

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

MINUTES OF MEETING

Held April 21, 2026

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

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

The minutes of the previous meeting, held on March 10, were read and approved.

Old Commission News:

The Commission discussed:

- a. The meeting with the finance committee to discuss the status of the CS office, hours and budget moving forward
- b. Admit letters, which were emailed to Administrative Aide exam candidates on 4/6
- c. PERMA (Public Employer Risk Management Association, Inc.) Conference
- d. NYSAPSCO Conference 6/14 through 6/17
- e. Quick Reference Guide for Civil Service process emailed to all Appointing Authorities
- f. The revision of MSD-426 form emailed to Department Heads
- g. PJCSC Policy regarding the release of candidate names who have applied for examinations
- h. RPC backlog filing and Roster card creation
- i. The creation of new updated templates for CS forms
- j. School District cost share numbers

POLICE DEPARTMENT

- a. The meeting with Chief Worden, Lt. Fitzpatrick and Lt. Sargente to discuss specifications for a new civilian position
- b. Police Sergeant Job Description

LIBRARY

- a. PCF for Stacy Joergle-Gildea to Full-Time

SCHOOL DISTRICT

PERSONNEL TRANSACTIONS

APPOINTMENTS:

SCHOOL DISTRICT

a. Joseph Hann - Sub Cleaner	3/11/26	Substitute
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CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

b. Ashley Smith - Sub Teacher Aide 3/11/26 Substitute

LIBRARY:

a. Stacy Joergle-Gildea - Library Clerk (FT) 5/1/26 Probationary

CITY

POLICE DEPARTMENT

a. Bronson Krupunich – Police Officer 4/13/26 Probationary
b. Corey Connelly – Police Officer 4/13/26 Probationary

RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION SCHOOL DISTRICT

a. Corey Connelly – Laborer 4/17/26 Resignation

MERIT ADMINISTRATION

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	4/1/26
Lead Maintenance Spec.-HVAC		
School Lunch Director		
Assessor's Clerk		
Educational Services Aide		

CENTRALIZED

REVIEWED BY COMMISSION OFFICE

SCHOOL DISTRICT	9
POLICE DEPT	2
CITY	
RECREATION	6
DPW	

TOTAL 15

CORRESPONDENCE

The meeting was adjourned at 3:45pm.

Attested By: Nina Balsam

YES SOMM INIT
YES COMM INIT
NB COMM INIT