Children; Memorial Day Parade; Chamber of Commerce event.

### DRUG TASK FORCE:

The Drug Task Force is working on a case given to them by the FBI. A package came to the New Hartford Post Office and a sent of marijuana was observed. The Drug Task Force was contacted and there were high quality buds of marijuana in the package at a street value of \$30,000. Arrests are pending

### DRUG DOG:

The drug dogs were brought to the New Hartford Junior High School and there were no drugs found in the lockers or on the premises.

### EXPLOSIVE DEVICE:

A homemade bomb was found at the High School out side the pool area. An employee of the maintenance staff confessed to making the explosive device. He was arrested and waits his Court date.

### LAW ENFORCEMENT AWARDS:

At the May 2004 National Law Enforcement Day at Sangertown Mall, Oneida County Law Enforcement Coalition presented valor awards to Officer Michael Reilly and Officer Raymond Hamo. On November 2,2003, they responded to a house fire in which several young people were reportedly inside. The officers assisted the occupants to safety.

## COMMISSION REPORTS:

Commissioner Jim Spellman requested that the "Alarm Law" be given consideration again by the Commission. Chief Philo advised that responding to the alarms at homes and businesses enhances the personal repore with the community. He would not like to see a law in place at this time. The number of alarm calls is moderate and if excessive a letter is sent to the resident or business requesting that they have the system checked for defaults.

Commissioner Janet Hughes advised that the Willowvale Fire Company is expecting the truss to be delivered to the construction site and request police assistance with traffic. Chief Philo advised that the Fire Company representative call the Dispatch Center when the truck nears the area and assistance will he provided if possible.



EXECUTIVE SESSION:

Commissioner Spellman made a motion to adjourn to Executive Session at 8:45 p.m. to discuss personnel matters, seconded by Commission Patrick Cardinale, motion carried.

Commissioner Janet Hughes made a motion to return to open session at 8:55 p.m., seconded by Commissioner John Shaw, motion carried.

**NEXT MEETING: JUNE 30,2004**

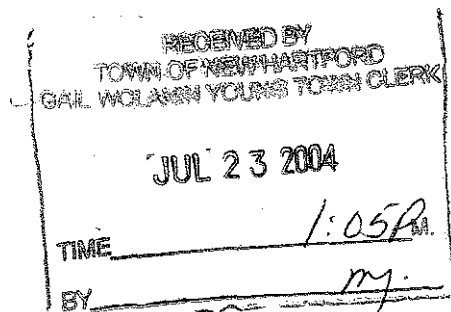
**ADJOURNMENT:**

Commissioner John Shaw made a motion to adjourn at 9:30 p.m., seconded by Commissioner Patrick Cardinale, motion carried.

Respectfully submitted,

*Barbara Couture*

Barbara Couture  
Commission Secretary



## POLICE COMMISSION MEETING

June 30, 2004

MEMBERS PRESENT:

James **Spellman**

John Shaw

Patrick Cardinale

Edward **LeFever**

MEMBERS ABSENT:

Janet Hughes

OTHERS PRESENT:

Chief Raymond **Philo**

**Supervisor**, Ralph Humphreys

Councilman, Donald **Backman**

Meeting called to order by Commissioner, Jim **Spellman** at 7:30 p.m.

ACO REPORT:

Shawn Morgan reviewed the monthly Animal Control Report with the Commission members.

APPROVAL OF MINUTES: Commissioner Edward Lefever moved to approve the June 2, 2004 minutes, seconded by Commissioner Patrick Cardinale, motion carried.

CHIEF'S REPORTS:

Commissioner Ride Along: Chief **Philo** advised the Commissioners that Commissioner Hughes had ridden along with an officer and will **give** a full report at the next Commission Meeting.

TRAFFIC MATTERS:

Chief **Philo** advised the Commission that a group of motorcycles and hot cars known as "Fast & Furious" have been meeting at the Dunkin Donut store and other establishments along Route 5 for the last month. This group poses a problem with speed and reckless driving and mostly loud mufflers. The Traffic Safety Grant money is available and the Chief has designated a sum of this grant to have officers come and patrol the Route 5 and Commercial Drive, Route 12 and Route 12b areas to ticket for speed, reckless driving and mufflers. So far approximately 238 tickets have issued in these areas. The pro-active patrols in this area will cut down on the motorcycle groups meeting in New Hartford. Last year they were a problem for Utica Police with the speeding on **Genesee St** and this will encourage them to meet in other places.

**CHIEF'S REPORTS:**

**VILLAGE COMMERCIAL FIRE:**

The fire at **16 Genesee St.** that destroyed the entire building has been handled as an arson, non intentional. An arrest has been made. The owner of the building has been able to have it taken down and removed.

**SPECIAL CASE:**

A problem with a neighbor has escalated into an attempt to set a car on fire to get even with a person in the neighborhood. The paper stuffed in the gas tank did not explode as was planned, but the vehicle did sustain fire damage.

**METRO PROGRAM:**

Chief **Philo** will be requesting the Town Board to renew an agreement with the Utica Police for the "Metro Program". This provides officers to come into New Hartford and help when there is a problem in Sangertown Mall and assist the New Hartford Police Department. This has been very successful in the past and Chief **Philo** would like this cooperation to continue.

**SERGEANT HAMMOND:**

Sergeant **Hammond** is still on sick leave and has been hospitalized again for a blood clot. The chief will keep the Commissioners informed of his condition.

**JUVENILE STATISTICS:**

Arrest statistics are as follows: **2002 (166); 2003 (258); 2004 (103)** January to June **2004** .

**PERSONNEL OPENINGS:**

Chief **Philo** advised the Commissioners that he is ready to fill the position of Patrolman that is vacant due to Rick Jones retirement with Matt Sica. He had been hired as a part-time officer and he would now like to make him a full-time patrolman. Chief **Philo** will be making this request at the next Town Board Meeting.

Commissioner Patrick **Cardinale** made a motion that the Commission recommends that Chief **Philo** proceed with the hiring of Matthew Sica as a full-time patrolman to replace Richard Jones, seconded by Commissioner Edward Lefever, motion carried.

CHIEF'S REPORTS:

FINGERPRINT FEE:

Chief **Philo** advised that the fee for fingerprinting has created revenue in the amount of \$20,000 to \$22,000 over the last 5 years and is enough to purchase a new vehicle for the department.

EXECUTIVE SESSION:

Commissioner Patrick **Cardinale** moved to go into Executive Session for Personal reasons at 9:10 p.m., seconded by Commissioner Edward Lefever, motion carried.

Commissioner Patrick **Cardinale** moved to come out of Executive Session at 9:25. p.m., seconded by Commissioner John Shaw, motion carried.

COMMISSION REPORTS:

Commissioner Lefever notified the Commission members ~~that~~ on Wednesday July 28" there is going to be a fire department display at the New Hartford Shopping Center to encourage new members. The Fire Dept. is asking the cooperation of the Town and Village residents to attend.

NEXT MEETING: JULY 26<sup>TH</sup> -MONDAY

ADJOURNMENT: Commissioner John Shaw moved to adjourn at 9:37 p.m., seconded by Commission Edward Lefever, motion carried

Respectfully submitted,



Barbara Couture  
Secretary

**POLICE COMMISSION MEETING**  
**JULY 26, 2004**

MEMBERS PRESENT:

Jim Spellman  
Janet Hughes  
Patrick Cardinale  
Edward Lefever  
John Shaw

OTHERS PRESENT:

Ralph Humphreys, Supervisor  
Don Backman, Councilman  
Rich Woodland, Councilman

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

ACO REPORT:

The Animal Control Officer was absent,  
Chief Philo reviewed the Monthly Report with Commission members.

APPROVAL OF MINUTES:

Commissioner Patrick Cardinale made a motion to approve the minutes of June 21, 2004 meeting, seconded by John Shaw, motion carried

CHIEF'S REPORTS:

Chief Philo reviewed the reports and correspondence with Commission members.

STORM DAMAGE :

Chief Philo advised the Commission that during a recent lightning storm the Dispatch Center consoles were damaged beyond repair and new consoles are being installed. Also the Records Management Printer was damaged, garage door openers and the breathalyzer had to be sent to Albany for recalibration. The cost to date of replacement equipment in Dispatch is \$58,000. The Insurance adjuster did come and look at the claim, and the Town is now waiting to see how much of this expense will be paid by the insurance.

The Dispatch equipment dated back to 1991 and needed to be replaced, it is possible that if there is a fair amount left over from the insurance coverage that the Town could request the County to help pay. The printer for the Records Management program has not been replaced yet, it was 13 years old.

(2)

VEHICLES:

The department experienced three (3) motor vehicle accidents within a 2 week period. All of which were not the fault of the police officers. The first was at Oxford and Oneida St., driver Rick Salamone. This vehicle was broad sided and the vehicle can be repaired.

The second accident was at Consumer Square, Officer Chris Bums was driving and an 88 year old female driver went through a red light and struck the police vehicle. This vehicle can also be repaired.

The third accident was on Route 5, a female drove out of Wendy's parking lot, making a left turn right in front of the police vehicle, driven by Mike Reilly and totaled the police vehicle. This vehicle will be replaced with a new car which can be purchased from Warnock Fleet in New Jersey. This is the only vehicle available with the police package on it. It will then have to have the light package installed when it arrives at the station.

Supervisor, Ralph Humphreys will hold a special board meeting to get approval to send the Purchase Order for the vehicle.

OPEN POSITION.

Chief Philo advised the Commission that since Matt Sica who was hired as a part-time officer has accepted the full-time position it now leave an opening in the part-time staff.

Chief Philo recommends Jordan Spinella, who is a full-time officer with the Kirkland Police Department. Jordan came before the Commission for his interview. Officer Spinella is a full-time police officer in Kirkland and can work 16 hours for New Hartford Police. He is authorized to work 20 hours under the Civil Service standards.

STOP SIGN COMPLAINT:

Supervisor, Ralph Humphreys read a letter from Jerome Donovan who resides in South Woods and is complaining about the installation of a stop sign in that area.

Chief Philo advised that he and Highway Superintendent Roger Cleveland did review this intersection and agreed that it was a "T" section and should have a stop sign. At a "T" intersection it is difficult for drivers to determine who has the right of way.

Councilman, Don Backman advised that the normal procedure is for the Town Board to receive a Petition from residents in the area of the intersection, requesting a stop sign. Then the Police Dept. and Highway Dept. investigate the need for the sign and make their respective recommendation to the Town Board.

Chief Philo has e-mailed Jerome Donovan in regards to his letter and protest and stated the reasons for placing the stop sign in that area.

(3)

RULES & REGULATIONS MANUAL:

The Rules & Regulations Manual for all police officers has been constantly updated and Chief **Philo** advised the Commission that the "Performance Evaluation" section is the most recent update.

Commissioner **Spellman** requested that the commission members receive a copy of the updated "Performance Evaluation" in their next package.

LITTLE LEAGUE INCIDENT:

An incident recently at the Little League field on Bonnie Ave was the topic of a letter to the Editor to the editor of the newspaper. Chief **Philo** advised the Commission members that the incident was handled in the proper manner and that the Little League Board has handled the complaint. The letter reprimanded the police department for the way this situation was handled. This person was not in attendance at the time of the incident. The Little League Board has advised Chief **Philo** that they are satisfied with how the matter was handled and will respond to the Editor of the newspaper.

COMMISSION REPORTS:

Commissioner Patrick Cardinale rode with Lt. Tim O'Neill one evening, which happened to be a night with a bad storm. Lt. O'Neill handled the situation well, executing storm plans well.

Commissioner Janet Hughes also road along last month and advised the commission members that it is a worthwhile experience to see the police **officers** first hand doing their job.

NEXT MEETING: AUGUST 25,2004

ADJOURNMENT: Commissioner John **Shaw** moved to adjourn at 9:15 p.m., seconded by Commissioner Janet Hughes, motion carried.

Respectfully submitted,

*Barbara Couture*

Barbara Couture  
Commission Secretary

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NEW HARTFORD POLICE COMMISSION

SEPTEMBER 29, 2004

MEMBERS PRESENT:

JIM SPELLMAN  
JOHN SHAW  
JANET HUGHES  
PATRICK CARDINALE  
EDWARD LEFEVER  
CHIEF RAYMOND PHILO  
RALPH HUMPHREYS  
SHAWN MORGAN, ACO

OTHERS PRESENT:

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

ACO REPORTS:

Animal Control Officer, Shawn Morgan reviewed the monthly report. Shawn advised the Commission that the new truck is in service.

EXECUTIVE SESSION:

Commissioner Janet Hughes moved to go into Executive Session at 7:30p.m. to discuss an on going investigation, **seconded** by Commissioner Patrick **Cardinale**, motion carried

Commissioner Janet Hughes moved to come out of Executive Session at 7:45 p.m., seconded by Commissioner John Shaw, motion carried.

APPROVAL OF MINUTES:

Commissioner Edward Lefever made a motion to approve the minutes of the July 26, 2004 meeting, seconded by Commissioner John Shaw, motion **carried**.

CHIEF'S REPORTS:

BURGLARY / ARSON CASE:

Chief **Philo** advised the Commission that the person involved in an **Arson/Burglary** case has plead guilty and will be sentenced at a later date.

REVENUE:

The Benderson Company has made its payment for Mitigation Fees for the Consumer Square project in the amount of **\$20,666.67**. This is the first payment of a four-year payment plan.



**TRAFFIC SAFETY GRANT:**

Chief **Philo** advised that the Traffic Safety Grant for the year 2004 would expire on September 30, 2004.

**JUVENILE AID DEPARTMENT AWARD:**

Investigator Richard Salamone of the Juvenile Aid Department has received an award from the New York State Juvenile Aid Division, "Youth **Officer Award**" for the year 2004.

**SRO PROGRAM:**

Officer Edward Schmidt has completed training for School Resource Officer and will be assigned to the Ralph Perry Junior High School in New Hartford. Officer Schmidt will **service** the school for four **hours** per week and as needed

**TERRORISM:**

Lt. Tim **O'Neill** attended a Seminar in Albany to learn how to serve the New Hartford Police Department if in the future there should be a terrorism attack in the Upstate area. At this time there is a high alert in effect for all police departments in the nation.

**TRAFFIC:**

Chief **Philo** advised that there has been a resident in the New Hartford area who is very persistent in controlling the noise of motorcycles on Route 5/ Route 12. The Department has been active in controlling speeding motorcycles and the use of loud **mufflers**. Many tickets have been **issued** for these **two** violations.

**GRANTS:**

Chief **Philo** advised the Commission that in the future a new electronic ticketing will be installed all police vehicles that will issue a ticket, print it out along with the data on the vehicle and person involved and automatically send the **information** to the local Court system. The Police Department will have a Data Base in the station for their records.

**2005 BUDGET:**

Chief **Philo** distributed a copy of the Police Department Budget to the Commission members for their review and comments. Chief **Philo** also advised that this budget is based on a 0-based budget computation and has been personally reviewed by him and requested that two Commission members work with him. At this time there is no request for additional officers. Reimbursements for last year have offset the salaries and the total budget is 1.5 million, a gross figure. There has been an increase in the Gas Budget and the 3 main categories of the budget are Personnel; Contractual; and capital equipment

Commission **Spellman** assigned Commissioner **Cardinale** and Commissioner Hughes to work with Chief **Philo** on the budget.

Commissioner **Spellman** requested that Chief **Philo** add into the budget another purchase of a camera, this would make a total of 3 cameras being installed in the patrol vehicles.

**PART-TIME OFFICER:**

Chief **Philo** advised that Officer Jordan **Spinella** would be filling the part-time position open and will starting on October 6, 2004.

**EXECUTIVE SESSION:**

Commissioner Hughes moved to go into Executive Session at 9:04 p.m. to discuss a labor issue, seconded by Commissioner **Cardinale**, motion carried.

Commissioner Lefever moved to come out of Executive Session at 9:15 p.m., seconded by Commissioner Hughes, motion carried.

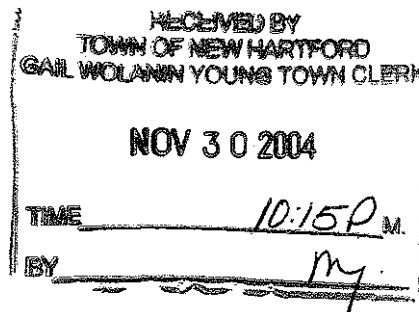
**NEXT MEETING:** OCTOBER 27, 2004

**ADJOURNMENT:** Commissioner **Shaw** made a motion to adjourn at 9:20 p.m. seconded by Commissioner **Cardinale**, motion **carried**.

Respectfully submitted,



Barbara Couture  
Secretary



NEW HARTFORD POLICE COMMISSION

OCTOBER 27,2004

MEMBERS PRESENT:

JIM SPELLMAN  
JOHN SHAW  
JANET HUGHES  
EDWARD LEFEVER

MEMBERS ABSENT:

PATRICK CARDINALE

OTHERS PRESENT:

CHIEF RAYMOND PHILO  
SHAWN MORGAN, ACO

Meeting called to order by Commissioner Jim **Spellman** at 7:33 p.m

ACO REPORTS:

Animal Control Officer, Shawn Morgan reviewed the monthly report. Shawn advised the Commission that the new truck is in service and **working** out well. Commissioner John Shaw moved to approve the Animal Control Monthly Report, seconded by Commissioner Edward Lefever, motion carried.

APPROVAL OF MINUTES:

Commissioner Janet Hughes made a motion to approve the minutes of the September **29,2004** meeting, seconded by Commissioner Edward Lefever, motion canied.

CHIEF'S REPORTS:

PARTLOW BUILDING:

Chief **Philo** advised the Commission members that the Town Board is looking at the **Partlow** Building on **Campion** Road as a possibility for all Town Offices, police and court offices. The building is suitable but there is limited **parking**. Chief **Philo** will be attending the Town Board meeting later tonight for further discussion.

ANNSVILLE PROGRAM:

The New Hartford Police Juvenile Aid **Dept.** will be entering into a program at the New York State Children's Detention facility in Annsville, N.Y. Several years ago the Juvenile Aid Officer participated in a program with the Annsville facility and was able to take juveniles to visit the detention home to show them what they **would** be headed for if they continued to be involved in juvenile crime. The program proved to be very helpful in opening the eyes of some juveniles.

**SGT. HAMMOND:**

Chief **Philo** advised the Commission that **Sgt. Hammond** did have surgery to repair the herniated disc in his neck. **Sgt. Hammond** has been treated over the last several months for a blood clot in his lung and that has dissolved now so that he could have the surgery on the disc. The surgery was successful and Rick is at home now. The next step in his recovery will be to **take care** of the back injury.

**DRUG ARREST:**

The Drug Task Force is up and running again and will now be working under the District Attorney's office. All of the problems have been worked out between the Sheriff's Dept. and Utica Police Department. Chief **Philo** felt that the Drug Task Force would now operate full force, which he is very happy to see. This takes all drug related cases out of the local departments and into the specialized officers.

**COPS MORE:**

The New Hartford Police Department has received their share of the COOPS MORE GRANT in the amount of **\$63,000**. This money was used to fund officers for the department over a 3 year period and this is the last year of the grant.

A **\$10,000** Anti-Terrorism Grant is in the works from the Homeland Security office. This grant was written by Officer Robert **Philo** and will be used for training.

**CORRESPONDENCE:**

Commissioner James **Spellman** advised that **Jeffrey Madden** has received "Pride of Workmanship" award from the Rotary. The Commission requested that a letter be sent to Jeff congratulating him on this award.

**BUDGET:**

The Budget has been passed and the Police Department held on to the budget requested. This was a budget of necessity with no surprises. Chief **Philo** advised that the Board was fair to his department.

**JUVENILE AID OFFICER:**

Richard Salamone, Juvenile Aid Investigator Officer received the "Youth Officer of the Year" award at the annual Juvenile Aid Officers meeting.

**NEXT MEETING: DECEMBER 15,2004**

ADJOURNMENT: Commissioner **Shaw** made a motion to adjourn at 9:20p.m. seconded by Commissioner Hughes, motion carried.

Respectfully submitted,

*Barbara Couture*  
Barbara Couture  
Secretary

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