

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

Present:	William Nicholson	Town of Manlius
	Mike Nesci	Town of Manlius
	Casey Cleary-Hammarstedt	Village of Fayetteville
	J. Robert (Bobby) Schepp	Village of Minoa
	Jason Cassalia	Chief of Police
	Joe Frateschi	Attorney
	Allison Weber	Secretary to the Police Committee
	Carrie Greveling	Deputy Town Clerk

Absent: Thomas Pilewski Village of Manlius

Attended Virtually: None

Attended In-Person:

1. The meeting was called to order.

2. Pledge of Allegiance

3. Introduction of New Members

Member Nicholson introduced Member Cleary-Hammarstedt as new member with Village of Fayetteville.

4. Approval of Minutes

Member Schepp made a motion, Seconded by Member Nesci, to approve the minutes from January 24, 2024.

Abstained – Member Cleary-Hammarstedt
Motion Passed

Member Nesci made a motion, Seconded by Member William, to approve the minutes from February 24, 2024.

Abstained – Member Cleary-Hammarstedt, Member Schepp
Motion Passed

5. Secretary / Clerk Appointment Discussion

Clerk Weber advised the committee that she would be resigning as the Town Clerk that evening during the Town Board meeting. Clerk Weber gave the recommendation that Deputy Clerk Greveling step in as the secretary for the committee.

Member Schepp made a motion, Seconded by Member Nesci, to approve Deputy Clerk Grevelding as the new Secretary for the Police Committee. The motion passed unanimously.

6. 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. The removal of “There will be no proxy vote” was the only amendment to the draft at this time. A discussion was had as to a better definition of who can be a proxy voter. Deputy Clerk Grevelding will work on this amendment for the next meeting.

7. 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.

- Sec. 3.d – Chief Job Description - Most recent draft from Chief Cassalia was circulated back in June 2023. Chief Cassalia will be working on a more updated draft for the committee to get approval from boards for next meeting on June 26, 2024.
- Sec. 3.e – Budget Calendar – Member Schepp suggested that any budget items be brought to the June 26, 2024, meeting so that they can be brought forward for budget meetings in July. Draft budget should be available for August meeting. A preliminary budget will be presented to the Town Board in October.

8. Police Chiefs Report

- Chief Cassalia presented the 2023 annual report. Asked for any suggestions that could better the annual report.
- Chief Cassalia stated that the symposium that was held in March was a success. Twenty plus in attendance. Looking forward to holding another symposium this fall.
- Chief Cassalia gave an update on staffing. Currently 36 sworn Police Officers, 4 openings for Police Officers, 2 transfer Police Officer candidates in process for selection. One member that will be graduating from Munroe Police Academy.
- Chief Cassalia currently interviewing for the position of Special Patrol Officer for Mott Rd Elementary for the 2024-2025 school year.
- Chief Cassalia stated that there currently a part-time community officer position open. This position will help with the administration side for the sworn Police Officers.
- Chief Cassalia mentioned that department passed 2023 CALEA review with flying colors and that the 2024 review will be an onsite review. Chief Cassalia will pass along information as it becomes available.

- Chief Cassalia stated that they have enrolled supervisors and command staff in an online management membership training. Also sent two members to Integrated Communications Assessment Tactics (ICATS) to assist with de-escalation tactics.
- Chief Cassalia mentioned that the department is on track for 30,000 plus for dispatched calls and police involvement calls this year.
- Chief Cassalia spoke regarding the Citizen satisfactory survey and how this year's focus is better understanding of crimes that businesses are experiencing.
- Chief Cassalia mention that they are currently undergoing a formal staff inspection. Captain Stanton has assembled a team to review policy and procedures.
- Chief Cassalia announced that the department has their first hybrid vehicle in service that is assigned to an investigator while collecting data.

9. Old Business - None

10. Correspondence / Discussion - None

11. Privilege of the Floor - None

12. Adjournment

With there being no further business to come before the Committee, Member Schepp made a motion, seconded by Member Nesci, to adjourn the meeting at 5:55 pm. The motion passed unanimously.

Respectfully Submitted,

Carrie Grevelding
Town of Manlius
Police Committee Secretary