

Agenda
Police Committee Meeting
February 28, 2024
5:00 PM

1. Pledge Of Allegiance
2. Police Committee Meeting Instructions

Documents:

[2-28-24 POLICE COMMITTEE MEETING INSTRUCTIONS.PDF](#)

3. Establishment Of Work Plan Template

Documents:

[POLICE COMMITTEE STRATEGEM.PDF](#)

4. Election Of 2024 Chair
5. Work Plan Review - Full Committee
 - o Establish priorities/timeline
 - o Assign tasks/duties of members
 - o Establish benchmarks and tracking

6. Set Dates For 2024 Police Committee Meetings
7. Draft Of Chair Election Process

Documents:

[TOWN OF MANLIUS POLICE COMMITTEE CHAIR ELECTION PROCESS.PDF](#)

8. Approval Of Minutes - January 24, 2024

Documents:

[01-24-24 DRAFT MINUTES.PDF](#)

9. Department Report - Chief Of Police
10. Privilege Of The Floor
11. Adjournment

This meeting is being recorded and live streamed. The recording will be broadcast live and will be posted to the town website at www.townofmanlius.org



February 28, 2024 – 5:00PM

Police Committee Meeting Instructions

The easiest way to participate in the meeting is to use the link provided below. The meeting will be conducted on the ZOOM platform as a webinar. Please make sure that when you complete your attendee registration you enter your full name.

Click on the link or enter the meeting URL web address as listed below.

<https://us02web.zoom.us/j/89459723569?pwd=VFpYSjRKb3V3bmxVQjVzeDRFSzhqQT09>

Password to join when prompted:

Password: **601201**

Enter your email address and name and join the meeting.

Join by telephone by dialing the number below:

(929) 436-2866

When prompted to enter the Webinar ID, use the number below followed by #

Webinar ID: 894 5972 3569

Press # again to skip the personal id and enter the password below followed by #

Password: **601201**

If this is your first time joining a ZOOM meeting, you may practice using ZOOM meeting platform at <https://zoom.us/test>.

Police Committee Blueprint: 2024 - 2025

Role	Name	Elected or Appointed by	Voting?	Contact
Chair	TBD	Elected by Committee vote		
Secretary	Allison Weber	Elected by Committee vote	No	aweber@townofmanlius.org
Membership	William Nicholson	Town appointment	Yes	wnicholson@townofmanlius.org
	Michael Nesci	Town appointment	Yes	mnesci@townofmanlius.org
	Dan Kinsella	Village appointment - Fayetteville	Yes	coachkinsella@yahoo.com
	Tom Pilewski	Village appointment - Manlius	Yes	tomp@manliusvillage.org
	Bobby Schepp	Village appointment - Minoa	Yes	bschepp@villageofminoa.com
	TBD - ESM School District			
	TBD - FM School District			
	Jason Cassalia	Department Head	No	jcassalia@manliuspolice.org
	Joe Frateschi	Attorney	No	jfrateschi@harrisbeach.com

Meetings	Date	Special Agenda	Follow up?	Responsible member(s)
IMA Section 2	1/24/2024	Organizational Meeting	2/28/2024 vote	Weber, Nicholson
	2/28/2024	Chair Vote, Secretary Vote		
	4/24/2024			
	6/26/2024			
	8/28/2024	Budget review		
	10/23/2024	Budget review		
	12/18/2024			

Responsibilities	Date	Action Item	Follow up?	Responsible member(s)
IMA Section 3.a	2/28/2024	<i>Understand the rules and regulations of the Department, and provide input on the content and enforcement of said rules and regulations.</i>	Sytematic review of general orders.	

Police Committee Blueprint: 2024 - 2025

IMA Section 3.b		<i>Provide input as to the conduct of disciplinary hearings and as to the issues raised thereat as they relate to the operation of the Department, all in accordance with law and applicable labor contracts.</i>		
IMA Section 3.c		<i>Make recommendations about the Department's personnel matters, including but not limited to, the manner of employing, engaging, transferring or discharging necessary personnel, subject to applicable provisions of law and in relation to the individual needs of the municipalities.</i>		
IMA Section 3.d	2/28/2024	<i>Provide input and recommendations to the Town Board regarding employing and discharging the Chief of the Police Department, in accordance with law and as the Committee members deem necessary.</i>	Review status of job description.	
IMA Section 3.e		<i>Review annual budget of the Department as submitted by the Chief, and make recommendations to the Town Board.</i>		
IMA Section 3.f		<i>Make recommendations as to the purchase and contracts in the name of the Town, on behalf of the Department, for capital equipment and supplies, within available appropriations.</i>		

Police Committee Blueprint: 2024 - 2025

IMA Section 3.g		<i>To make such recommendations to the Town Board of the Town of Manlius regarding matters relating to the Department.</i>		
IMA Section 3.h	2/28/2024	<i>Formulate rules of procedure or otherwise for the conduct of its business as the Committee shall deem necessary</i>	Review membership composition and roles.	

Routine Review	Date	Action Item	Follow up?	Responsible member
Chief's report	2/28/2024			Cassalia
Village - Manlius				Pilewski
Village - Fayetteville				Kinsella
Village - Minoa				Schepp
Town				Nicholson, Nesci
FM Schools				
ESM Schools				
Public input				
Legal matters				Frateschi
Review Minutes				Committee Chair

Attendance	Name	Organization	Present?	Contact Updates?
2/28/2024	Allison Weber	Town of Manlius		
	William Nicholson	Town of Manlius		
	Michael Nesci	Town of Manlius		
	Dan Kinsella	Village of Fayetteville		NEED A VILLAGE EMAIL
	Tom Pilewski	Village of Manlius		
	Robert Schepp	Village of Minoa		
	Jason Cassalia	Manlius Police Department		
	Joseph Frateschi	Harris Beach		

Town of Manlius Police Committee

Chair Duties and Election Process

1. Chair Duties

- a. The Chairperson shall be familiar with the committee's objectives, responsibilities and processes as outlined in the intermunicipal police agreement.
- b. The Chairperson shall be responsible for coordinating with the Secretary to set the agenda items for meetings.
- c. The Chairperson is responsible for running the police committee meetings.
- d. The Chairperson shall be responsible for coordinating with the Secretary, ensuring that publication and communication deadlines are met.
- e. The Chairperson shall ensure that the responsibilities of the Police Committee are met as outlined in the intermunicipal agreement.
- f. The Chairperson shall hold an organizational meeting of the Police Committee at the June meeting. At the organizational meeting the committee shall approve and authorize the Secretary to publish the dates and times of the police committee meetings for the year. The Secretary shall distribute the dates and times of the meetings to the Town and Village clerks.

2. Term of Office

- a. The term of office shall be one year: June 1 to May 31.
- b. In the event a chairperson is unable to complete the term of office, a new chair shall be elected to serve for the remainder of the unexpired term. In such case, the timelines below shall be adjusted accordingly.

3. Eligibility and Declaration of Candidacy

- a. The Police Committee shall be chaired by a member in good standing. All committee members in good standing are eligible to be a candidate for the position of Police Committee Chair.
- b. The May election process shall be announced at the March Police Committee Meeting.
- c. All interested members shall provide a written statement declaring their candidacy to the Secretary of the Police Committee by the May Police Committee Meeting.
- d. If no Committee Member submits his or her intention to run for the Committee Chair in advance of the May meeting, nominations shall come from the floor and the election shall proceed as described above.

4. Voting

- a. The annual election shall be conducted during the March meeting.

- b. All election / voting dates shall be shared in advance with the Town Clerk and Village Clerks by the Secretary.
- c. Only Committee Members in good standing shall be eligible to vote. There will be no proxy voting.
- d. The current Chair shall run the April meeting and the Secretary shall assist the Police Committee in conducting the election.
- e. The Secretary shall prepare ballots prior to the May meeting. The ballots shall be distributed at the time of the election.
- f. Each member shall complete the ballot by writing in the name of the member that they would like to elect to the position of Chair.
- g. Once the ballots have been completed the Committee shall take a 5-minute recess to allow the Secretary to count the ballots. When the Committee returns from recess, the Secretary shall announce the name of the member elected to the position of Chair.

**Town of Manlius Police Committee
Meeting Minutes
January 24, 2024
5:00 PM**

Present:	Heather Waters	Town of Manlius
	William Nicholson	Town of Manlius
	Dan Kinsella	Village of Fayetteville
	J. Robert (Bobby) Schepp	Village of Minoa
	Joe Frateschi	Attorney
	Allison Weber	Secretary to the Police Committee

Attended Virtually: None

Attended In-Person: None.

1. The meeting was called to order.

2. Pledge of Allegiance

3. Police Chiefs Report

- Chief Cassalia presented and discussed the department's 2024 goals and objectives.
- Chief Cassalia presented and discussed the Business Advisory Council and his outreach efforts in the business community.
- Chief Cassalia discussed the update to the rules and regulations.
- Chief Cassalia stated that the department is currently interviewing candidates for the position of police officer.
- Chief Cassalia discussed the public – private partnership with LeMoyne College to present a Fraud Prevention series.
- Chief Cassalia reviewed staffing levels and monthly calls for service.
- Chief Cassalia stated that the department has ordered a Ford F-150 Lightning based on a NYS grant.
- Chief Cassalia discussed the Active Citizen Survey
- Chief Cassalia stated that the department is looking to fill a new part time Community Service Officer (CSO) position.

4. New Business

Attorney Introduction

Joseph Frateschi, Attorney for the Town, introduced himself to the committee.

Election of Police Committee Chair

Member Nicholson nominated Member Pilewski to serve as the Police Committee Chair.

Member Kinsella nominated Member Schepp to serve as the Police Committee Chair.

Member Nicholson suggested that the committee table the vote for further consideration.

Member Waters requested that nominated members submit a letter of interest to the Secretary and that the committee review the duties of Police Committee Chair.

Secretary Weber requested that a formal process for the election of Police Committee Chair be drafted and adopted by the committee.

The election of the police committee chair was tabled until the February meeting.

2024 Meeting Dates

Secretary Weber stated that the committee previously approved a meeting schedule of every other month. The newly adopted intermunicipal agreement calls for a monthly meeting of the committee and a new schedule will need to be adopted.

The committee tabled the matter until after the new chairperson is elected.

5. Approval of Minutes

Member Schepp made a motion, seconded by Member Nicholson to approve the December 20, 2023, meeting minutes as presented. The motion passed unanimously.

6. Old Business

Member Waters stated that the newly approved intermunicipal agreement, the annual report and the PBA agreement will be available on the town website.

Member Waters stated that Frosty Forest will be taking place soon and thanked the department for their participation.

7. Correspondence / Discussion

Member Nicholson discussed a new organization “Breaking Stalking” that helps victims and law enforcement agencies better understand stalking.

Member Waters discussed an awareness event presented by H.E.A.L. Waters to prevent and recognize substance abuse.

8. Privilege of the Floor

9. Adjournment

With there being no further business to come before the Committee, Member Schepp made a motion, seconded by Member Waters, to adjourn the meeting at 5:58 pm. The motion passed unanimously.

Respectfully Submitted,

Allison Weber
Town of Manlius
Police Committee Secretary