CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

MINUTES OF MEETING
Held September 22, 2026

The meeting was called to order at 1:00 p.m. in the Civil Service Commission office.

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

The minutes of the previous meeting, held on August 11, were read and approved.

Commission:

a. The public hearing held on September 22nd, at 12:30pm for the purpose of sharing the revised PJ Civil Service revised Rules and Regulations with the public and opening up the floor for comments was unattended. The hearing was concluded at 12:45pm.
b. Library Director ATAP examination was waived, a passing score of 70 assigned to the single candidate.
c. Other examinations and positions were discussed that are currently ordered or filled provisionally (Assessor's Clerk, District Data Coordinator, Lead Maintenance Specialist – HVAC, Bus Driver Scheduler).
d. Commission discussed the ongoing document processing phase, the completion of both the Fire Department and City employee records, and the status of the backlog of unfiled roster records remaining large.
e. Commissioner Balsamo attended the virtual ESD training held on 9/11.
f. The Quick Reference Guide and sample RPC forms were revised and re-sent to all appointing authorities on 9/11.
g. The number of uncatalogued RPC form boxes increased to three, with slow net progress despite finding older forms, as many of the incomplete roster cards found are still missing matching forms.
h. Commission discussed anomalies in titles within roster cards and payroll reports received. Appointing authorities will be notified of the need to update titles as positions change.

POLICE DEPARTMENT

a. Continued document processing focus on completion of police employee record files

DPW

a. Personnel and roster records completed.

LIBRARY

SCHOOL DISTRICT

a. Staffing patterns and policy observations noted across school aide roles, in addition to an increase of part-time roles

CITY

b. Personnel and roster records continue to be updated.

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PERSONNEL TRANSACTIONS

SCHOOL DISTRICT

a.	Lindsay Sauschuck – Admin. Aide	8/19/26	Permanent
b.	Stephanie Irwin – Administrative Aide	8/19/26	Permanent
c.	Amaya Townsend – Teacher Aide	8/26/26	Probationary
d.	Virginia Saavedra – Teacher Aide	8/26/26	Probationary
e.	Andrea O'Donohue – Teacher Aide	9/1/26	Permanent
f.	Tanya McAbier – Clerk Typist (PT)	9/1/26	Permanent
g.	Jesenia Livingston – Teacher Aide	8/26/26	Probationary
h.	Melaney Jenks – School Monitor	9/1/26	Permanent
i.	Mia Sorbello – Teacher Aide, School Monitor (Sub)	9/1/26	Permanent
j.	Patricia Pelton – Teacher Aide, School Monitor (Sub)	9/1/26	Permanent
k.	Meaghan Lane – Teacher Aide (Summer School Sub)	7/6/26	Seasonal
l.	Patricia Krupunich – Teacher Aide, School Monitor (Sub)	9/1/26	Permanent
m.	Sandra Felter – Teacher Aide (Sub)	9/1/26	Permanent
n.	Kara Spears – Teacher Aide	6/16/26	Permanent
o.	Yulanda Murphy – Teacher Aide	7/22/26	New Position
p.	Melissa Arausa – Teacher Aide (Summer School)	7/22/26	Seasonal
q.	Brittany Mayfield – Teacher Aide (Summer School)	7/22/26	Seasonal
r.	Ann Marie Montalvo – Cook Manager (Summer School Sub)	7/22/26	Seasonal

LIBRARY:

None at this time.

CITY:

None at this time.

DPW:

a.	Shane Fuller – Laborer (Sewer)	8/17/26	Probationary
b.	Daniel Hill – Laborer (Sewer)	8/10/26	Probationary
c.	Jared McCann Laborer (Sewer)	8/17/26	Probationary
d.	Rolf Newnam – Laborer (Sewer)	8/10/26	Probationary

POLICE DEPARTMENT:

None at this time.

RECREATION

None at this time.

HOUSING AUTHORITY:

None at this time.

RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION

SCHOOL DISTRICT

a.	Danielle DePolito – Teacher Aide	8/31/26	Resignation
b.	Cheryl Teets – Teacher Aide	8/31/26	Resignation

POLICE DEPARTMENT:

None at this time

MERIT ADMINISTRATION

UPCOMING CIVIL SERVICE EXAMINATIONS
STATE SCHEDULED_____Test Date_____Announced_____Alt Test Date

REQUESTED	**Date**
Library Director I (ATAP)	07/24/2026
Library Clerk	07/24/2026
School Lunch Director	05/21/2026
Assessor's Clerk	10/25/2025
Educational Services Aide	07/22/2025
Lead Maintenance Spec.-HVAC	05/12/2021

REVIEWED BY COMMISSION OFFICE

SCHOOL DISTRICT	22
POLICE DEPT	0
CITY	0
RECREATION	0
DPW	4
LIBRARY	1
TOTAL	27

CORRESPONDENCE

None at this time.

The meeting was adjourned at 1:15pm.

Attested By: Maria Balsamo

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