

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

July 14, 2026 - 3 p.m.

- 1) Reading / Approval of minutes of previous meeting
- 2) **Appearances**
 - a. 5/19 - Ed Falcone provided necessary documentation for PJFL employees missing from files
 - b. 5/26 - Board President Hendrick provided an RPC form for Interim Director Ed Falcone, to address the three-month extension of the position.
- 3) **Communication(s) received**
 - a. Email from Lina Shakrah on behalf of Joe Cavazos, Deputy Commissioner of Municipal Services, regarding the extension of the NY HELPS program through June 2028
 - b. Email from Lina Shakrah on behalf of Joe Cavazos regarding the Omnibus process, the HELPS Resolution and updated Title Request Form for submissions via the program
 - c. Email from Lina Shakrah regarding the Pre-Employment Police Basic Course
 - d. Email from Lina Shakrah with a revised NY HELPS Local FAQs document
 - e. Emailed Civil Service Transformation Update for the month of June memorandum
- 4) **Examinations**
 - a. School Lunch Director – Jessica Ellsworth requested this examination be ordered; job description was sent for review and accepted without updates. Exam requested 5/21
 - b. Police Department Service Coordinator – Chief Worden requested the Civil Service Commission order an examination for the position – Position may be eligible for the NY HELPS program and require no written examination.
- 5) **Commission Business**
 - a. Commissioner Lisa Perkowski resignation accepted by Mayor Cicalese and Commission Chair Duryea effective 6/29/26
 - b. Commissioner Balsamo attended NYSAPSCO conference – provided information on NY HELPS program and notes on topics discussed
 - c. The Civil Service commission has moved offices and expanded hours of operation to Monday through Friday, 9am – 5pm
- 6) **Administrative**
 - a. 2026-27 Civil Service commission Budget due City Clerk Treasurer by September 11
 - b. Civil Service Appendices binder needs to be updated
 - c. Document Processing & NYS Audit Checklist – Phase 2 (In Progress):
 - **Completed:** Located, processed, and filed outstanding documents (those originally lacking a roster card or Report of Personnel Change form) for School District, City, Recreation, DPW, and Library.
 - **Current Focus:** Alphabetically reviewing each file to ensure every employee packet is complete and contains a corresponding roster card per NYS audit guidelines. Library and Recreation department files are complete.

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

LIBRARY

- | | | |
|------------------------------------|---------|-------------|
| a. Rachel Leeds – PT Library Clerk | 6/15/26 | Resignation |
|------------------------------------|---------|-------------|

SCHOOL DISTRICT

- | | | |
|---|-----------------|---------------|
| a. Doreen Delaney – Cleaner | 6/3/26 | Prob to Perm |
| b. Benjamin Lefberg – Comp. Help Desk Aide | 7/1/26 | No RPC form |
| c. Olivia Trotta – Laborer | 6/29 - 8/31/26 | Seasonal |
| d. Jodi Essig – Custodian | 3/31 - 12/31/26 | LOA |
| e. Donna Green – Teacher Aide | 9/1 - 12/31/26 | LOA |
| f. Sandra Felter – Teacher Aide | 6/26/26 | Retirement |
| g. Tanya McAbier – Sub Teacher Aide | 7/6 – 8/14/26 | Summer School |
| h. Sandra Simpson – Teacher Aide | 6/30/26 | Retirement |
| i. Christian Hernandez – Security Attendant (Pending) | 9/1/26 | |
| j. Yulanda Murphy – Teacher Aide | 9/1/26 | Appointed |
| k. Melissa Arausa – Teacher Aide | 7/6-8/14/26 | Summer School |
| l. Brittney Mayfield – Teacher Aide | 7/6-8/14/26 | Summer School |
| m. AnnMarie Montalvo – Cook Manager (Sub) | 7/6/8/14/26 | Summer School |
| n. Kara Spears – Teacher Aide | 6/16/26 | Prob to Perm |

POLICE DEPARTMENT

- | | | |
|------------------------------------|---------|--------------|
| a. Jack Decker – Police Officer | 5/28/26 | Prob to Perm |
| b. Denise Raffone – Crossing Guard | 6/5/26 | Resignation |

RECREATION

- | | | |
|---|---------|----------|
| a. Lindsay Zgrodek – Recreation Leader | 6/29/26 | Seasonal |
| b. Dakota Jordan – Recreation Leader | 6/29/26 | Seasonal |
| c. Jordan Rambousek – Beach Attendant/Rec Spec. | 6/27/26 | Seasonal |
| d. Megan Ross – Beach Attendant/Rec Spec. | 6/27/26 | Seasonal |
| e. Kaylee Savino – Beach Attendant/Rec. Spec. | 6/27/26 | Seasonal |
| f. Connor Brace – Beach Attendant/Rec. Spec. | 6/27/26 | Seasonal |
| g. Michael Cordisco – Sr. Recreation Leader | 6/26/26 | Seasonal |
| h. Amaya Townsend – Sr. Recreation Leader | 6/26/26 | Seasonal |
| i. Yaveth Gonzalez – Lifeguard | 6/26/26 | Seasonal |
| j. Braeden Ross – Lifeguard | 6/26/26 | Seasonal |
| k. Michael Amato – Lifeguard | 6/26/26 | Seasonal |
| l. William Curreri – Lifeguard | 6/26/26 | Seasonal |
| m. Kelly Grusz – Recreation Specialist | 6/29/26 | Seasonal |

DPW

- | | | |
|-------------------------------------|---------|----------|
| a. Davonte Griffith – Laborer (P/T) | 07/6/26 | Seasonal |
|-------------------------------------|---------|----------|