

**Council of the City of Buckhannon**  
**Public Meeting Agenda**  
**7:00 PM | Thursday, November 20, 2025**  
**Council Chambers | 70 East Main Street**



1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes 11/06/25
5. Recognition of Guests
  - a. JCFilms Studio- Upcoming Hank's Christmas Wish Screening & Support Request
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. Approve Payment of Bills
  - b. Municipal Home Rule Program 2025 Progress Report
  - c. Approve City Hall Closure on Dec. 16, 2025 from 12:00 Noon to 2:00pm for City Hall Staff Christmas Party
8. Public Works Report – Director of Public Works, Ethan Crosten
  - a. Report of Zoning and Code Enforcement – Approve Building and Wiring Permits
9. Police Department Report – Chief Matthew Gregory
  - a. Approval Mutual Aid Agreement between the BPD & Upshur County Sheriff's Office
  - b. Erica Bennett, Peer Liaison-First Choice Peers Program Annual Report
10. City Attorney's Report – Thomas J. O'Neill
  - a. Approve Resolution 2025-13 Support for the FEMA Grant for E-911 Addressing Project
  - b. Approve Resolution 2025-14 Support for the FEMA Grant for Taylor Street Storm Sewer Collection System Project
  - c. Approve Resolution 2025-15 Designating an Authorized Agent for the FEMA Grant for Taylor Street Storm Sewer Collection System Project
11. New Business Discussions
  - a. City's Appointment of Lily Hicks to the Upshur County Convention & Visitors Bureau
  - b. City's Appointment to the Upshur County Recreation Board
12. Council Members' Remarks and Announcements
13. City Recorder's Report, Remarks, and Announcements
  - a. Report of Events, Correspondence, and Information
    - i. UCRC 5k 11/27/25 7:30am Jawbone Park
    - ii. BFD Christmas Parade 12/05/25 6:00pm
    - iii. Cancellation of the City Council Meeting January 1, 2026 due to Holiday
    - iv. FOIA Request & Fulfillment from Mark Best re: WTP Feasibility Report
    - v. Public Notice of Change in Water Rates re: Ordinance # 476
  - Upcoming Events at The Event Center at Brushy Fork
    - i. November 22, 2025-Holly Jolly Craft Show
    - ii. December 05, 2025- Screening of Hank's Christmas Wish 3
    - iii. December 06, 2025- Holiday "FURtastic" Elimination Dinner
14. Mayor's Remarks and Announcements
15. Declaration of Adjournment

*This agenda is certified by Mayor Robbie Skinner on November 17, 2025. To participate in this meeting virtually, use this link: <https://global.gotomeeting.com/join/443910693>, or by phone, call: (571) 317-3112, access code: 443-910-693.*