

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

MINUTES OF MEETING

Held July 14, 2026

The meeting was called to order at 2:00 p.m. in the Civil Service Commission office.

Present: Commission Chair Yvonne Duryea &
Commissioner Nina Balsamo

The minutes of the previous meeting, held on June 9, were read and approved.

Commission News:

The Commission discussed:

- a. Status of employee files – Report of Personnel Change forms found within boxes in storage room containing much of the missing information needed to complete many of the employees' files and roster card information
- b. Commission 2027 budget preparation underway (Y. Duryea)
- a. Commissioner Lisa Perkowski's resignation (effective 6/29/26)
- c. The Civil Service commission has moved offices and expanded hours of operation to Monday through Friday, 9am – 5pm
- d. Commissioner Balsamo attended NYSAPSCO conference

POLICE DEPARTMENT

None at this time.

DPW

- a. Personnel and roster records continue to be updated with missing records provided by DPW personnel

LIBRARY

None at this time.

SCHOOL DISTRICT

- a. School District outstanding files complete – Phase 2 (in progress) reviewing each file alphabetically to ensure each employee packet is complete and has a corresponding roster card

CITY

- a. Personnel and roster records continue to be updated with the assistance of the Deputy Clerk Treasurer

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PERSONNEL TRANSACTIONS

SCHOOL DISTRICT

a. Doreen Delaney – Cleaner	6/3/26	Prob to Perm
b. Benjamin Lefberg – Comp. Help Desk Aide	7/1/26	
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. Tanya McAbier – Sub Teacher Aide	7/6 – 8/14/26	Summer School
g. Christian Hernandez – Security Attendant (Pending)	9/1/26	
h. Yulanda Murphy – Teacher Aide	9/1/26	Appointed
i. Melissa Arausa – Teacher Aide	7/6-8/14/26	Summer School
j. Brittney Mayfield – Teacher Aide	7/6-8/14/26	Summer School
k. AnnMarie Montalvo – Cook Manager (Sub)	7/6/8/14/26	Summer School
l. Kara Spears – Teacher Aide	6/16/26	Prob to Perm

LIBRARY:

None at this time.

CITY:

None at this time.

DPW:

a. Davonte Griffith – Laborer (P/T)	7/6/26	Seasonal
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POLICE DEPARTMENT:

a. Jack Decker – Police Officer	5/28/26	Prob to Perm
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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

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HOUSING AUTHORITY:

None at this time.

RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION

SCHOOL DISTRICT

a. Sandra Felter – Teacher Aide	6/26/26	Retirement
b. Sandra Simpson – Teacher Aide	6/30/26	Retirement

POLICE DEPARTMENT:

a. Denise Raffone – Crossing Guard	6/5/26	Resignation
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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	10
POLICE DEPT	0
CITY	0
RECREATION	0
DPW	1
LIBRARY	0
TOTAL	11

CORRESPONDENCE

The meeting was adjourned at 3:15pm.

Attested By: Nina Babrows

for COMM INIT
by COMM INIT
 COMM INIT

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NOTES: