

VILLAGE OF ASHVILLE
FINANCE COMMITTEE
FEBRUARY 14, 2011



Nelson Embrey called the meeting to order at 5:33 PM. Answering roll call were Gayle Blankenship and Brian Stewart. Also present Franklin Christman and Mayor Wise.

UNFINISHED: None

NEW BUSINESS:

1. Audit of the 4TH Quarter 2010

October Receipt #	Date	Amount	October CK#	Date	Amount	Payable To
1485	10/07/10	311.09	32211	10/06/10	2,907.60	Police & Fire
1520	10/13/10	1,613.76	32240	10/05/10	3,987.11	Voyager
1547	10/20/10	240.05	32292	10/19/10	11,405.17	S. Central
November Receipts			November CK#			
1628	11/05/10	404.01	323382	11/01/10	32,241.73	Harrison Township
1667	11/12/10	1,660.69	32427	11/12/10	276.52	C & J Auto
1663	11/12/10	744.91	32446	11/12/10	10,245.03	S. Central
December Receipts			December CK#			
1760	12/03/10	364.05	32556	12/06/10	80.00	Ashville Hardware
1782	12/08/10	1,864.13	32564	12/06/10	519.09	Time Warner
1830	12/16/10	766.78	32608	12/17/10	512.00	Pickaway Health

All bank statements reconciled and all receipts and payments reviewed were in order.

At 5:48 Nelson Embrey moved, seconded by Gayle Blankenship, to enter into executive session to discuss personnel. All votes were yea. Meeting resumed at 6:01 PM. No action taken.

2. 2011 Final Appropriations – The Amended Official Certificate of Estimated Resources were compared to the December Revenue Status Report. The committee discussed where to place extra revenue if not appropriated. Embrey suggested after funding of the 690 accounts for emergency spending the surplus should be placed in the 1000-930 contingencies account. Brian Stewart agreed that the surplus should be in the contingencies account, which would require approval from council before spending. Reviewing just the general fund 690 accounts it was determined that the police department account of 1000-110-590 and 690 accounts should be funded the same as 2010 with funding 590 back to \$23,497 and the 690 at \$42,346. Mayor Wise advised the committee that the police officers were not looking to unionize, but to receive monies due them. It was determined that two officers had not received their raise after their

probationary period and Wise planned on adjusting their pay accordingly. No back pay would be received.

Brian Stewart moved, seconded by Nelson Embrey to adjourn. All votes were yea. Meeting adjourned at 6:43 PM.

ACCEPTED AND ATTESTED



Nelson Embrey, Chairman



Barbara Gilbert, Clerk

VILLAGE OF ASHVILLE
FINANCE COMMITTEE
MARCH 14, 2011

Nelson Embrey called the meeting to order at 5:34 p.m. Answering roll call were Brian Stewart and Gayle Blankenship.

Gayle Blankenship moved, seconded by Brian Stewart, to approve the February 14, 2011 minutes as presented. All votes were yea.

PRESENTATION: None

UNFINISHED: None

NEW BUSINESS:

1. 2011 Budget – The 2011 proposed budget was reviewed by the committee and minor changes made. Gayle Blankenship moved, seconded by Brian Stewart, to recommend to council the 2011 Appropriation Ordinance and to be passed in one reading. All votes were yea.

Gayle Blankenship moved, seconded by Brian Stewart, to adjourn. All votes were yea. Meeting adjourned at 6:34 PM.

ACCEPTED AND ATTESTED



Nelson R. Embrey, Chairman



Barbara J. Gilbert, Clerk

FINANCE COMMITTEE
APRIL 11, 2011

At 6:04 PM, the Asheville Council Finance Committee, consisting of Brian Stewart and Nelson Embrey, met with Fiscal Officer Barbara Gilbert to review the Village books for the First Quarter of 2010. Gayle Blankenship was excused.

Brian Stewart moved, seconded by Nelson Embrey, to approve the March 14, 2011 minutes as presented. All votes were yea.


The primary bank statements for January, February and March were reviewed and ending balances were verified for each month. A random selection of receipts and checks were pulled and verified against the revenue and appropriation ledgers. Sample test was as follows:

Jan Receipt #	Date	Amount	Jan CK#	Date	Amount	Payable To
99-2011	01-13-11	896.20	32726	01-18-11	344.14	Ashville Hardware
124-2011	01-18-11	1776.98	32745	01-21-11	232.96	K. Moore
166-2011	01-27-11	15.00	32779	01-24-11	150.00	VOA
Feb Receipts			Feb CK#			
229-2011	02-07-11	870.94	32849	02-03-11	2000.00	Kinder
260-2011	02-14-11	985.81	03894	02-07-11	624.00	Diana Moss
301-2011	02-17-11	120.80	32935	02-17-11	745.75	Deirler Maller
Mar Receipts			Mar CK#			
408-2011	03-11-11	1467.64	33052	03-07-11	406.69	Time Warner
422-2011	03-15-11	1330.80	33074	03-11-11	3761.28	Voyager
459-2011	03-22-11	87.55	33104	03-21-11	500.00	COSI

Fiscal Officer suggested breaking down debt service by principal and interest. Nelson Embrey moved, seconded by Brian Stewart, to recommend to council amending the Appropriation Ordinance to separate principal and interest on the existing loans. All votes were yea.

Brian Stewart moved, seconded by Nelson Embrey, to adjourn. Meeting adjourned at 6:24 PM

ACCEPTED AND ATTESTED


Nelson R. Embrey, Chairperson


Barbara J. Gilbert, Clerk



VILLAGE OF ASHVILLE
FINANCE COMMITTEE
MAY 9, 2011

Nelson Embrey called the meeting to order at 6:00 p.m. Answering roll call were Brian Stewart and Gayle Blankenship. Also present Mayor Wise and Franklin Christman.

Brian Stewart moved, seconded by Nelson Embrey, to approve the April 11, 2011 minutes as presented. All votes were yea.

PRESENTATION: None

UNFINISHED: None

NEW BUSINESS:

1. Tax Budget – The 2012 Tax Budget was reviewed and minor changes made. Brian Stewart moved, seconded by Gayle Blankenship, to recommend to council the 2012 Tax Budget and to schedule a Public Hearing June 6th at 6:15 for public review. All votes were yea.

Brian Stewart moved, seconded by Gayle Blankenship, to adjourn. All votes were yea. Meeting adjourned at 6:31 PM.

ACCEPTED AND ATTESTED


Nelson R. Embrey, Chairman


Barbara J. Gilbert, Clerk



VILLAGE OF ASHVILLE
FINANCE COMMITTEE
JUNE 13, 2011

Nelson Embrey called the meeting to order at 8:05 p.m. Answering roll call was Brian Stewart. Gayle Blankenship was excused. Also present Mayor Wise and Franklin Christman.

Brian Stewart moved, seconded by Nelson Embrey, to approve the May 9, 2011 minutes as presented. All votes were yea.

PRESENTATION: None

UNFINISHED: None

NEW BUSINESS:

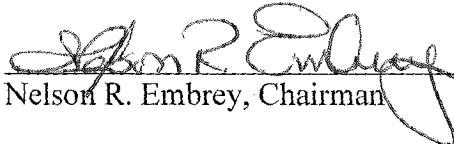
1. 2011 Budget

a. Healthcare costs – committee reviewed healthcare costs and discussed ways to decrease the village's costs. VA suggested opening up the bidding to include Rinehart, Walters, Danner and Associates. Brian Stewart stated he would be attending a seminar Thursday on benefits and how new legislation could affect the percentage the village would be responsible for. Stewart will report back at the next meeting.

2. Then & Now Purchase Orders – Fiscal Officer reported that she had contacted the Finance Chairman concerning four Then & Now Purchase Orders required for the utility department. One invoice was overlooked in 2010 for a hydrant repair and repairs on the final clarifier costed more than requested. Also a new T & N was required for Russell Toole Electric for work completed at the sewer plant. VA stated that from now on quotes for work to be completed will be required before work begins. Brian Stewart moved, seconded by Nelson Embrey, to recommend to council the approval of Then & Now Purchase Orders to Control & Instrumentations Services, Inc in the amount of \$291.00; Wagner Rental of Chillicothe LLC in the amount of \$208.00; J.R. Mason Inc in the amount of \$1,040.30; Sam Excavating Unlimited, Inc. for \$985.00 and to Russell Toole in the amount of \$717.05. All votes were yea.

Nelson Embrey moved, seconded by Brian Stewart, to adjourn. All votes were yea. Meeting adjourned at 8:35 PM.

ACCEPTED AND ATTESTED



Nelson R. Embrey, Chairman



Barbara J. Gilbert, Clerk



FINANCE COMMITTEE
JULY 18, 2011

At 5:30 PM, the Asheville Council Finance Committee, consisting of Gayle Blankenship, Brian Stewart and Nelson Embrey, met with Fiscal Officer Barbara Gilbert to review the Village books for the Second Quarter of 2011.

Brian Stewart moved, seconded by Nelson Embrey, to approve the June 13, 2011 minutes as presented. All votes were yea with the exception of Gayle Blankenship who abstained.

The primary bank statements for April, May and June were reviewed and ending balances were verified for each month. It was noted that the sweep account was off by \$.60 in June, but the FO had already adjusted with receipt #972-2011. A random selection of receipts and checks were pulled and verified against the revenue and appropriation ledgers. Sample test was as follows:

April Receipt #	Date	Amount	April CK#	Date	Amount	Payable To
523-2011	04/06/2011	\$15,086.58	33221	04/11/2011	255.20	ACM OH
549-2011	04/12/2011	318.87	33243	04/11/2011	300.00	Signs of Dist.
607-2011	04/20/2011	305.47	33254	04/19/2011	2,897.63	Tooles
May Receipts			May CK#			
665-2011	05/03/2011	2,099.86	333345	05/05/2011	474.24	Time Warner
689-2011	05/06/2011	329.41	33357	05/06/2011	561.40	C & J
744-2011	05/13/2011	1,073.56	33430	05/19/2011	1,505.00	TCCI
June Receipts			June CK#			
847-2011	06/08/2011	3,261.87	33506	06/01/2011	183.99	Sutherlands
878-2011	06/13/2011	426.31	33544	06/07/2011	897.80	C & J
940-2011	06/22/2011	175.50	33567	06/14/2011	1,313.95	Tooles

UNFINISHED:

1. 2012 BUDGET

A. Health Care Costs and Decrease of Local Government Monies – FO gave monthly and yearly health care and dental costs. Embrey stated although the village must provide health care benefits to the employees with costs raising the employees might be asked to increase their share of the costs. Committee was concerned with the reduction of revenues in the General Fund [ie Local Government and Estate Taxes]. VA stated that several new accounts were already in place to compensate the decrease [ie Storm Water] and stated the village could apply for co-op grants and loans by working together with South Bloomfield and Harrison Township. After discussion no decision was reached but under consideration was having all employees pay for 10% of the cost of premiums with those individuals under the family plan responsible for an additional 5%. FO to provide to the committee cost of the village for the health saving plan.

Department Heads are to present to the committee their proposed 2012 budget by September 19th for review. The September meeting will begin at 5:30 PM. Clerk to post meeting time change.

Gayle Blankenship moved, seconded by Brian Stewart, to adjourn. Meeting adjourned at 6:24 PM

ACCEPTED AND ATTESTED



Nelson R. Embrey, Chairperson



Barbara J. Gilbert, Clerk

VILLAGE OF ASHVILLE
FINANCE COMMITTEE
AUGUST 8, 2011

Nelson Embrey called the meeting to order at 6:02 p.m. Answering roll call were Brian Stewart and Gayle Blankenship. Also present was Franklin Christman.

Gayle Blankenship moved, seconded by Brian Stewart, to approve the July 18, 2011 minutes as presented. All votes were yea.

PRESENTATION: None

UNFINISHED:

1. 2011 Budget

a. Healthcare costs – FO to provide by email the savings to the village if employees contribute 10% of the cost of coverage for single coverage and 15% for family, employee + spouse and employee + 1 child.

NEW BUSINESS:

1. Rainy Day Fund – Reserves were discussed. It was determined that currently there was a 25% reserve in the general fund. VA stated that he would like to see a 10 – 15% reserve in the utilities funds for a carryover next year. Christman advised he was concerned with the numbers in the utility funds and would be watching them closely.

2. Transfer of Money Between Accounts – FO advised that the account 1000-210-649 Payment to Another Political Subdivision [ie Health Department] was short by \$510.43 to cover the expense of processing the second half settlement for taxes and would require \$18,773.70 to pay the costs required by the Health Department. Gayle Blankenship moved, seconded by Brian Stewart to recommend to council the Resolution to Transfer Funds Between Accounts. All votes were yea.

3. Then & Now Purchase Orders – FO requested a Then & Now Purchase Order for overage on the installation of the generators. Brian Stewart moved, seconded by Gayle Blankenship, to approve the Then & Now Purchase Order for Russell Toole Electric to cover the additional monies needed. All votes were yea. FO requested a Then & Now Purchase Order to pay for work T-shirts order from WMA and to use the uniform account not supplies. Brian Stewart moved, seconded by Gayle Blankenship to approve a Then & Now Purchase Order for WMA to cover the cost of the T-shirts and to use the uniform account. All votes were yea.

Nelson Embrey adjourned the meeting at 6:33 PM.

ACCEPTED AND ATTESTED


Nelson R. Embrey, Chairman


Barbara J. Gilbert, Clerk



VILLAGE OF ASHVILLE
FINANCE COMMITTEE
SEPTEMBER 27, 2011

Nelson Embrey called the meeting to order at 5:48 p.m. Answering roll call were Brian Stewart and Gayle Blankenship. Also present was Franklin Christman and Mayor Wise.

Gayle Blankenship moved, seconded by Brian Stewart, to approve the August 8, 2011 minutes as presented. All votes were yea.

PRESENTATION: None

UNFINISHED:

1. 2011 Budget

a. Healthcare costs – deferred until after the November premiums have been received from Anthem.

b. 2012 Raises – discussion of what, if any, salary increases for 2012 should be. VA instructed to provide for the next committee of the whole meeting total cost of wages and retirement cost for 0%, 1% and/or 1.5% increase. FO to provide health care costs at a projected 20% increase. Also FO to provide village savings if an employee paid 10% of the cost of a single insurance plan and a total 25% of the cost for the family.

NEW BUSINESS:


1. Vouchers – discussion of what should be listed on payment vouchers. FO instructed to pay all pending vouchers.

Nelson Embrey moved, seconded by Gayle Blankenship to adjourn. Nelson Embrey adjourned the meeting at 7:08 PM.

ACCEPTED AND ATTESTED



Nelson R. Embrey, Chairman



Barbara J. Gilbert, Clerk



VILLAGE OF ASHVILLE
FINANCE COMMITTEE
October 17, 2011

Nelson Embrey called the meeting to order at 5:32 p.m. Answering roll call were Brian Stewart and Keith Moore. Also present was Franklin Christman and Mayor Wise.

Brian Stewart moved, seconded by Keith Moore, to approve the September 27, 2011 minutes as presented. All votes were yea with the exception of Keith Moore who abstained.

PRESENTATION: Megan Toitch and Mark Harman were present from Ohio Insurance Services Agency, Inc to discuss next year's premiums and requested to remain the Village of Ashville's agent. Nelson Embrey requested Harman to quote Anthem's premiums and also COBRA costs.

UNFINISHED:

1. 2011 Budget

- a. Healthcare costs –
- b. 2012 Raises –

After careful consideration Brian Stewart moved, seconded by Keith Moore, to recommend to council that the employees contribute 10% of the cost of health care cost and to issue a 1% wage increase for the year 2011. All votes were yea. Mayor Wise advised that he would like to see the total amount of the wage increase be divided by the total number of hours then divide by the total number of employees. Thus granting the same increase to every employee.

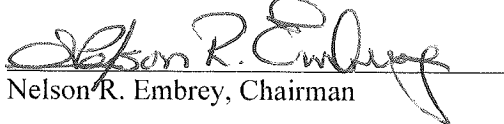
NEW BUSINESS:

1. Then & Now Purchase Order – FO requested permission to issue a Then & Now Purchase Order for Ashville Print Shop in the amount of \$835.00. Brian Stewart moved, seconded by Keith Moore, to recommend to council the approval of a Then & Now Purchase Order for Ashville Print Shop in the amount of \$835.00. All votes were yea.

2. Transfer of Funds Between Accounts – Franklin Christman requested permission to present to council a resolution to transfer funds between accounts. Nelson Embrey denied request stating he wasn't in favor in transferring the water fund to sewer. Embrey suggested making an advance to be repaid for the capital improvement fund if funds weren't available.

Keith Moore moved, seconded by Brian Stewart to adjourn. Nelson Embrey adjourned the meeting at 6:28 PM.

ACCEPTED AND ATTESTED


Nelson R. Embrey, Chairman


Barbara J. Gilbert, Clerk



FINANCE COMMITTEE
NOVEMBER 14, 2011

At 5:27 PM, the Asheville Council Finance Committee, consisting of Brian Stewart, Keith Moore and Nelson Embrey, met with Fiscal Officer Barbara Gilbert to review the Village books for the Third Quarter of 2011.

Brian Stewart moved, seconded by Keith Moore to approve the October 17, 2011 minutes as presented. All votes were yea.

The primary bank statements for July, August and September were reviewed and ending balances were verified for each month. A random selection of receipts and checks were pulled and verified against the revenue and appropriation ledgers. Sample test was as follows:

July Receipt #	Date	Amount	July CK#	Date	Amount	Payable To
1023	07/08/11	\$ 605.00	33714	07/06/11	\$1883.00	Detillion
1048	07/13/11	155.63	33753	07/18/11	190.00	C & C
1107 - 09	07/25/11	13339.95	33824	07/25/11	57.71	Gordon Flesch
August Receipts			August CK#			
1180	08/11/11	1568.03	33907	08/04/11	2189.05	Vance
1234	08/18/11	243.37	33932	08/10/11	900.00	Tres. Of State
1258	08/26/11	503.26	33990	09/19/11	581.63	RSC
Sept Receipts			Sept CK#			
1322	09/12/11	2385.27	34092	09/09/11	302.20	MD Truck
1344	09/14/11	4 5.00	24130	09/16/11	190.00	C & C
1388	09/22/11	160.00	34180	09/26/11	2500.00	Hoover

UNFINISHED BUSINESS:

1. 2012 Budget – Brian Stewart reviewed figures for possible health care increases for 2012 and the percentage cost to employees. It was determined that all employees would be responsible for 10% the cost of the single coverage and an additional 25% of spouse, children and/or the family plan. The Fiscal Officer will work formula and email for comparison to Stewart. Employee wage increases for 2012 were discussed. Although the village cannot off set the entire employee share for health care it was suggested granting employees a seventeen to twenty cent raise for the year 2012. Brian Stewart moved, seconded by Keith Moore to have the in employee's share 10% of the total individual cost of health care. All votes were yea. Meeting recessed until 5:30 PM on November 21, 2011 to continue discussion.

Meeting resumed on November 21st at 5:34 PM. Present were Nelson Embrey, Brian Stewart, Keith Moore and Franklin Christman. Mayor Wise was excused. Brian Stewart read an email from Mayor Wise requesting a 25 cent wage increase per employee across the board. General discussion on whether or not increase should be 17 cents, 20 cents or 25 cents. Brian Stewart remarked that there was only \$4,000 difference between 17 cents and 25 cents and recommended granting a 25 cent increase. Keith Moore moved, seconded by Brian Stewart, to recommend to



council granting a 25 cent wage increase across the board. All votes were yea. Moore also requested the finance committee to review the current pay scale.

Franklin Christman advised that the 2012 Temporary Budget was ready for review with the exception of the 25 cents wage increase which he would recalculate and provide an adjusted budget. Christman noted that there were no increases in the 690 accounts over last year and the first reading of the ordinance would be December 5, 2011.

Keith Moore moved, seconded by Brian Stewart, to adjourn. Meeting adjourned at 6:25 PM.

ACCEPTED AND ATTESTED



Nelson R. Embrey, Chairperson



Barbara J. Gilbert, Clerk