

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

MINUTES OF MEETING

Held May 12, 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 April 21, were read and approved.

Old Commission News:

The Commission discussed:

- a. eGov training module Commissioner Balsamo attended 5/12, next steps in implementing use of the software are receipt of templates from eGov to dictate the fields needed, site links from municipalities currently utilizing the software.
- b. Alternate Test Policy – Necessary changes to policy moving forward
- c. Information Technology Supervisor position – Testing? Hiring?

POLICE DEPARTMENT

- a. Civilian New Position Duties Statement status

LIBRARY

- a. Missing documentation provided by Interim Director Ed Falcone

SCHOOL DISTRICT

- a. District Data Coordinator position
- b. Budget and cost share status

PERSONNEL TRANSACTIONS

APPOINTMENTS:

SCHOOL DISTRICT

None at this time.

LIBRARY:

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

CITY:

None at this time.

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

DPW:

None at this time.

POLICE DEPARTMENT:

None at this time

RECREATION

a.	Ryan Ross – Laborer	5/11/26	Seasonal
b.	Christopher Ross – Laborer	5/11/26	Seasonal

HOUSING AUTHORITY:

None at this time.

RETIREMENT/RESIGNATION/LEAVE OF ABSENCE/TERMINATION

SCHOOL DISTRICT

a.	Linda List – Reg. Professional Nurse	8/30/26	Retirement
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POLICE DEPARTMENT:

a.	James Thompson – Police Dispatcher	5/2/26	Resignation
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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 _____ Alt Test Date

Police Sergeant	6.13.2026	4/1/26	6/17/26
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REQUESTED

Date

School Lunch Director	04/09/2025
Assessor's Clerk	10/25/2025
Educational Services Aide	07/22/2025
Lead Maintenance Spec.-HVAC	05/12/2021

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION

REVIEWED BY COMMISSION OFFICE

SCHOOL DISTRICT	9
POLICE DEPT	2
CITY	
RECREATION	2
DPW	4
TOTAL	17

CORRESPONDENCE

The meeting was adjourned at 4:05pm.

Attested By: Nina Belmont

yes COMM INIT
mt COMM INIT
ms COMM INIT