

1. Virtual Meeting Instructions - April 24, 2024

Documents:

[4-24-24 POLICE COMMITTEE MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Approval Of Minutes - 1-24-2024 & 02-28-2024 (Chair)

Documents:

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

[02-28-24 DRAFT MINUTES.PDF](#)

4. Introduction Of New Members (Secretary / Clerk Weber )

5. Secretary / Clerk Appointment Discussion ( Full Committee )

6. Draft Chair Election Process - Updated

Documents:

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

7. Work Plan Review Updates - (Full Committee)

- Sec. 3.d – Chief Job Description
  
- Sec. 3.e – Budget Calendar
  
- Sec. 3.h – Member Roles, Responsibilities

8. Department Report (Chief Cassalia)

9. Adjournment ( Chair)



April 24, 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/81419453038?pwd=WW1KVXILNkILV1o3T2dnRnVOelZCZz09>

Password to join when prompted:

Password: **299015**

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: 814 1945 3038

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

Password: **299015**

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

**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

**Town of Manlius Police Committee  
Meeting Minutes  
February 28, 2024  
5:00 PM**

Present:	William Nicholson	Town of Manlius
	Mike Nesci	Town of Manlius
	Thomas Pilewski	Village of Manlius
	Dan Kinsella	Village of Fayetteville
	John Champagne	Village of Minoa
	Jason Cassalia	Chief of Police
	Allison Weber	Secretary to the Police Committee
	Carrie Greveling	Deputy Town Clerk

Attended Virtually: Thomas Pilewski

Attended In-Person:

- 1. The meeting was called to order.**
- 2. Pledge of Allegiance**
- 3. New Business**

**Draft Chair Election Process**

Member Nicholson and the committee reviewed the duties and responsibilities of the police committee.

Secretary Weber discussed the draft chair election process. Amendments to the draft were discussed and the prohibition of proxy votes will be removed.

**Election of Police Committee Chair**

The committee discussed how to proceed with the election without current guidelines.

Secretary Weber stated that there is currently only one candidate, Member Pilewski, who is interested in serving as chair.

Member Pilewski stated that he would need to attend virtually at times and the committee was comfortable with that. The committee discussed the guidelines for virtual attendance and deferred to the Town guidelines.

Member Nicholson made a motion, seconded by Member Champagne to appoint Member Pilewski as chair of the Police Committee. The motion passed unanimously.

The committee discussed the meeting dates and moving from monthly meetings to meeting every other month. After a lengthy discussion, the committee decided to hold the next meeting in April and table the decision about the meetings to give members time to discuss the meeting schedule with their respective villages.

**4. Approval of Minutes**

The committee tabled the approval of the minutes.

**5. Work Plan Review**

The committee reviewed and discussed the proposed work plan. The work plan was created from the responsibilities of the police committee outlined in the police agreement.

**6. Police Chiefs Report**

- Chief Cassalia stated that Officer Dashno will be promoted to sergeant.
- Chief Cassalia stated that the Business Advisory Council has met and it was very successful. There will be a symposium in March.
- Chief Cassalia discussed the leadership training strategy.
- Chief Cassalia stated that the CALEA review has begun.
- Chief Cassalia stated that there will be a HEAL presentation at ESM schools in March.
- Chief Cassalia discussed national level crimes that have been occurring in the town.
- Chief Cassalia discussed the response to a recent fatal car accident.

**7. Old Business - None**

**8. Correspondence / Discussion - None**

**9. Privilege of the Floor - None**

**10. Adjournment**

With there being no further business to come before the Committee, Member Champagne made a motion, seconded by Member Kinsella, to adjourn the meeting at 5:54 pm. The motion passed unanimously.

Respectfully Submitted,

Allison Weber  
Town of Manlius  
Police Committee Secretary

## 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 election process shall be announced at the Police Committee Meeting.
- c. All interested members shall provide a written statement declaring their candidacy to the Secretary of the Police Committee by the Police Committee Meeting.
- d. If no Committee Member submits his or her intention to run for the Committee Chair in advance of the 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 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 meeting and the Secretary shall assist the Police Committee in conducting the election.
- e. The Secretary shall prepare ballots prior to the 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.