



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
REGULAR MEETING AGENDA

MEETING DATE: January 9, 2024

AGENDA ITEM SECTION: Appointments

AGENDA ITEM NO. : 1

AGENDA ITEM:

Consider a resolution to appoint Darlene Manning to the competitive (non-exempt) position of Court Clerk

ITEM BACKUP DOCUMENTATION:

1. Draft resolution
2. Memorandum dated January 3, 2024 from Margaret Parr/Assistant to the Village Administrator to Mayor Rossillo, the Board of Trustees and Robert Yamuder/Village Administrator

**RESOLUTION APPOINTING DARLENE MANNING TO THE COMPETITIVE (NON-EXEMPT)
POSITION OF COURT CLERK FOR THE DOBBS FERRY VILLAGE COURT**

WHEREAS, Darlene Manning has held the non-competitive (exempt) position of Court Clerk in the Village of Dobbs Ferry since April 17, 2023; and

WHEREAS, Darlene Manning has recently been reinstated to the Westchester County Civil Service competitive (non-exempt) Court Clerk list of eligibles; and

WHEREAS, based on her ranking on the currently established Westchester County Department of Human Resources Civil Service list Darlene is eligible to be appointed to the competitive (non-exempt) position; and

NOW, THEREFORE, BE IT

RESOLVED, that Darlene Manning be transferred to the position of Court Clerk in the Dobbs Ferry Village Court effective January 10, 2024, and be it further

RESOLVED, upon this transfer to the competitive (non-exempt) position of Court Clerk, Darlene Manning shall be subject to a mandatory probationary period of 12 to 52 weeks pursuant to Civil Service Rules.



VILLAGE OF DOBBS FERRY

112 Main Street
Dobbs Ferry, New York 10522

To: Mayor Vincent Rossillo and Board of Trustees
Robert Yamuder, Village Administrator

CC: David Koenigsberg, Village Justice
Jeff Chula, Village Treasurer

From: Margaret Parr, Assistant to the Village Administrator

Subject: Court Clerk Appointments

Date: January 3, 2024

There are two budgeted Court Clerk positions in the Village of Dobbs Ferry Court. One position is competitive (non-exempt), which according to Civil Service rules, requires the Village to hire from a list; the other position is non-competitive (exempt) allowing hiring outside a list.

Darlene Manning has been serving in the non-competitive (exempt) position of the Court Clerk since April 17, 2023, and has recently become eligible to be hired from the competitive (non-exempt) list.

After discussions with Darlene, Judge Koenigsberg and our contact at the County offices, we are requesting that Darlene be moved via status transfer from the non-competitive (exempt) position to the competitive (non-exempt) position. This will allow Judge Koenigsberg to hire a new non-competitive (exempt) Court Clerk without any civil service restrictions beyond the probationary period of 12 to 52 weeks.

There are two resolutions that are being put before you today for consideration:

- 1) Change the appointment of Darlene Manning from the non-competitive (exempt) position to the competitive (non-competitive) position; and
- 2) To appoint Tracey Foley to the non-competitive (exempt) position.

These appointments will complete the staffing for the Dobbs Ferry Court as budgeted.