

# CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

## MINUTES OF MEETING

Held March 10, 2026

The meeting was called to order at 3 p.m. in the Council Chambers at City Hall.

**Present:** Commission Chair Yvonne Duryea,  
Commissioners Lisa Perkowski and Nina  
Balsamo

The minutes of the previous meeting, held on February 10, were read and approved with edits.

Chairperson Duryea proposed revisions to past minutes and agenda templates; Commissioners Perkowski and Balsamo agreed and provided suggestions for clearer minutes reports moving forward.

Commission discussed the reorganization of Commission files and adherence to processes.

### **Old Commission News:**

#### **POLICE DEPARTMENT**

#### **LIBRARY**

#### **SCHOOL DISTRICT**

- 1.COMPUTER SERVICES SPECIALIST: James Oteri & Richard Craige appointed 1/17
- 2.COMPUTER HELP DESK AIDE: James Decker appointed 1/17

### **PERSONNEL TRANSACTIONS**

#### **APPOINTMENTS:**

##### **SCHOOL DISTRICT**

Kathleen Schindler	Athletic Trainer	8/12/25	Provisional to Perm
Christina Rodriguez	Sub Food Service	12/8/25	Sub
Kathy Martes	Cleaner	12/16/25	Provisional to Perm
Emma Maley	Sub Teacher Aide	12/17/25	Sub
Kara Spears	Teacher Aide	12/17/25	Perm Appointment
Ava Cancredi	Sub Teacher Aide	1/5/26	Sub
Melissa Arausa	Teacher Aide	1/6/26	Perm Appointment
Cynthia Sanchez-Otero	Security Attendant	1/6/26	Prob to Perm
Mark Long	Security Attendant	1/8/26	Prob to Perm
Drew Jashembowski	Sub Teacher Aide	1/14/26	Sub

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James Manning	Sub Cleaner	1/14/26	Sub
Denise Miranda	Teacher Aide	1/14/26	Probationary
John Martinez	Sub Security Attendant	1/14/26	Perm to Sub
Shawn Galligan	Head Grounds worker	1/17/26	Perm Appointment
James Oteri	Computer Svcs. Spec.	1/17/26	Prov to Perm
Richard Craige	Computer Svcs. Spec.	1/17/26	Prov to Perm
James Decker	Computer Help Desk Aide	1/17/26	Prov to Perm
Thomas Hawkes	School Monitor	1/20/26	Perm Appointment
Antoinette Furman	Sub Food Service	2/11/26	Sub
Katherine Sanchez	Clerk Typist	2/11/26	Prob to Perm
Dakota Blaylock	Cleaner	2/11/26	Sub to Perm
Michael Vitale	Security Attendant	2/11/26	Perm Appointment
Mary Schneider	Food Service Helper	2/11/26	Promotion/Perm
Patrick Outwater	Grounds Worker	2/18/26	Perm Appointment
Jackie Smith	Payroll Clerk	2/27/26	Prob to Perm
Marisa Fuller	School Monitor	2/27/26	Prob to Perm
Lydia Robertson	Teacher Aide	2/27/26	Prob to Perm

LIBRARY:

Curran Koehler	Director	3/4/2026	Resignation
Edward Falcone	Director	3/9/2026	Temp / Interim

CITY

Patrick Smith	Laborer (MEO#3)	2/25/26	Change in Class
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POLICE DEPARTMENT

Steve Schlangen	Dispatcher	3/10/26	Non-Competitive
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RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION  
SCHOOL DISTRICT

Rhea Doto	Reg. Prof. Nurse	11/25/2025	Resignation
Matthew Paulino	Sub Cleaner	12/10/2025	Removal
Ida Rodriguez	Sub Cleaner	12/9/2025	Removal
Jessica Hull	EME / TA	1/13/2026	Resignation
Aaliyah Ford	B&G / Sub Cleaner	2/5/2026	Removal
Ashley Smith	HBE / TA	2/6/2026	Resignation
Lindsay Imholz	FS / FSH	2/13/2026	Removal

**MERIT ADMINISTRATION**

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TBD Nina will be traveling to the Middletown and Orange County Civil Service Commission offices to review the use of eGov software (formerly NeoGov), with the Mayor’s approval and support.

**UPCOMING CIVIL SERVICE EXAMINATIONS**

STATE SCHEDULED \_\_\_\_\_ Test Date \_\_\_\_\_ Announced \_\_\_\_\_ Last Filing Date \_\_\_\_\_

Police Sergeant	6.13.2026	TBD
Lead Maintenance Spec.-HVAC		
School Lunch Director		
Assessor’s Clerk		
Educational Services Aide		

CENTRALIZED

Senior Library Clerk	4.18.2026	2/10/2026
Administrative Aide (Promo & OC)	4.18.2026	2/4/2026

**APPLICATIONS REVIEWED BY COMMISSION OFFICE**

SCHOOL DISTRICT	36	(Received with Report of Personnel Change Forms – NOT CSC reviewed or approved prior to hire)
POLICE DEPT	1	
CITY		
RECREATION	8	
DPW	3	
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TOTAL	15	

**CORRESPONDENCE**

The meeting was adjourned at 4pm.

Attested By: \_\_\_\_\_

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