

CITY OF PORT JERVIS CIVIL SERVICE COMMISSION AGENDA

Regular Meeting

Council Room, City Hall

June 9, 2026 - 3 p.m.

- 1) Reading / Approval of minutes of previous meeting
- 2) **Appearances**
 - a. 5/19 - Ed Falcone provided necessary documentation for PJFL employees missing from files
 - b. 5/26 - Board President Hendrick provided a RPC form for Interim Director Ed Falcone, to address the three-month extension of the position.
- 3) **Communication(s) received**
 - a. Email from Janna Shillinglaw on 5/12: The Municipal Services Division is presenting a Regional Forum Recap on May 19, 2026, from 10-11 AM for local civil service agency staff. The recap will review key transformation concepts and highlight the insights gathered at the forums on topics such as Vacancy-based T&Es, NY HELPS, and Public Safety Recruitment.
 - b. Email from Kerry Brennan on 5/13: NY HELPS program has been extended for an additional two years, MSD is preparing an omnibus text tool to aid in streamlining participation in the program.
 - c. Email from Lina Shakrah with an Information Memorandum regarding an amendment to §58 by adding a new provision to increase the ability of appointing authorities in removing candidates from eligible lists based on psychological fitness or moral character determinations, in accordance with §58 of the Civil Service Law and the Municipal Police Training Council (MPTC) Regulations Part 6000.
 - d. Email from Library Board President Carl Hendrick informing the Commission of the Board's decision to extend the temporary/interim position an additional 3 months (until 9/4/2026).
- 4) **Examinations**
 - a. School Lunch Director – Jessica Ellsworth requested this examination be ordered; job description was sent for review and accepted without updates. Exam requested 5/21.
- 6) **Commission Business**
 - a. Commissioners Duryea and Perkowski reappointed to terms ending May 31, 2030, and 2032 respectively
 - b. Library personnel files completed (CC Duryea), City Personnel files are in the process of being updated
 - c. Commissioner Balsamo to attend NYSAPSCO conference 6/15 through 6/17
 - d. Civil Service Appendices binder needs to be updated
 - e. Commission Chair Duryea and Commissioner Balsamo met with Mayor Cicalese – The Civil Service office will be moving offices and expanding hours of operation
 - f. 3-4 lateral file cabinets will need to be ordered to accommodate records & retention files and replace broken file cabinets
 - g. School District outstanding files 50% complete – Phase 2 will be to review each file alphabetically to ensure each employee packet is complete and has a corresponding roster card
 - h. Commission Chair emailed both PJSD and PJFL to inform of expanded hours effective 6/1/26; confirmation email received from Superintendent Bell

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- i. Review of SD “Tax Collector” position job descriptions
- j. Police Department Service Coordinator – New Position Duties Statement

7) Administrative

- a. Records Destruction Authorization Form and Instruction sheet created for record retention and timely disposal in accordance with NYS mandates
- b. RPC backlog filing and Roster card creation underway
- c. PJCS Rules & Regulations Manual State Required Updates / Revisions - Ongoing
- d. Examination Materials – Packaging and cataloguing completed. Six boxes (80lbs) have been returned to the state 5/19/26. Phase 2 will include all files with dated materials to return.
- e. Revision made to Alternate Test Date (Pg. 1)

8) Appointments

LIBRARY

None at this time.

SCHOOL DISTRICT

OTHER School District Transactions

- a. Benjamin Lefberg – Comp. Help Desk Aide 7/1/26
- b. Deborah Donato – Reg. Prof. Nurse 7/1/26
- c. Daisy Martinez – Reg. Prof. Nurse 7/1/26

POLICE DEPARTMENT

None at this time.

RECREATION

None at this time.

DPW

- a. Mickey Lane – Laborer 5/11/26 Seasonal
- b. Anthony Theodore – Laborer 5/12/26 Seasonal
- c. Ian Copertino – Laborer 5/12/26 Seasonal
- d. Davonte Griffith – Laborer (P/T) 7/6/26 Seasonal