

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library ground floor meeting room on Friday, February 22, 2013, beginning at 10:30 a.m.

PRESENT: Dale Manuel President  
Walter Pellish, Vice President  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Lyn Widmyer, Commissioner  
Debbie Keyser, County Administrator  
Paul Shroyer, Director of Financial Management  
Cynthia Schott, Administrative Assistant

In re: FY 2013-14 BUDGET WORKSHOP

Commissioner Manuel opened the session at 10:35 a.m.

The Pledge of Allegiance was led by Commissioner Pellish.

Paul Shroyer, Financial Director, presented each Department Manager and Elected Official a budget worksheet to fill out to aid them in projecting their budgets. All Department Managers and Elected Officials provided each Commissioner with a detailed, line by line budget for their departments.

The following appeared before the Commission presenting their budgets, goals for coming year and justifications for requests:

Roger Goodwin, Chief County Engineer – Engineering Department  
John Reisenweber, Director – Jefferson County Development Authority  
Paul Shroyer, Director of Finance/Debbie Keyser, County Administrator – IT

**The Commission recessed at 11:10 a.m.**

**The Commission reconvened at 11:20 a.m.**

Angela Banks, Assessor – Assessor's Office  
Teresa Hendricks, Chief Tax Deputy – Sheriff's Tax Office

**The Commission broke for lunch at 12:11 p.m.**

**The Commission reconvened at 1:06 p.m.**

Jennifer Maghan, County Clerk – County Clerk’s Office

Paul Shroyer, Director of Finance – presented Circuit Court on behalf of Laura Storm who was unavailable

Jennifer Myers, Park & Recreation – along with her Board of Directors

**Discussion regarding process for appointing Sheriff**

It was the consensus of the Commission each Commissioner would send their top three choices for Sheriff Candidates to be interviewed to Ms. Keyser. Should one of the Commissioners NOT pick one of the top three to be interview, the Commission will interview that Commissioner’s number one (1) pick.

Ms. Keyser will compile the top candidates, those with the most votes, and contact them to set up an interview for March 5, 2013.

Ms. Keyser will provide the Commissioners with a list of benefits for Sheriff in case the question arises from any interviewees.

Ms. Keyser will send each Commissioner a list of interview questions they can use if they would like to.

Mr. Shroyer passed out two packets of the current budget. One packet details revenue and one packet details expenditures, as was requested by the Commissioners. Mr. Shroyer explained the packets to the Commissioners.

There being no further business, motion by Ms. Noland to adjourn the Budget Work Session. Motion seconded by Mr. Manuel and unanimously approved. Upon rising, the Commission adjourned this work session until Thursday, March 7<sup>th</sup> at 9:30 a.m. as a regular session.

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DALE MANUEL, COMMISSION PRESIDENT