

MINUTES OF MEETING

Held February 10, 2026

The meeting was called to order at 3 p.m. at the office of the Port Jervis Municipal Civil Service Commission at City Hall.

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

The minutes of the previous meeting, held on January 16, 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:

1/27 – PJCS Commission Commissioners attended the Hudson Valley Regional Forum on Transformation in Hyde Park, NY

POLICE DEPARTMENT

12/5 – The Police Officer exam scores were released

1/8 – Former Secretary Biccum provided PJPd with a flyer for the 2/7 Physical Fitness & Agility test with a copy of the physicians Release form and Accident Waiver to be provided to each participant.

SCHOOL DISTRICT

1/27 – Custodian eligible list established

1/27 – Candidate results letters emailed / mailed

COMPUTER SERVICES SPECIALIST

1/17 – Eligible list established

1/27 – Candidate results letters emailed / mailed

1/27 – Jessica Ellsworth, Human Resources notified of results

COMPUTER HELP DESK AIDE

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

1/17 – Eligible list established
1/27 – Jessica Ellsworth, Human Resources notified of results

LIBRARY

1/17 Library Clerk Exam Administered
1/27 Library Clerk Eligible List Established
1/27 Candidates results letter emailed / mailed
2/7 Sr. Library Clerk Exam (Promotional) Announced

PERSONNEL TRANSACTIONS

APPOINTMENTS:

SCHOOL DISTRICT

Kathy Martes	B&G / Cleaner	12/16/2025	Probationary to Perm
Shawn Galligan	Head GW	1/17/2026	Sub to Perm
Kara Spears	EME / TA	12/17/2025	
Ann Marie Montalvo	F / CM	12/17/2025	
Christina Rodriguez	Sub FSH	12/17/2025	Sub
Ava Cancredi	DW / TA	1/5/2026	Sub
Emma Maley	DW / Sub TA	12/17/2025	Sub
Melissa Arausa	TA	1/6/2026	Probationary to Perm
Antoinette Ford	FS / FSH	2/11/2026	Sub
Thomas Hawkes	SM	1/20/2026	Perm
Drew Jashembowski	DW / Sub TA	1/14/2026	Sub
Mark Long	Sec. Att.	1/8/2026	Probationary to Perm
James Manning	B&G / Sub Cleaner	1/14/2026	Sub
Denise Miranda	EME / TA	1/14/2026	Probationary to Perm
John Martinez	DW / Sub Sec Att	1/14/2026	Sub
Cynthia Sanchez-Otero	PJMS / Sec Att	1/6/2026	Probationary to Perm
Kathleen Schindler	Athletic Trainer	8/12/2025	Provisional to Perm
Katherine Sanchez	CT	2/11/2026	Probationary to Perm
James Oteri	IT DEPT. / CSS	1/17/2026	Provisional to Perm
James Decker	COM. HELP DESK	1/17/2026	Provisional to Perm
Richard Craige	IT DEPT. / CSS	1/17/2026	Provisional to Perm
Dakota Blaylock	Sub Cleaner	2/11/2026	Sub to Perm
Michael Vitale	MS / Security Attendant	2/11/2026	Perm
Mary Schneider	SR FSH	2/11/2026	Perm
Patrick Outwater	B&G / GW	2/18/2026	Perm

LIBRARY:

None

CITY

Patrick Smith	Laborer (MEO#3)	2/25/26	Change in Class
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CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION SCHOOL DISTRICT

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

CITY

New Commission News:

POLICE DEPARTMENT

2/7 – Police Dept. held their Physical Fitness & Agility Testing
2/24 – Candidate score letters emailed & mailed
2/26 – Certified eligible list was prepared and provided to Chief Worden

LIBRARY

2/5 - List of Eligibles sent to Curran Koehler (Library Director), with explanation of procedure to follow for re-appointment of a provisional.

MERIT ADMINISTRATION

- 1/27 – 1/29 A Technical Assistance Review (TAR) of merit system administration for the city of Port Jervis was held. The review was requested by Chairperson Yvonne Duryea. A team of five people from MSD of the NYS Department of Civil Service.
- 2/20 The results letter for the comprehensive review of the CSC office performed January 27-29 was received and reviewed by the Commission, and Chairperson Duryea provided a copy to the Mayor to discuss same and next steps.
- TBD Nina will be traveling to the Middletown and Orange County Civil Service Commission offices to review the use of NeoGov, with the Mayor's approval and support.

UPCOMING CIVIL SERVICE EXAMINATIONS

STATE SCHEDULED _____ Test Date _____ Announced _____ Last Filing
Date

Lead Maintenance Spec.-HVAC

School Lunch Director

Assessor's Clerk

Educational Services Aide

Administrative Aide (Promo & OC)

4/18/2026

2/4/2026

Police Sergeant

6/13/2026

TBD

IT Supervisor

TBD

DECENTRALIZED (dates determined by commission)

Senior Library Clerk (Promo)

4/18/2026

2/10/2026

APPLICATIONS REVIEWED BY COMMISSION OFFICE

SCHOOL DISTRICT 8

(Received with Report of Personnel Change Forms – NOT CSC reviewed or approved prior to hire)

POLICE DEPT 2

CITY

RECREATION

DPW 1

TOTAL 11

CORRESPONDENCE

2/13 Lina Shakrah, Administrative Assistant 1 (MSD), emailed a reminder to complete the 2025 Exam Fee Billing Report.

2/17 Kerry Brennan, NYSAPCSO President, emailed a reminder of action items due each Civil Service Commission office (Exam Fee Report and Payment & Annual Report), an amendment to Civil Service Law (CSL) Section 80, Legislative updates (CSL 61 and 59-d), and an update on the NYSAPCSO membership dues increase from \$100 to \$150 (Due May 1),

2/24 – Examination Fee & Billing Report submitted

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

The meeting was adjourned at 4pm.

Attested By: NINA BALSAMO

yes COMM INIT
no COMM INIT
no COMM INIT