

POLICE COMMISSION MONTHLY MEETING

January 28, 2010

MEMBERS PRESENT: Commissioner Patrick Cardinale, Kevin Copeland, Jim Spellman, Janet Hughes, John Shaw and newly appointed David Butler.

MEMBERS ABSENT: Commissioners Hughes

OTHERS PRESENT: Chief Raymond Philo, Lt. Tim O'Neill, Councilwomen Christine Krupa, Councilman David Reynolds, Mayor Don Ryan, Village Trustee Andy Alesia, Councilman Rich Woodland, Dory Shaw, Town Supervisor Pat Tyksinski and his assistant Matthew Bohn and OD Reporter Elizabeth Cooper

Commissioner Cardinale called the meeting to order at 6:10 p.m.

ACO REPORTS:

Chief Philo advised the Commission that an agreement with the Town of Kirkland has been signed for the 2010 year of coverage for Animal Control services.

Commission Shaw made a motion to approve the Annual Report and Monthly Report of the Animal Control Services, seconded by Commissioner Copeland, motion carried.

APPROVAL OF MINUTES: Commissioner Copeland made a motion to approve the minutes of December 16, 2009, seconded by Commissioner Shaw, motion carried.

CHIEF'S REPORTS & COMMUNICATIONS:

Chief Philo advised the Commission that a Van that had been donated to the department by Edwards Ambulance several years ago has been sold for \$600.00.

ALARM REPORT:

The Commission reviewed the Annual Alarm Report for 2009. A letter from Linda Finley of St. Luke's thanking Sgt. Philo for handling an incident at the hospital that involved a homemade gun. There have been several incidents at the hospital over the past year that has been handled very professionally and without incident.

HOUSE OF GOOD SHEPHERD:

Commissioner Cardinale requested information regarding the House of Good Shepherd and coverage by other agencies. Chief Philo advised that there are two buildings in New Hartford and two buildings in Whitestown. The State Police will assist when requested but will not take primary coverage for this complex.

CONVIENT STORE BURGLARY:

Chairman Cardinale advised the Commission that when New Hartford Police are tied up with a complaint on the Midnight shift, when there are only two cars on the road, State Police and the Sheriff's patrol will assist if available. Recently this was necessary when there was an accident on Higby Road and a burglary in Chadwicks.

NUISANCE ABATEMENT LAW:

Commissioners requested follow-up on locations where the Nuisance Abatement Law was used. Chief Philo advised that in three locations, letters were sent to the owners of the residences and that the homeowners responded favorably to the letters and tenants have been removed from these locations.

INVESTIGATORS:

Chairman Cardinale requested that Chief Philo advise the Commission of the four investigators on the police force and their positions.

Investigator Rick Salamone -- was assigned to the Oneida Child Advocacy Task Force for several years, but has been assigned to the investigation of the Joseph Corr case. He is working in Syracuse to further convict those involved.

Investigator Peter Colburn -- Juvenile Aid Division and School Resource Officer. This position is 75% reimbursed by BOCES and the Sauquoit School District.

Investigator Steve Laymon -- Warrant Officer. This position is paid for with the IMPACT Grant. During the past two and one half years, 600 warrants have been closed out and restitution has been made.

Investigator Brad Pietryka -- Drug Task Force for several years. This position covers all drug related cases in New Hartford and Utica area. New Hartford has taken part in the Drug Task Force for many years.

EXECUTIVE SESSION:

Commissioner Copeland made a motion to go into Executive Session at 6:35 p.m. to discuss a personnel issue, seconded by Commissioner Spellman, motion carried.

Commissioner Copeland made a motion to come out of Executive Session at 6:58 p.m., seconded by Commissioner Spellman, motion carried.

AWARDS CEREMONY

Raymond L. Philo Awards went to Lt. Tim O'Neill; Investigator Peter Colburn; Patrolman Chris Burns; Patrolman Jarod Petrie; Patrolman Steven Laymon; Sergeant Robert Philo; Patrolman Jordan Spinella. Scouts -- Brian D. Cfee and Dale J. Raar.

SUPPLEMENTAL PATROLS:

Commission members, Town Supervisor Patrick Tyksinski, Mayor Donald Ryan and Chief Philo held open discussion regarding officers working shifts for private institutions and the reimbursement of salaries. References were made to New York State association of Towns opinion in 1974. Councilwoman Krupa will look into the legal aspect of this practice. Also discussed was the possibility of Oneida County Sheriff's Dept assisting in the Town of New Hartford. Chief Philo advised that the New York State Police cut back. Supervisor Tyksinski advised that the Town Board would be looking at all aspects of all departments

in order to save money. Chairman Cardinale requested that the Town Board have dialog with the Police Commission regarding any changes they might recommend.

NEXT MEETING: FEBRUARY 17, 2010

ADJOURNMENT:

Commissioner Spellman made a motion to adjourn at 8:45p.m. seconded by Commissioner Copeland, motion carried.

Respectfully submitted,



Barbara Couture
Secretary

UNAPPROVED MINUTES

POLICE COMMISSION SPECIAL MEETING
February 8, 2010

MEMBERS PRESENT: Commissioner Patrick Cardinale, Jim Spellman, Janet Hughes, Kevin Copeland and David Butler

OTHERS PRESENT: Chief Raymond Philo, Councilman Woodland, Councilwoman Christine Krupa and Councilman David Reynolds

Commissioner Cardinale called the meeting to order at 6:00p.m.

Commissioner Cardinale advised the Commissioners that this meeting was called to discuss the Civil Service Board qualifications for Chief of Police. Members of the Committee and Commission will make recommendations to hire a new chief were present.

The Civil Service Minimum Qualifications were read and discussed. The decision of the Commissioners and members of the Committee were to recommend:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with Bachelor's Degree in Police Science and eight (8) years of full time experience as a Police Officer or a member of a New York State Police department, two (2) years of which shall have been in a supervisory position over the works of sworn police personnel;
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Police Science and ten (10) years of fulltime experience as a Police Officer or a member of a New York State Police department, two (2) years of which shall have been in a supervisory position over the work of sworn police personnel.

A "Job Description" was read and discussed. (Copy of Job Description attached)

Special Requirements: The Commissioners and Committee Members agreed that the special requirements would include, applicant would be willing to re-locate within one year to New Hartford and that the applicant would be willing to submit to a "Background Check".

ACTING CHIEF:

Commissioner Copeland made a motion to appoint Lt. Timothy P. O'Neill as Acting Chief of Police, effective March 14, 2010 for a minimum of (3) three months and subject to an extension upon approval of the Civil Service Commission, seconded by Commissioner Butler, motion approved.

This recommendation will go before the New Hartford Town Board on February 10, 2010.

NEXT MEETING: FEBRUARY 24, 2010

ADJOURNMENT: Commissioner Hughes made a motion to adjourn at 6:58p.m. Seconded by Commissioner Butler, motion approved.

Respectfully submitted,

Barbara Couture
Secretary

Unapproved Minutes

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Through knowledge of modern law enforcement and Police investigative methods and practices; through knowledge of scientific and technological methods of crime detection and prevention; good knowledge of New York State Law, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, as well as local laws, ordinances and regulations pertaining to police activities; a working knowledge of the State Environmental Quality Review Act and the ability to apply the provisions of the act when accessing development impacts or the police service; a good working knowledge of the geography of the municipality; ability to plan, organize, and supervise the work of others; knowledge of the New York State accreditation standards and process; ability to interpret and administer a collective bargaining agreement with a through knowledge of law, rules, and regulations as they apply in the State of New York; ability to present and speak to community groups; ability to develop crime prevention programs; write and administer grants; ability to operate a motor vehicle; knowledge of public budgeting standards and ability to administer budgets; ability to establish and maintain good working relationships with Community groups, other law enforcement agencies and public officials; skill in the use of firearms; ability to react with sound judgment in emergencies.