



**VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**

**MEETING DATE:** January 9, 2024

**AGENDA ITEM SECTION:** Appointments

**AGENDA ITEM NO. :** 2

**AGENDA ITEM:**

Consider a resolution to appoint Tracey Foley to the exempt (non-competitive) 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 TRACEY FOLEY AS COURT CLERK NON-COMPETITIVE  
(EXEMPT) POSITION FOR THE DOBBS FERRY VILLAGE COURT**

**WHEREAS**, the Non-Competitive (exempt) position of Court Clerk has become vacant in the Dobbs Ferry Court due to recent transfer to the competitive (non-exempt) position; and

**WHEREAS**, Tracey Foley's credentials make her an appropriate candidate to fill this non-competitive position; and

**WHEREAS**, in accordance with the civil service rules of Westchester County Department of Human Resources such appointment is subject to a probationary period of not less than 12 and not more than 52 weeks

**NOW, THEREFORE, BE IT**

**RESOLVED**, that Tracey Foley be appointed to the position of Court Clerk in the Dobbs Ferry Village Court effective on or after January 10, 2024 at the salary of \$59,164.20; and be it further

**RESOLVED**, upon this permanent Non-Competitive (Exempt) appointment as Court Clerk, Tracey Foley 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

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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.