

## **EAST WINDSOR POLICE COMMISSION**

**REGULAR MEETING: April 14, 2010**

**East Windsor Town Hall**

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### **1. CALL TO ORDER AND ATTENDANCE:**

Meeting was called to order at 7:00pm by Chairman Sinsigallo. Commissioners Sauerhoefer, Sherman and Stremper were present as well as Chief of Police Edward DeMarco. Commissioner Nelson was excused due to illness. Deputy Chief Roger Hart was not in attendance this evening.

### **2. ADDED AGENDA ITEMS:**

None

### **3. PREVIOUS MEETING MINUTES:**

The minutes from the March 10, 2010 regular meeting were reviewed by all commission members. **MOTION** made by Commissioner Sherman to accept the regular meeting minutes of 3/10/10, as presented. **SECONDED** by Commissioner Sauerhoefer. No discussion.

**VOTE IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL VOTING IN FAVOR, MOTION CARRIED.**

### **4. BUDGET AND EXPENDITURES:**

**A) Police Department – Monthly Billing:** **MOTION** made by Commissioner Sherman to accept the monthly billing as of 4/8/10 in the amount of \$ 5,991.25. **SECONDED** by Commissioner Sauerhoefer. No discussion.

**VOTE IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

**B) Police Department – Financial Statement:** **MOTION** made by Commissioner Sherman to accept the monthly financial statements dated 4/8/10, as presented. **SECONDED** by Commissioner Sauerhoefer. No discussion.

**VOTING IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

**C) Police Commission – Monthly Billing:** **MOTION** made by Commissioner Sherman to approve the monthly billing dated 3/31/10 in the amount of \$ 125.61. **SECONDED** by Commissioner Sauerhoefer. No discussion.

**VOTING IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

**D) Police Commission – Financial Statement: MOTION** made by Commissioner Sherman to accept the police commission monthly financial statement dated 3/31/10, as presented. **SECONDED** by Commissioner Sauerhoefer. No discussion.

**VOTING IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

## **5. PUBLIC INPUT #1 – Comments and Discussion (5 minute maximum per subject):**

None

## **6. UNFINISHED BUSINESS:**

A) Circle of Merit Awards –

Chief DeMarco has started the process of organizing the awards ceremony, which will be the 3<sup>rd</sup> week of May (Police Week). No specific date has been set as of this point. The ceremony will be held at a local facility, outside of the Police Department – to be announced.

Chief DeMarco stated that he does not have a final name to present to the commission tonight for the Circle of Merit Award, as he is waiting for a couple of cases to be completed to make a recommendation. Chief DeMarco can present more than one candidate. Commissioner Sherman added that, in the past, the Police Commission has been presented with two or three names to look at. Chief DeMarco will have a few names to present at the next Police Commission meeting. Commissioner Sinsigallo added that in the past, Police Commissioners have also presented candidates as well.

## **7. TRAFFIC AUTHORITY:**

Chief DeMarco commented that he is working with Len to address the signs issue from the DOT letter dated 3/16/10 – enclosed in commissioners' packets.

## **8. PUBLIC INPUT #2 – Comments only – NO DISCUSSION:**

A) S.D. Broder (Highland Ave, Broad Brook) commented/questioned what criteria are considered for any recognition for officers' awards.

Although this is a "no discussion" section of the agenda - Commissioner Sinsigallo did reiterate - Commissioner Sinsigallo felt it important to explain that the Circle of Merit Award is issued from the Police Commission, not the Police Department, and that it is an award that recognizes the exemplary work of an officer or other Police

Department employee. Commissioner Sherman emphasized that the award may not necessarily go to an officer, but to an employee of the department. He added that the award can be presented twice a year – of which it was in the past when there was more feedback from various sources. The commission now relies on the Chief and Deputy Chief for feedback and then the commissioners evaluate the information given to them to choose a recipient.

Chief DeMarco added that the Police Department has a highly structured awards program and he would like to take a moment to explain what it is and how one can receive an award.

Chief DeMarco explained the Police Department's process of choosing a recipient and the criteria needed to meet it. He further explained that the Police Department hands out seven or eight awards that come with an associated ribbon an officer wears on his/her uniform. Chief DeMarco added that the awards ceremony is done about every other year. He added that an officer does receive immediate recognition of the award even though it may not be presented for some time. The immediate recognition is important for performance reviews. Chief DeMarco added that, although the department's budget is small, it is working to put together a nice ceremony for the officers, family, friends and residents.

Brief discussion of the ceremony and the planning process followed.

## **9. NEW BUSINESS:**

None

## **10. COMMUNICATIONS:**

A) State of CT DOT letter dated 3/16/10

## **11. MONTHLY REPORTS:**

A) Chief of Police – Submitted written report to commission.

Chief DeMarco submitted a comprehensive report of the parking lot, including photos. Chief gave an overview of the submitted study, which was at the request of the Police Commission. Commissioners reviewed the packet and a brief discussion followed. Commissioner Sauerhoefer commented that he has the bollards and will speak with Commissioner Nelson regarding drilling the holes for installation.

Chief DeMarco took a moment to review the safety concerns of the Police Department and its employees. He wants the Police Commission to be fully aware of what is going on in that area of the parking lot. Brief discussion followed.

B) Commission Members - None at this time.

**12. EXECUTIVE SESSION:**

Prior to entering Executive Session, Commissioner Sinsigallo explained to the attending public the purpose of Executive Session. Commissioner Sinsigallo stated that there have been some complaints that people feel they are being left out of what is going on. Commissioner Sinsigallo explained that very sensitive matters are discussed during Executive Session that are not for publication. She also commented that other boards have Executive Sessions as well.

**MOTION** made by Commissioner Sherman to go into Executive Session (7:20pm) to include the Chief.  
**SECONDED** by Commissioner Sauerhoefer.

**VOTE IN FAVOR:** Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

No action taken.

**13. ADJOURNMENT:**

Commissioner Sherman made a **MOTION** to adjourn the regular meeting at 8:12pm. **SECONDED** by Commissioner Sauerhoefer.

**VOTED IN FAVOR:** Nelson/Sherman/Sauerhoefer/Stremper

**ALL IN FAVOR, MOTION CARRIED.**

**Respectfully submitted,**

**Christine Pellegrini**

**EWPC Recording Secretary**