



Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520-2501

To: Village Board of Trustees
From: Bryan Healy, Village Manager
Date: November 30, 2025
Re: FOIL Policy Change

Mayor
Brian Pugh

Trustees
Nora Moriarty Nicholson
Cara Politi
Len Simon
Maria F. Slippen

Village Manager
Bryan T. Healy

Village Treasurer
Genette Toone

Village Clerk
Pauline DiSanto

Village Engineer
Vincent Salanitra, P.E.

The Village Board is being asked to consider amending the Freedom of Information Law (FOIL) Policy to re-designate the Village Manager as the FOIL Appeals Officer at tonight's meeting.

The Village Manager previously served as the FOIL Appeals Officer from 2022 to 2024. In October 2024, a resolution was adopted to designate the Village Board as the FOIL Appeals Officer. At that time, the Village Clerk's office did not have appropriate staffing to address the requests coming in and respond to them in a timely fashion. It was noted at the time that designating the Village Board as the FOIL Appeals Officer was the best solution to allow me in my role as Deputy Village Clerk to assist with FOIL responses.

Since that time, we have hired an additional staff member in the Village Clerk's office who has been training with Ms. DiSanto to learn the FOIL process and the software program we currently use to track requests. Our law firm also has designated an individual who can work with the staff in the Village Clerk's office to address questions of redactions and what is legally required to be released to the public. After discussing this with the Village Clerk, we both feel it would be an appropriate time to return to the previous structure.

As was noted last year when we discussed this issue, there is a tight turnaround of 10 days from when an appeal is filed to when a decision must be made. Allowing that review and decision to take place administratively, rather than requiring a quasi-judicial review by the Board, is a much more streamlined approach.

Please let me know if you have any questions regarding the above. Thank you.