

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Police Civil Service Commission was held in City Council Chambers at 70 East Main Street, on October 20, 2025 at 4:30pm with the following in attendance:

Commissioner	Karl Kolenich	Present
Commissioner	Geraldine Henderson	Present
Commissioner	Mark Spencer	Present
Chief of Police	Matthew Gregory	Present
Assistant City Recorder	Amberle Jenkins	Present

Police Civil Service Commission of the City of Buckhannon Meeting Agenda
4:30 PM October 20, 2025
Council Chambers | 70 East Main Street

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Business Discussions
 - a. Elect President of the PCSC FY 2025/2026
 - b. To Set Date/Time/Location of the Written Promotional Examination for the rank of Corporal to PFC James Fisher
- 5. Declaration of Adjournment

Call to order: The meeting was called to order by President Karl Kolenich followed by a moment of silence and pledge to the US flag.

Business Discussions:

a. Elect President of the Police Civil Service Commission for fiscal year 2025/2026.

Motion Spencer/Kolenich to nominated and elect Geraldine Henderson as President of the Police Civil Service Commission for fiscal year 2025/2026. Motion carried.

b. To Set Date/Time/Location of the Written Promotional Examination for the rank of Corporal to PFC James Fisher.



BUCKHANNON POLICE DEPARTMENT

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Dear Civil Service Commission,

I am writing to formally submit my interest to be considered for the promotion of Corporal that is currently available. I become eligible October 19, 2025, I am also requesting the study material for the promotion exam.

Motion Henderson/Kolenich to set the Promotional Examination date as December 1, 2025 at 9:00 am in City Hall. Motion carried.

Declaration of Adjournment: There being no further business to be conducted, meeting adjourned at 4:33 pm.

Commissioner	Geraldine Henderson
Commissioner	Karl Kolenich
Commissioner	Mark Spencer
Assistant City Recorder	Amberle Jenkins