

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; Water & Sewer Sup't. Peter Alteri, Jr.; Town Residents: Pamela Jenkins and Robert Martin.

Supervisor Tupper called the special meeting to order. He explained that the purpose of the meeting was to discuss the building security at the Raymond G. Thorpe Municipal Building (Town Hall) and at the Municipal Garage. At the request of Supervisor Tupper and the Board, NYS University Police Officer Steven Rolfe, a certified Crime Prevention Officer, 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.

Supervisor Tupper and those in attendance reviewed and discussed the survey recommendations as submitted by Officer Rolfe, which was previously filed with the Town Clerk's office. Members of the Board made it clear that their intent was to secure the building not only for the Town employees but also in the interest of public safety for all who visit the municipal building.

Exterior Recommendations:

1. Remove the two trees on south/west side of building close to building
 - After discussion the consensus was to remove the tree identified in photo #1 and to trim the tree identified in photo #2 to improve exterior visibility.
 - A suggestion was made that extra exterior cameras could be placed on the light posts between the Town Hall and the Cortlandville Fire Department.
2. Metal door south side of building
 - Suggestions "a" through "d" were already in place.
 - After discussion there was a suggestion to change the key lock to the court entrance for Court use only.
 - There was a lengthy discussion regarding suggestion "e" which called for the installation of concrete bollards to prevent vehicles from driving up and crashing through the doorway. The Board's consensus was to recognize the suggestion and to perhaps install the bollards in the future if the Board felt there was a need. Not all members of the Board were in favor of the bollards.
3. Glass entrance door – south side of building
 - Recommendation for the door to be secured at all times and labeled as an employee entrance. The Board agreed that the door should be secured/locked at all times and used as an employee entrance only; that signage should be installed in the parking lot indicating the entrance was an employee entrance; that employees should park on the south side of the building; that a visible "Main Entrance" sign be installed outside the building/on the building.
 - Recommendation to install key card or fob access. The Board was interested in a key card or fob access for the doors and was interested in pricing.
4. North side of building glass doors
 - The Board was in agreement with the recommendations for the north entrance to be the main entrance and for signage designating this as the main entrance.
 - The Board was not in favor of the installation of concrete bollards at this time.
5. East side of building
 - The Board was not in agreement with the recommendation to enclose the gas meter with a fence and lock at this time as a fence posed a different threat for a potential hiding place.

6. Install speed humps in parking lot to reduce speeds
 - The Board was not in favor of the installation of speed humps at this time.
7. Signage at the entrances stating that 24-hour surveillance is in use
 - The Board agreed that signage should be installed.

Interior Recommendations:

1. South side entrance
 - As you enter the building you turn to the right and a rest room is to your left (family bathroom outside Supervisor's office). Recommendation was that a lock should be installed on the restroom door for after hours or a buzzer system could be implemented for safety purposes. After discussion, the consensus was to not lock the bathroom.
 - Recommendation for a doorway to be erected just past the restroom door to close off the area for the Supervisor's office and all other back offices; the doorway could have a buzz in system. After a lengthy discussion, the Board was in favor of installing a doorway outside the Supervisor's office.
 - Recommendation for a crash bar to be installed on the door to the back hallway of the court area. The door is to remain locked at all times for safety purposes. Installing a crash bar would ensure the door remained locked at all times. 3M one-way window film should be placed on the window of the door. The Board was in agreement.
2. The main hallway heading north
 - The Board did not discuss the recommendations at this time.
3. The North Entrance
 - Discussion of 2 options for entering and closing in the Town Clerk's area:
 - Option 1: Recommendation that glass doors and a glass wall be erected across from the court doors. A door sensor can be installed to ring when the door is opened to let the clerk's office know someone entered the area. The Board discussed this option and the concern that the installation of the doors could affect the HVAC system.
 - Option 2: Installing a glass door just before the breakroom door as you go down the hallway, limiting access to the back areas of the building during the day. A buzzer could be installed to unlock the door for people to enter who need to see anyone in the back area.
 - Recommendation to lock all the storage areas and bathrooms in the back area to limit access if you choose not to install doorways limiting access to the back areas. (The storage areas were keyed and presently have locks; bathrooms can be locked.)
 - Recommendations for bullet proof glass to be installed around the Town Clerk's area. A phone system or intercom could be used for communication. A small recess or two in the counter could be used to pass papers.

The Board and those in attendance relocated to the main corridor to discuss the options for closing in the Town Clerk's area and the doorways suggested near the Assessor's office and the Supervisor's office. No decisions were made at this time.

No further comments or discussion were heard.

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

The meeting was adjourned at 11:55 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 April 11, 2019.
The final version of this meeting was approved as written at the Town Board meeting of April 29, 2019.