

SPECIAL TOWN BOARD MEETING

The Special Meeting of the Town Board of the Town of Cortlandville was held at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, with Supervisor Tupper presiding.

Members present:

Supervisor, Richard C. Tupper
Councilman, Theodore V. Testa
Councilman, John C. Proud
Councilman, C. Randolph Ross
Councilman, Douglas E. Withey
Town Clerk, Kristin E. Rocco-Petrella

Others present were: Town Attorney, John A. DeVecchio; Court Clerk, Mary Caufield; Supervisor's Secretary, Patricia O'Mara; Town Resident, Bob Martin.

Supervisor Tupper called the Special Meeting to order. He explained that the purpose of the meeting was to continue discussion from the Board's previous meeting on March 29, 2019 regarding the building security at the Raymond G. Thorpe Municipal Building (Town Hall) and at the Municipal Garage. The Board continued their review of the report issued by NYS University Police Officer Steven Rolfe, who performed a security survey of the Town Hall on April 10, 2018. Officer Rolfe submitted his findings and recommendations to help make the building a safer and more secure environment.

Interior Recommendations:

2. The main hallway heading north

- Discussion regarding the courtroom/meeting room door and the addition of a crash bar to the interior and removal of the exterior handle.
- Discussion regarding 3M one way window film to be installed on the courtroom windows and the court hallway so people can look out, not in. Town resident, Bob Martin would provide information to Supervisor Tupper as to the different types of window film that could be used as he had knowledge in this area.
- Storage Room/Records Room door to be locked and secure to keep the general public out of the area. This recommendation was already taken care of and the door is locked at all times.
- Discussion regarding the addition of a bench in the main hallway for court attendees. It was noted that the Sheriffs prefer everyone in attendance for court stay in the court areas.
- Discussion occurred regarding the Court's schedule.

Supervisor Tupper excused himself from the meeting at 10:15 a.m. for another engagement. Councilman Proud presided over the meeting at this time. Councilman Testa entered the meeting at 10:20 a.m.

Building Security during Scheduled Board Meetings:

- Discussion occurred regarding concerns for safety during scheduled public meetings, including the Town Board, Planning Board, and Zoning Board of Appeals Meetings, as well as for meetings held by outside groups. It was suggested that the Town ask the Sheriff to provide a Deputy for all meetings as an update to the Town's security. The cost to hire a retired Sheriff was \$25.00 per hour.
- Signage should be installed indicating that surveillance cameras were in use.
- Discussion occurred regarding the Town's current alarm system and potential upgrades that could be budgeted for in the future.

Discussion occurred regarding the comments submitted by Water & Sewer Sup't. Alteri who was not able to attend the meeting. Mr. Alteri suggested the Town update the building security in phases. Councilman Proud suggested that training and retraining occur on how to diffuse volatile issues/disruptive issues. Patty O'Mara, the Secretary to the Supervisor, apprised the Board that the Town has an Evacuation procedure in place, which was adopted June 20, 2018 as Resolution #169 that she and Mr. Alteri completed together in the past.

Town resident, Bob Martin excused himself from the meeting at 10:40 a.m.

Discussion occurred regarding the use of one door as the main entrance for the building. Court Clerk, Mary Caufield indicated that she spoke with a security professional who recommended that one entrance be used for everyone, and that all packages be inspected at the entrance. Discussion continued regarding the use of a main entrance for the public and the different possibilities and changes that could be made in the future to the main entrance. Possible solutions to discuss in the future included the following: expand/build out the main entrance and have security personnel/magnetometer at the main entrance; expand the court's conference room and utilize as a waiting room for the court; look at what other Towns have done to address security concerns; ask the Association of Towns for information they may have.

As noted at the previous workshop, it was decided that Town employees would utilize the entrance on the south side of the building and that such entrance would be locked commencing June 1, 2019. Appropriate signage would be installed and notice would be given to the public at future Board meetings.

Supervisor Tupper entered the meeting at 11:00 a.m. and presided over the meeting.

Councilman Ross recapped the topics of discussion that occurred during Supervisor Tupper's absence, including discussion regarding hiring a Sheriff Deputy to provide security. Supervisor Tupper informed the Board that the topic had been discussed in the past, but that the cost would be great. He explained that the Town pays approximately \$36,000 per year for the Sheriff Deputies who assist on Town Court days. The Board would discuss the matter further at a later time, and perhaps during future budget discussions. The Board would have to balance cost and safety. A suggestion was also made to inquire with the Town's grant writing consultants, Thoma Development Consultants, as to whether grant money is available for building security.

No further comments or discussion were heard.

Councilman Withey made a motion, seconded by Councilman Proud, to adjourn the Special Meeting. All voting aye, the motion was carried.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Kristin E. Rocco-Petrella

Kristin E. Rocco-Petrella, RMC
Town Clerk
Town of Cortlandville

*Note:

The draft version of this meeting was submitted to the Town Board for their review on May 13, 2019.

The final version of this meeting was approved as written at the Town Board meeting of May 15, 2019.