

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

April 21, 2026 - 3 p.m.

- 1) Reading / Approval of minutes of previous meeting
- 2) **Appearances**
 - a. Applications received from Wayne Addy; provided previously approved applications
 - b. Received the Personnel Change Form for Stacy Joergle-Gildea from Edward Falcone 4/15
- 3) **Communication(s) received**
 - a. MSD Exams – Post Exam Day Report changes for centralized exams
 - b. PJSD Treasurer Deborah Rutt email questioning School District cost share numbers provided by CS Secretary Biccum for 2025
- 4) **Examinations**
 - a. Police Sergeant exam announcement posted April 1 & scheduled for June 13
- 5) **Examination Statuses**
 - a. Information Technology Supervisor - Ordered / On Hold
 - b. District Data Coordinator – Ordered / On Hold
- 6) **Commission Business**
 - a. Commission Chair Duryea and Commissioner Balsamo met with the finance committee to discuss the status of the CS office, hours and budget moving forward on 3/18
 - b. Commission Chair Duryea and Commissioner Balsamo met with Chief Worden, Lt. Fitzpatrick and Lt. Sargente to review specifications for a new civilian position on 3/26
 - c. Police Sergeant Job Description updated and approved 3/31
 - d. Admit letters were emailed to Administrative Aide exam candidates on 4/6
 - e. Nina Balsamo to attend PERMA (Public Employer Risk Management Association, Inc.) Conference with City Clerk Treasurer Stacey Hosking 5/14 & 5/15
 - f. Nina Balsamo to attend NYSAPSCO Conference 6/14 through 6/17
 - g. Quick Reference Guide for Civil Service process emailed to all Appointing Authorities 4/14
 - h. Revised MSD-426 form emailed to Department Heads 4/14, new supply provided to all within their corresponding department mailboxes.
 - i. PJCS Policy regarding the release of candidate names who have applied for examinations
- 7) **Administrative**
 - a. RPC backlog filing and Roster card creation underway
 - b. New updated templates for CS forms

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

8) Appointments

LIBRARY

a. Anthe Constanti – Library Clerk (PT)	3/12/26	Permanent
b. Amy Kerekes – Library Clerk (PT)	3/12/26	Permanent
c. Echo Cherry – Prov. Library Clerk (PT)	3/17/26	2 nd Provisional Appointment
d. Stacy Joergle-Gildea - Library Clerk (FT)	5/1/26	Probationary

SCHOOL DISTRICT

a. Joseph Hann - Sub Cleaner	3/11/26	Substitute
b. Ashley Smith - Sub Teacher Aide	3/11/26	Substitute

POLICE DEPARTMENT

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