



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

**AGENDA
REGULAR MEETING
APRIL 20, 2021
9:00AM**

**YOUNGSVILLE TOWN HALL CONFERENCE ROOM
(TELECONFERENCE AND WEB CONFERENCE WILL BE AVAILABLE)
134 US 1A SOUTH**

If joining via Microsoft Teams, use the following link:
tinyurl.com/abc-2021-04-20

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **242 858 177#**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. SWEAR IN NEW ABC BOARD MEMBER – MASON HURT
4. ETHICS STATEMENT

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

5. CITIZEN'S COMMENTS
6. FINANCIAL REPORT
7. CONSENT AGENDA

A. MINUTES FROM THE ABC BOARD REGULAR MEETING – MARCH 16, 2021

ACTION REQUESTED: APPROVE CONSENT AGENDA

8. OLD BUSINESS
 - A. UPDATE ON RENOVATION AND RELOCATION OF THE ABC STORE
 - B. CONTINUE DISCUSSION OF AGREEMENT WITH MERCURY SIGNS TO PROCURE INSTALLATION OF PROPOSED ABC STORE SIGNAGE



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ACTION REQUESTED: TABLE DISCUSSION UNTIL THE MAY ABC BOARD MEETING

- C. PRESENTATION OF PROPOSAL FOR INSTALLMENT FINANCING IN AN AMOUNT NOT TO EXCEED \$200,000 IN RELATION TO OPENING A NEW ABC STORE

ACTION REQUESTED: DIRECT ABC SYSTEMS GENERAL MANAGER AND FINANCE OFFICER TO EXECUTE CONTRACT

9. NEW BUSINESS

- A. PRESENTATION OF THE RULES OF CONDUCT POLICY DRAFT

ACTION REQUESTED: RECEIVE AS INFORMATION

10. REPORTS AND OTHER BUSINESS

- A. COVID – 19 UPDATE / DISCUSSION
- B. CHAIRMAN
- C. MEMBERS
- D. FINANCE OFFICER
- E. GENERAL MANAGER
- F. CLERK
- G. TOWN ADMINISTRATOR

11. CLOSED SESSION - NONE

12. ADJOURN

This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

ELECTRONIC MEETING NOTICE

Please be advised the **April 20, 2021** meeting of the **Youngsville ABC Board** will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:
tinyurl.com/abc-2021-04-20

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **242 858 177#**

If the meeting agenda includes a public comment period and / or public hearing, interested persons may participate via telephone. All persons requesting to speak during a public comment period or public hearing must register in advance before 12:00 pm on the day prior to the meeting by calling town hall at **919-925-3401** or by visiting the following website.

tinyurl.com/youngsville-comment

When requesting to register for a public comment period or public hearing, persons must provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting.

Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes, with a total time limit set aside for public comments of 30 minutes. Additional time may be allotted at the board's discretion.

Written public comments will also be accepted via U.S. Mail, customerservice@townofyoungsville.org, and in-person at town hall (via the town's drop box) until 24 hours after the public comment period and / or public hearing. To conserve time, these written comments will not be read aloud during meetings. Instead, they will be provided to board members for consideration and will become a part of official meeting minutes and the public record.

Full meeting agendas may be downloaded via the town's website (townofyoungsville.org) by clicking on the "[Government](#)" link near the top-center of the home page.

Monthly Financial Statements

Youngsville ABC Store

For the period ended March 31, 2021

Prepared on

April 15, 2021

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Balance Sheet

As of March 31, 2021

	As of Mar 31, 2021	As of Mar 31, 2020 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
100 Checking Account	515,279.94		199,761.23
110 Imprest Funds	1,318.00		1,318.00
Total Bank Accounts	516,597.94		201,079.23
Other Current Assets			
130 Prepaid Expenses	0.00		6,479.42
140 Inventory	224,114.18		93,988.07
Total Other Current Assets	224,114.18		100,467.49
Total Current Assets	740,712.12		301,546.72
Fixed Assets			
180 Fixed Assets			
181 Land	0.00		184,756.00
182 Buildings	0.00		66,254.65
183 Leasehold Improvements	0.00		5,076.61
184 Furniture & Fixtures	6,962.21		6,962.21
185 Equipment	16,186.90		37,674.78
Total 180 Fixed Assets	23,149.11		300,724.25
190 Accumulated Depreciation	-8,576.24		-99,381.41
Total Fixed Assets	14,572.87		201,342.84
TOTAL ASSETS	\$755,284.99		\$502,889.56
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 Accounts Payable	281,864.36		149,950.93
Total Accounts Payable	281,864.36		149,950.93
Credit Cards			
205 Union Bank Credit Card	1,141.50		96.15
Total Credit Cards	1,141.50		96.15
Other Current Liabilities			
210 Payroll Liabilities	218.81		-22.07
211 Federal Income Tax Withheld	2,321.53		2,724.68
213 NC Income Tax Withheld	426.00		353.00
214 Health Insurance Payable	-810.28		-325.23
Total 210 Payroll Liabilities	2,156.06		2,730.38
220 Other Taxes Payable			
224 Liquor Sales Tax Payable	9.29		-358.73
Total 220 Other Taxes Payable	9.29		-358.73

	Total	
	As of Mar 31, 2021	As of Mar 31, 2020 (PY)
231 Due to Town of Youngsville	48,000.00	24,447.98
240 Accrued Expenses		
241 Accrued Payroll	1,449.97	0.00
242 Accrued Vacation	9,626.24	7,461.21
Total 240 Accrued Expenses	11,076.21	7,461.21
Total Other Current Liabilities	61,241.56	34,280.84
Total Current Liabilities	344,247.42	184,327.92
Long-Term Liabilities		
260 Non-current Portion of Long-term Debt	0.00	173,808.64
Total Long-Term Liabilities	0.00	173,808.64
Total Liabilities	344,247.42	358,136.56
Equity		
305 Net Investments in Capital Assets	20,836.28	20,836.28
310 Designated for Working Capital	65,445.50	47,677.76
320 Unrestricted	4,816.00	4,816.00
Net Income	319,939.79	71,422.96
Total Equity	411,037.57	144,753.00
TOTAL LIABILITIES AND EQUITY	\$755,284.99	\$502,889.56

Income Statement

July 2020 - March 2021

	Total
INCOME	
400 Liquor Sales	1,608,574.68
410 Mixed Beverage Sales	39,285.20
Total Income	1,647,859.88
COST OF GOODS SOLD	
500 Taxes Based on Revenue	
510 Mixed Beverage Tax (Dept. of Revenue)	368,054.00
520 Mixed Beverage Tax (Dept of Human Resources)	400.63
540 County Rehabilitation Tax – Franklin	4,735.70
Total 500 Taxes Based on Revenue	373,190.33
600 Cost of Sales	
610 Liquor & Wine/Mixer Sales	866,147.79
620 Store Supplies	2,915.24
630 Bank Credit Card Fees	22,193.17
Total 600 Cost of Sales	891,256.20
Total Cost of Goods Sold	1,264,446.53
GROSS PROFIT	383,413.35
EXPENSES	
700 Personal Services & Employee Benefits	
705 Salaries and Wages	132,132.54
710 Board Member Compensation	1,497.60
715 Payroll Tax Expense	10,059.41
720 Health Insurance	10,866.90
726 Retirement	1,577.33
730 WC Insurance & Employee Bonds	3,102.00
735 Employee Continuing Ed & Testing	150.00
740 Other Employee Expenses	75.00
Total 700 Personal Services & Employee Benefits	159,460.78
750 Contracted Services	
752 Finance Officer Contracted Services	6,300.00
765 Professional Services (Auditor & Attorney)	1,975.00
770 Temporary Labor	1,806.00
Total 750 Contracted Services	10,081.00
780 Repairs & Maintenance	
785 Repairs and Maintenance – Buildings	3,206.33
790 Repairs and Maintenance – Equipment	60.34
Total 780 Repairs & Maintenance	3,266.67
800 General & Administrative Expenses	
805 Bank Services Charges	13.94
815 Dues and Subscriptions	7,087.17
820 General Liability Insurance	3,056.00
830 Miscellaneous	233.10

	Total
835 Office Supplies	5,277.12
840 Postage & PO Box	188.00
845 Debt Loan Payments	2,974.44
855 Telephone	2,260.94
860 Utilities	4,384.67
870 Uniforms	1,926.51
895 Rent	14,400.00
Total 800 General & Administrative Expenses	41,801.89
950 Other Expense	
951 Profits Paid to the Town	29,999.97
952 Capital Outlay	14,938.66
Total 950 Other Expense	44,938.63
Total Expenses	259,548.97
NET OPERATING INCOME	123,864.38
OTHER INCOME	
900 Other Income	198,208.54
Total Other Income	198,208.54
OTHER EXPENSES	
990 Other Miscellaneous Expense	2,133.13
Total Other Expenses	2,133.13
NET OTHER INCOME	196,075.41
NET INCOME	\$319,939.79

Profit and Loss by Month

July 2020 - March 2021

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Total
INCOME										
400 Liquor Sales	179,781.08	166,331.47	160,702.35	178,879.72	173,219.80	221,832.40	182,669.64	171,256.01	199,902.21	1,608,574.68
410 Mixed Beverage Sales	4,292.30	4,555.20	3,902.60	4,934.50	4,016.90	4,137.80	4,681.30	2,544.60	6,220.00	39,285.20
Total Income	179,073.38	170,886.67	164,604.95	183,814.22	177,236.70	225,970.20	187,350.94	173,800.61	206,122.21	1,647,859.88
COST OF GOODS SOLD										
500 Taxes Based on Revenue										0.00
510 Mixed Beverage Tax (Dept. of Revenue)	39,770.00	38,198.00	36,763.00	41,074.00	39,591.00	50,427.00	37,382.00	38,727.00	46,132.00	388,054.00
520 Mixed Beverage Tax (Dept of Human Resources)	44.94	47.75	42.75	48.13	41.56	44.31	43.38	25.25	62.56	400.63
540 County Rehabilitation Tax - Franklin	524.72	497.59	487.92	536.91	504.73	636.79	497.20	501.35	548.49	4,735.70
Total 500 Taxes Based on Revenue	40,339.66	38,743.34	37,293.67	41,659.04	40,127.29	51,108.10	37,922.58	39,253.60	46,743.05	379,190.33
600 Cost of Sales										0.00
610 Liquor & Wine/Mixer Sales	91,869.94	85,928.30	87,826.75	98,704.52	92,945.94	125,402.99	95,810.80	107,891.34	79,747.21	866,147.79
620 Store Supplies	2,161.96	2,409.03	2,392.85	2,282.07	2,458.15	2,638.83	2,917.47	2,531.58	43.27	22,915.24
630 Bank Credit Card Fees	94,051.90	88,337.33	90,311.10	101,518.69	96,312.18	128,185.80	99,324.57	110,422.92	82,191.71	891,256.20
Total 600 Cost of Sales	184,391.56	172,080.67	178,204.77	143,177.73	138,439.47	179,293.90	137,247.15	149,676.52	128,984.76	1,264,446.53
GROSS PROFIT	43,681.82	43,806.00	36,400.18	40,636.49	40,797.23	46,676.30	30,103.79	24,124.09	77,187.45	383,413.35
EXPENSES										
700 Personal Services & Employee Benefits										0.00
705 Salaries and Wages	12,213.51	12,512.13	12,890.51	19,492.64	13,210.20	14,417.77	14,035.50	20,891.25	12,469.03	132,132.54
710 Board Member Compensation	199.68	249.60	199.68	148.76	149.76	99.84	149.76	149.76	149.76	1,497.60
715 Payroll Tax Expense	929.19	952.06	975.53	1,484.96	1,005.44	1,097.84	1,152.39	1,685.25	772.75	10,059.41
720 Health Insurance	1,174.80	1,174.80	1,174.80	1,762.20	1,174.80	1,174.80	1,174.80	1,468.50	587.40	10,866.90
726 Retirement							290.32	821.32	465.69	1,577.33
730 WC Insurance & Employee Bonds			2,285.00	175.00				642.00		3,102.00
735 Employee Continuing Ed & Testing			150.00							150.00
740 Other Employee Expenses								75.00		75.00
Total 700 Personal Services & Employee Benefits	14,517.18	14,888.59	17,679.52	23,064.56	15,540.20	16,790.25	16,802.77	25,733.08	14,444.63	159,460.78
750 Contracted Services										0.00
752 Finance Officer Contracted Services	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	6,300.00
765 Professional Services (Auditor & Attorney)			1,975.00							1,975.00
770 Temporary Labor	240.00	240.00	240.00	240.00	120.00	240.00	246.00	120.00	120.00	1,806.00
Total 750 Contracted Services	940.00	940.00	2,915.00	940.00	820.00	940.00	946.00	820.00	820.00	10,081.00
780 Repairs & Maintenance										0.00
785 Repairs and Maintenance - Buildings	500.00	500.00	796.66	910.00		0.00	60.00	411.26	528.41	3,206.33
790 Repairs and Maintenance - Equipment	60.34									60.34
Total 780 Repairs & Maintenance	60.34	500.00	796.66	910.00		0.00	60.00	411.26	528.41	3,266.67
800 General & Administrative Expenses										0.00
805 Bank Services Charges				-1.06	15.00					13.94
815 Dues and Subscriptions	515.49	761.02	3,110.89	507.49	249.99	515.49	299.94	391.21	735.65	7,087.17
820 General Liability Insurance			3,056.00							3,056.00
830 Miscellaneous			67.09	96.95				21.98	47.08	233.10
835 Office Supplies	174.04	679.32	47.99	289.56	290.24	1,098.00	1,150.88	1,083.60	463.49	5,277.12
840 Postage & PO Box	55.00	110.00						23.00		188.00
845 Debt Loan Payments				2,793.73	180.71					2,974.44

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Total
855 Telephone	233.15	232.29	232.29	242.49	253.31	250.69	253.55	253.33	309.84	2,260.94
860 Utilities	470.89	500.03	499.65	469.84	377.80	359.51	402.80	431.68	872.47	4,384.67
870 Uniforms	332.01						744.24	528.51	321.75	1,926.51
895 Rent					4,800.00	2,400.00	2,400.00	2,400.00	2,400.00	14,400.00
Total 800 General & Administrative Expenses	1,780.58	2,282.66	7,013.91	4,399.00	6,167.05	4,623.69	5,251.41	5,133.31	5,150.28	41,801.89
950 Other Expense	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	0.00
951 Profits Paid to the Town										29,999.97
952 Capital Outlay										14,938.66
Total 950 Other Expense	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	44,938.63
Total Expenses	20,631.43	21,944.58	31,738.42	32,646.89	25,860.58	25,687.27	26,993.51	35,430.98	39,215.31	259,546.97
NET OPERATING INCOME	23,050.39	21,861.42	4,661.76	7,989.60	14,936.65	20,989.03	3,710.28	-11,306.89	37,972.14	123,864.38
OTHER INCOME										
900 Other Income					198,208.54					198,208.54
Total Other Income	0.00	0.00	0.00	0.00	198,208.54	0.00	0.00	0.00	0.00	198,208.54
OTHER EXPENSES										
990 Other Miscellaneous Expense					2,133.13					2,133.13
Total Other Expenses	0.00	0.00	0.00	0.00	2,133.13	0.00	0.00	0.00	0.00	2,133.13
NET OTHER INCOME	0.00	0.00	0.00	0.00	196,075.41	0.00	0.00	0.00	0.00	196,075.41
NET INCOME	\$23,050.39	\$21,861.42	\$4,661.76	\$7,989.60	\$211,012.06	\$20,989.03	\$3,710.28	\$-11,306.89	\$37,972.14	\$319,939.79

Profit and Loss PY Comparison

July 2020 - March 2021

	Jul 2020 - Mar 2021	Jul 2019 - Mar 2020 (PY)	Total
INCOME			
400 Liquor Sales	1,608,574.68	1,213,014.39	
410 Mixed Beverage Sales	39,285.20	32,986.18	
Total Income	1,647,859.88	1,246,000.57	
COST OF GOODS SOLD			
500 Taxes Based on Revenue			
510 Mixed Beverage Tax (Dept. of Revenue)	368,054.00	285,166.00	
520 Mixed Beverage Tax (Dept of Human Resources)	400.63	352.29	
540 County Rehabilitation Tax – Franklin	4,735.70	3,876.96	
Total 500 Taxes Based on Revenue	373,190.33	289,395.25	
600 Cost of Sales			
610 Liquor & Wine/Mixer Sales	866,147.79	649,672.98	
620 Store Supplies	2,915.24	2,773.06	
630 Bank Credit Card Fees	22,193.17	16,801.15	
Total 600 Cost of Sales	891,256.20	669,247.19	
Total Cost of Goods Sold	1,264,446.53	958,642.44	
GROSS PROFIT	383,413.35	287,358.13	
EXPENSES			
700 Personal Services & Employee Benefits			
705 Salaries and Wages	132,132.54	113,139.65	
710 Board Member Compensation	1,497.60	2,246.40	
715 Payroll Tax Expense	10,059.41	9,551.72	
720 Health Insurance	10,866.90	9,859.78	
726 Retirement	1,577.33		
730 WC Insurance & Employee Bonds	3,102.00	2,150.00	
735 Employee Continuing Ed & Testing	150.00		
740 Other Employee Expenses	75.00		
Total 700 Personal Services & Employee Benefits	159,460.78	136,947.55	
750 Contracted Services			
752 Finance Officer Contracted Services	6,300.00	6,300.00	
765 Professional Services (Auditor & Attorney)	1,975.00	1,950.00	
770 Temporary Labor	1,806.00	1,080.00	
Total 750 Contracted Services	10,081.00	9,330.00	
780 Repairs & Maintenance			
785 Repairs and Maintenance – Buildings	3,206.33	1,662.13	
790 Repairs and Maintenance – Equipment	60.34	338.76	
Total 780 Repairs & Maintenance	3,266.67	2,000.89	
800 General & Administrative Expenses			
805 Bank Services Charges	13.94		
815 Dues and Subscriptions	7,087.17	4,434.22	
820 General Liability Insurance	3,056.00	3,033.00	

	Total	
	Jul 2020 - Mar 2021	Jul 2019 - Mar 2020 (PY)
830 Miscellaneous	233.10	
835 Office Supplies	5,277.12	2,281.83
840 Postage & PO Box	188.00	220.00
845 Debt Loan Payments	2,974.44	4,645.92
850 Small Tools & Equipment		12,547.89
855 Telephone	2,260.94	2,030.51
860 Utilities	4,384.67	3,955.50
870 Uniforms	1,926.51	
890 Property Taxes		1,262.89
895 Rent	14,400.00	
Total 800 General & Administrative Expenses	41,801.89	34,411.76
950 Other Expense		
951 Profits Paid to the Town	29,999.97	29,999.97
952 Capital Outlay	14,938.66	
Total 950 Other Expense	44,938.63	29,999.97
Total Expenses	259,548.97	212,690.17
NET OPERATING INCOME	123,864.38	74,667.96
OTHER INCOME		
900 Other Income	198,208.54	
Total Other Income	198,208.54	0.00
OTHER EXPENSES		
990 Other Miscellaneous Expense	2,133.13	3,245.00
Total Other Expenses	2,133.13	3,245.00
NET OTHER INCOME	196,075.41	-3,245.00
NET INCOME	\$319,939.79	\$71,422.96

A/P Aging Summary

As of March 31, 2021

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Associated Brewing	754.11					754.11
Bacardi USA	13,975.20					13,975.20
Beam Suntory	17,474.12					17,474.12
Blue Shark Vodka, LLC	356.74					356.74
Breckenridge Distillery	135.83					135.83
Brown- Forman	12,488.55					12,488.55
Campari America	5,556.77					5,556.77
Chatham Imports	2,459.76					2,459.76
Constellation Brands	1,000.72					1,000.72
Davos Brands	84.36					84.36
Deutsch Family Wine & Spirit	2,106.23					2,106.23
Diageo NA	41,516.18					41,516.18
Diageo/Casamigos Spirits	455.88					455.88
Duggan's Distillers Prod Corp	80.61					80.61
Durham Distillery	685.50					685.50
E&J Gallo Winery	2,499.43					2,499.43
Edrington Americas	110.00					110.00
End of Day Distillery	427.30					427.30
Fifth Generation, Inc	6,100.41					6,100.41
Four Roses Distillery, LLC	938.50					938.50
Franklin County Finance Department	548.49					548.49
Heaven Hill Brands	11,658.25					11,658.25
Hexa Partners	357.40					357.40
Hilton Head Distillery					-93.95	-93.95
Hotaling & Co	126.21					126.21
Infinium Spirits	304.52					304.52
Jaclyn H Patterson CPA PLLC	976.50					976.50
Laird	314.24					314.24
Lonerider Spirits	91.44					91.44
Luxco	625.08					625.08

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Mast-Jagermeister US	1,208.30					1,208.30
McCormick	253.27					253.27
MHW/Barrel Craft	427.59					427.59
MHW/Cadre Noir Imports	470.05					470.05
MHW/Creekwater	157.94					157.94
Moet Hennessy USA, Inc.	28,766.65					28,766.65
Muddy River Distillery					-138.61	-138.61
NC ABC Commission - Bailment	2,571.00					2,571.00
NC ABC Commission - Surcharge	1,971.10					1,971.10
NC Dept of Health & Human Services	62.56					62.56
NCDOR - Sales Tax	13,998.43					13,998.43
NCDOR - Spirituous Liquor	46,132.00					46,132.00
Nevada H & C Distilling Co	582.56					582.56
Old Elk Distilleries, LLC	148.75					148.75
Ole Smoky Distillery	858.40					858.40
Park St Imp/Samson & Surrey	238.89					238.89
Park St Imp/Uncle Nearest	316.80					316.80
Peg Leg Porker Spirits	278.02					278.02
Pernod Ricard USA	11,362.35					11,362.35
Piedmont Distillers, Inc	123.46					123.46
Proximo Spirits, Inc	5,028.95					5,028.95
Raleigh Rum Company/Oak City Amaretto	155.68					155.68
Remy Cointreau USA, Inc	379.86					379.86
Sans Wine & Spirits	61.70					61.70
Savage & Cooke	164.80					164.80
SAZERAC	17,720.35					17,720.35
Sazerac NA, Inc	3,648.85					3,648.85
Sazerac/375 Park Ave Spirits	119.32					119.32
Sovereign Brands LLC	233.10					233.10
Steve Gaskins Consulting, LLC	14,397.91					14,397.91
Stoli Group USA LLC	1,173.11					1,173.11
Systech		26.69				26.69

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Tri-Beard Contracting				1,365.00		1,365.00
USDP/Phillips Products	126.20					126.20
Western Spirits Beverage Co	234.40					234.40
Whistlepig, LLC	1,017.08					1,017.08
William Grant	2,107.47					2,107.47
TOTAL	\$280,705.23	\$26.69	\$0.00	\$1,365.00	\$ -232.56	\$281,864.36

Budget vs. Actuals 2020-2021 TOTALS

July 2020 - June 2021

	Actual	Budget	over Budget	% of Budget	Total
INCOME					
400 Liquor Sales	1,706,028.91	1,903,472.90	-197,443.99	89.63 %	
410 Mixed Beverage Sales	39,285.20	39,537.51	-252.31	99.36 %	
Total Income	1,745,314.11	1,943,010.41	-197,696.30	89.83 %	
COST OF GOODS SOLD					
500 Taxes Based on Revenue					
510 Mixed Beverage Tax (Dept. of Revenue)	368,054.00	428,628.10	-60,574.10	85.87 %	
520 Mixed Beverage Tax (Dept of Human Resources)	400.63	582.90	-182.27	68.73 %	
530 Alcohol Education and Rehabilitation		6,226.04	-6,226.04		
540 County Rehabilitation Tax – Franklin	4,735.70	6,217.63	-1,481.93	76.17 %	
Total 500 Taxes Based on Revenue	373,190.33	441,654.67	-68,464.34	84.50 %	
600 Cost of Sales					
610 Liquor & Wine/Mixer Sales	866,147.79	1,049,225.62	-183,077.83	82.55 %	
620 Store Supplies	3,162.24	5,000.00	-1,837.76	63.24 %	
630 Bank Credit Card Fees	24,897.12	29,879.92	-4,982.80	83.32 %	
Total 600 Cost of Sales	894,207.15	1,084,105.54	-189,898.39	82.48 %	
Total Cost of Goods Sold	1,267,397.48	1,525,760.21	-258,362.73	83.07 %	
GROSS PROFIT	477,916.63	417,250.20	60,666.43	114.54 %	
EXPENSES					
700 Personal Services & Employee Benefits					
705 Salaries and Wages	140,023.07	197,501.24	-57,478.17	70.90 %	
710 Board Member Compensation	1,647.36	2,995.00	-1,347.64	55.00 %	
715 Payroll Tax Expense	10,660.47	15,927.24	-5,266.77	66.93 %	
720 Health Insurance	11,160.60	20,359.20	-9,198.60	54.82 %	
726 Retirement	1,874.74	3,700.00	-1,825.26	50.67 %	
730 WC Insurance & Employee Bonds	3,102.00	3,500.00	-398.00	88.63 %	
735 Employee Continuing Ed & Testing	150.00	150.00	0.00	100.00 %	
740 Other Employee Expenses	75.00		75.00		
Total 700 Personal Services & Employee Benefits	168,693.24	244,132.68	-75,439.44	69.10 %	

	Actual	Budget	over Budget	% of Budget	Total
750 Contracted Services					
752 Finance Officer Contracted Services	6,300.00	8,400.00	-2,100.00	75.00 %	
765 Professional Services (Auditor & Attorney)	1,975.00	4,120.00	-2,145.00	47.94 %	
770 Temporary Labor	1,806.00	3,600.00	-1,794.00	50.17 %	
Total 750 Contracted Services	10,081.00	16,120.00	-6,039.00	62.54 %	
780 Repairs & Maintenance					
785 Repairs and Maintenance – Buildings	3,206.33	5,000.00	-1,793.67	64.13 %	
790 Repairs and Maintenance – Equipment	60.34	3,000.00	-2,939.66	2.01 %	
Total 780 Repairs & Maintenance	3,266.67	8,000.00	-4,733.33	40.83 %	
800 General & Administrative Expenses					
805 Bank Services Charges	13.94	100.00	-86.06	13.94 %	
815 Dues and Subscriptions	7,177.91	7,000.00	177.91	102.54 %	
820 General Liability Insurance	3,056.00	3,500.00	-444.00	87.31 %	
830 Miscellaneous	233.10	2,107.42	-1,874.32	11.06 %	
835 Office Supplies	5,280.80	6,500.00	-1,219.20	81.24 %	
840 Postage & PO Box	188.00	315.00	-127.00	59.68 %	
845 Debt Loan Payments	2,974.44	10,000.00	-7,025.56	29.74 %	
850 Small Tools & Equipment		2,500.00	-2,500.00		
855 Telephone	2,260.94	2,800.00	-539.06	80.75 %	
860 Utilities	4,544.29	5,500.00	-955.71	82.62 %	
870 Uniforms	1,926.51	2,000.00	-73.49	96.33 %	
895 Rent	14,400.00	19,200.00	-4,800.00	75.00 %	
Total 800 General & Administrative Expenses	42,055.93	61,522.42	-19,466.49	68.36 %	
950 Other Expense					
951 Profits Paid to the Town	33,333.30	99,073.96	-65,740.66	33.64 %	
952 Capital Outlay	14,938.66	167,348.00	-152,409.34	8.93 %	
Total 950 Other Expense	48,271.96	266,421.96	-218,150.00	18.12 %	
Total Expenses	272,368.80	596,197.06	-323,828.26	45.68 %	
NET OPERATING INCOME	205,547.83	-178,946.86	384,494.69	-114.87 %	
OTHER INCOME					
900 Other Income	198,208.54	227,935.00	-29,726.46	86.96 %	

	Actual	Budget	over Budget	Total % of Budget
Total Other Income	198,208.54	227,935.00	-29,726.46	86.96 %
OTHER EXPENSES				
990 Other Miscellaneous Expense	2,133.13	3,737.00	-1,603.87	57.08 %
Total Other Expenses	2,133.13	3,737.00	-1,603.87	57.08 %
NET OTHER INCOME	196,075.41	224,198.00	-28,122.59	87.46 %
NET INCOME	\$401,623.24	\$45,251.14	\$356,372.10	887.54 %

Budget vs. Actuals 2020-2021 TO DATE

July 2020 - March 2021

	Actual	Budget	over Budget	% of Budget	Total
INCOME					
400 Liquor Sales	1,608,574.68	1,427,604.66	180,970.02	112.68 %	
410 Mixed Beverage Sales	39,285.20	29,653.11	9,632.09	132.48 %	
Total Income	1,647,859.88	1,457,257.77	190,602.11	113.08 %	
COST OF GOODS SOLD					
500 Taxes Based on Revenue					
510 Mixed Beverage Tax (Dept. of Revenue)	368,054.00	321,471.09	46,582.91	114.49 %	
520 Mixed Beverage Tax (Dept of Human Resources)	400.63	437.22	-36.59	91.63 %	
530 Alcohol Education and Rehabilitation		4,669.56	-4,669.56		
540 County Rehabilitation Tax - Franklin	4,735.70	4,663.26	72.44	101.55 %	
Total 500 Taxes Based on Revenue	373,190.33	331,241.13	41,949.20	112.66 %	
600 Cost of Sales					
610 Liquor & Wine/Mixer Sales	866,147.79	786,919.23	79,228.56	110.07 %	
620 Store Supplies	2,915.24	3,750.03	-834.79	77.74 %	
630 Bank Credit Card Fees	22,193.17	22,409.91	-216.74	99.03 %	
Total 600 Cost of Sales	891,256.20	813,079.17	78,177.03	109.61 %	
Total Cost of Goods Sold	1,264,446.53	1,144,320.30	120,126.23	110.50 %	
GROSS PROFIT	383,413.35	312,937.47	70,475.88	122.52 %	
EXPENSES					
700 Personal Services & Employee Benefits					
705 Salaries and Wages	132,132.54	148,125.96	-15,993.42	89.20 %	
710 Board Member Compensation	1,497.60	2,246.22	-748.62	66.67 %	
715 Payroll Tax Expense	10,059.41	11,945.43	-1,886.02	84.21 %	
720 Health Insurance	10,866.90	15,269.40	-4,402.50	71.17 %	
726 Retirement	1,577.33	2,774.97	-1,197.64	56.84 %	
730 WC Insurance & Employee Bonds	3,102.00	2,625.03	476.97	118.17 %	
735 Employee Continuing Ed & Testing	150.00	112.50	37.50	133.33 %	
740 Other Employee Expenses	75.00		75.00		
Total 700 Personal Services & Employee Benefits	159,460.78	183,099.51	-23,638.73	87.09 %	

	Actual	Budget	over Budget	% of Budget	Total
750 Contracted Services					
752 Finance Officer Contracted Services	6,300.00	6,300.00	0.00	100.00 %	
765 Professional Services (Auditor & Attorney)	1,975.00	3,089.97	-1,114.97	63.92 %	
770 Temporary Labor	1,806.00	2,700.00	-894.00	66.89 %	
Total 750 Contracted Services	10,081.00	12,089.97	-2,008.97	83.38 %	
780 Repairs & Maintenance					
785 Repairs and Maintenance – Buildings	3,206.33	3,750.03	-543.70	85.50 %	
790 Repairs and Maintenance – Equipment	60.34	2,250.00	-2,189.66	2.68 %	
Total 780 Repairs & Maintenance	3,266.67	6,000.03	-2,733.36	54.44 %	
800 General & Administrative Expenses					
805 Bank Services Charges	13.94	74.97	-61.03	18.59 %	
815 Dues and Subscriptions	7,087.17	5,249.97	1,837.20	134.99 %	
820 General Liability Insurance	3,056.00	2,625.03	430.97	116.42 %	
830 Miscellaneous	233.10	1,580.58	-1,347.48	14.75 %	
835 Office Supplies	5,277.12	4,875.03	402.09	108.25 %	
840 Postage & PO Box	188.00	236.25	-48.25	79.58 %	
845 Debt Loan Payments	2,974.44	7,499.97	-4,525.53	39.66 %	
850 Small Tools & Equipment		1,874.97	-1,874.97		
855 Telephone	2,260.94	2,099.97	160.97	107.67 %	
860 Utilities	4,384.67	4,124.97	259.70	106.30 %	
870 Uniforms	1,926.51	1,500.03	426.48	128.43 %	
895 Rent	14,400.00	14,400.00	0.00	100.00 %	
Total 800 General & Administrative Expenses	41,801.89	46,141.74	-4,339.85	90.59 %	
950 Other Expense					
951 Profits Paid to the Town	29,999.97	74,305.44	-44,305.47	40.37 %	
952 Capital Outlay	14,938.66	167,348.00	-152,409.34	8.93 %	
Total 950 Other Expense	44,938.63	241,653.44	-196,714.81	18.60 %	
Total Expenses	259,548.97	488,984.69	-229,435.72	53.08 %	
NET OPERATING INCOME	123,864.38	-176,047.22	299,911.60	-70.36 %	
OTHER INCOME					
900 Other Income	198,208.54	170,951.22	27,257.32	115.94 %	

	Total			
	Actual	Budget	over Budget	% of Budget
Total Other Income	198,208.54	170,951.22	27,257.32	115.94 %
OTHER EXPENSES				
990 Other Miscellaneous Expense	2,133.13	2,802.78	-669.65	76.11 %
Total Other Expenses	2,133.13	2,802.78	-669.65	76.11 %
NET OTHER INCOME	196,075.41	168,148.44	27,926.97	116.61 %
NET INCOME	\$319,939.79	\$ -7,898.78	\$327,838.57	-4,050.50 %



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ABCStore@townofyoungsville.org

MINUTES

**MARCH 16, 2021
9:00 AM**

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

(Teleconference and Web Conference was available)

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Chairman Rick Houser, Members Kirk David, and Lila Hedlund. Also, in attendance was ABC System General Manager Bridget Stanley, ABC System Assistant General Manager Jason Bryant, and Town Clerk Emily Hurd. Guest included Rick Turner.

The first item was to approve the agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member David and was seconded by Chairman Houser. The motion passed unanimously.

The next item on the agenda was to swear in newly appointed Member Lila Hedlund. Town Clerk Hurd swore in Member Hedlund. Member Hedlund gave a brief history of her experiences in the hospitality industry, noting that she was more than willing to chip in and help. She stated she has extensive background in human resources, in which she specialized in opening hotels, training staff, and making sure procedures were maintained. Member Hedlund stated her interest in joining the ABC Board was twofold. She noted it is an exciting time with the opening of the new ABC Store and is willing to help to make sure the new store gets up and running. Member Hedlund noted she is also interested in the public relations aspect and ensuring they have the best staff working in the ABC Stores with the ability to retain them. She stated she could lend her expertise with human resources. Member Hedlund stated she also has experience with security as



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it pertains to the hospitality industries and gave some examples. This also gave her some insight into the liquor licensing side of the industry.

Chairman Houser went over the Ethics Statement.

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

There were no conflicts of interest or appearances of conflicts.

The next item on the agenda was Citizens' Comments.

Stanley polled those on teleconference and stated no one had registered to speak.

Carey Johnson from the Franklin Times noted it was difficult for individuals listening on teleconference to know who was speaking. He requested that ABC Board Members announce themselves before commenting so people can become familiar with their voices.

There were no other comments.

The next item on the agenda was the Financial Report. Stanley explained the Financial Report shows a loss for February due to a serious inventory issue because of the current software. She noted they have done a couple of counts this month but will do a complete inventory count, which has not been done since Pritchett left in January. Stanley noted payroll was approximately \$6,000 over due to the payout of accrued vacation to Pritchett and onboarding Bryant. There will also be an increase in the costs of benefits due to the new employees. These costs will start to decrease and level out in March. Chairman Houser noted the gross profit margin for sales ran over 20%, so the loss caught his attention immediately. He encouraged a vote in favor of the new software. Stanley stated this was not the first time this has happened, and the new software should eliminate this issue going forward. Chairman Houser noted the loss shown on the financial reports was inaccurate and Stanley explained February did not have the highest profit percent, but it should not have shown a loss. She stated there was a 5% difference in the costs of goods sold versus the previous month. Stanley stated Bryant had a great idea of



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increasing inventory when those items are on sale. Paying a lower cost now will help to give the ABC Store a boost.

Stanley stated she has put together a general budget for the upcoming fiscal year and has completed most of the new capital expenditure budget. She stated she will start to work on the line items for next year's budget and hopes to have it ready for presentation at the May ABC Board Meeting. Stanley stated that will give her time to take any feedback for adjustments. The public hearing and final vote will be scheduled for the June ABC Board Meeting.

Stanley stated she was working on a trend analysis before doing final adjustments to the budget. She noted there have been statewide increases in sales due to the pandemic. Stanley explained Youngsville was #14 in sales for the State in February and she wanted to wait and see what the next couple of months were like to be accurate. Chairman Houser clarified the public hearing would be held in June and Stanley stated that was correct. She stated she would send out the proposed budget early and the discussion in May would be lengthy.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Regular Meeting on January 8, 2021, ABC Board Regular Meeting on January 19, 2021, and ABC Board Regular Meeting on February 16, 2021.

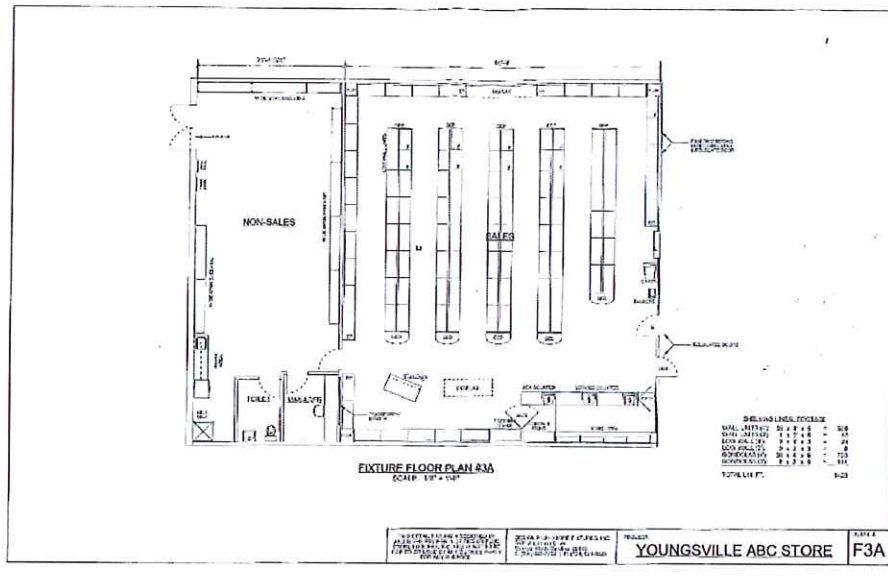
MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Member David and was seconded by Member Hedlund. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was an update on the renovation and relocation of the ABC Store. Mr. Turner instructed himself and handed out the proposed floor plan to the ABC Board.



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Mr. Turner explained the basic design included switching to one entrance and setting a shopping pattern using the shelving layout. There are 1,423 linear square feet of shelving, which is a good footage based on the growth of the industry. This will allow for more variety, which is needed to compete with Wake County. When asked, Mr. Turner estimated the current location had approximately 700 square feet of linear shelving. He noted this new location opened a lot of opportunity.

Mr. Turner noted the sales counters were on the left side of the entrance and were 12' long, with an ADA sales counter on the end, and 15' of shelving for minis along the wall behind the counters. There will be a lighted bookcase style display unit for premium or high theft items that will be locked. Mr. Turner noted the two-way mirror will not be installed, explaining the shelving will continue along the wall. There will be a display area on the far wall and explained this can be set up in different ways as an accent area.

Mr. Turner explained the warehouse will include a break area, office, and bathroom. Most of the area will include 2 levels of wide-span shelving similar to pallet racking, which will be open underneath at a height that will allow for hand trucks. This layout allows for more room in the sales area but by using the shelving, the ABC Store will be able to take advantage of the space.



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Mr. Turner stated there will be a mobile unit on casters for in-store tastings. This tasting unit can be turned around and used as a display or stored until needed.

Mr. Turner explained the proposal for fixtures was approximately \$68,000. However, there has been a significant increase in the cost of metal shelving. He explained the process for steel surcharges. Due to the significant increases in the steel surcharge, the proposed costs for fixtures will increase, though he is unsure by how much. Mr. Turner explained this was something the contractors had no control over. Once the ABC Board has made their decision, then he can move forward with the order.

Mr. Turner explained the ABC Board would be able to save money on the lights as he can order them at a 25%-30% cost savings. He stated the costs of flooring has increased by 7%-8%. Mr. Turner showed samples of floor types and colors. He also showed pictures of the open ceiling concept, noting it opens the space to make it look larger. The sales counters will be on a platform that is raised about 6". Mr. Turner showed some pictures for the display area on the back wall and Member David noted it would be good for seasonal displays or displays by individual distillers. Chairman Houser stated most ABC Stores lock their premium items in display cases like the one Mr. Turner proposed.

Stanley explained that she wanted the Youngsville ABC Store to have a "country general store" look similar to the Belmont ABC Store. Chairman Houser agreed that he wanted something with a homey atmosphere and noted it would not be expensive. Stanley stated the appeal of Youngsville was the community. She explained the community was very involved and she wanted to provide that environment for customers and employees. Stanley stated she wants customers to experience a warm, homey, and classy experience they cannot get at other stores. Chairman Houser noted they were aiming for a culture of hospitality and Stanley stated that was her vision. She stated there would be barrels for displays like you would find in a country store and the back display could be set to look like a front porch with an awning overhang. Mr. Turner stated he could figure something out that would not be too costly.

Member David asked if the logo would be included with the indoor signage and Stanley stated it would be part of the outdoor sign which will be presented later in the meeting.

Mr. Turner stated he would do some research by calling the Belmont ABC Store. Stanley stated she liked the idea of the country feel. Member Hedlund agreed, noting that was what they wanted to see in Youngsville. Stanley felt the community would respond well to the atmosphere. Member David wanted to make sure they stayed within the budget.



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and Mr. Turner explained small finishes like beadboard would not have a significant impact, but items like crown molding would add some expense. Mr. Turner stated he would run the numbers and report back to the ABC Board.

Mr. Turner noted they can lock in the prices as soon as the ABC Board signs the contract. He explained there were some lead times, noting that anything shipping after June would be subject to a higher surcharge. Mr. Turner stated he would order the shelving to secure a spot and shipping date, noting adjustments could be made up until about three weeks before they ship.

Mr. Turner stated he would like to look at the flooring and laminate today and presented samples of the various styles and colors. After a brief discussion, it was decided the property committee would meet with Mr. Turner and bring their choices back to the ABC Board. Chairman Houser noted he would like to tie the back display to the front counter area.

Chairman Houser inquired about signage for the different categories and Mr. Turner stated those were included. Stanley asked if they would be able to decide the font and Mr. Turner stated yes. Mr. Turner stated it was a pretty design that will add a lot to the ABC Store. He stated he will get all the information together and correspond with the ABC Board.

When asked, Mr. Turner explained the steel surcharge was based on when the items were shipped, not ordered. He stated he would order them as soon as he could and store them if needed.

The second item under Old Business was the presentation of the Capital Expenditure Budget for the new ABC Store opening project. Stanley explained the property committee met and put together a budget. She noted Mr. Turner will provide the flooring, fixtures, Covid screens, lighting, and design services as solicited by the ABC Board. Further presentations will be put before the ABC Board for approval for software, security, and signage. All estimated costs listed have been to multiple vendors for estimates, acting in the best interest of the financial needs of the ABC Board. Based on the linear square footage, the ABC Store will need to have an inventory on hand valued at approximately \$200,000. With the proceeds from the sale of the current ABC Store property, as well as the distribution forgiven by the Town, the ABC Board will be able to utilize this Capital Expenditure Budget to determine the need for a line of credit proposal to be submitted to local banks for the new store opening.



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Exhibit A showed an overview of the Capital Expenditure Budget, Operating/Startup Budget, and the Sources/Uses of Funds.

Exhibit A:

Capital Budget for New Store			Operating/Start Up Budget			Sources and Uses of Funds	
	Provider	Cost		Estimate	Allocation		Available
Design/Consultation	Rick Turner	\$ 3,736.00	Inventory	\$ per Linear Ft	\$ 200,000.00	Sale of Property	\$ 190,000.00
Fixture Estimate	Rick Turner	\$ 68,361.00	Operating Capital	6 months Exp	\$ 50,000.00	Working Capital	\$ 48,000.00
Covid Screens	Rick Turner	\$ 1,155.00	Totals		\$ 250,000.00	Capital Budget	\$ 157,348.00
Light	Rick Turner/						
Fixtures/Installation	Landlord	\$ 9,453.00				Operating Budget	\$ 250,000.00
Flooring/Installation	Rick Turner	\$ 14,000.00				Borrowing Need	\$ (169,348.00)
Tenant Upfit	Landlord	\$ 10,000.00					
Cash Registers	Bid	\$ 29,000.00					
Computers	Best Buy	\$ 1,000.00					
Office Equipment	Office Depot	\$ 2,000.00					
Security System	Sonitrol	\$ 3,843.00					
Telephone System	Nextiva	\$ 1,000.00					
Outdoor Signage	Mercury Signs	\$ 11,000.00					
Desks, Tables and	Various	\$ 2,500.00					
Kitchen, Bathroom &							
Cleaning Supplies	Sam's	\$ 300.00					
Totals		\$ 157,348.00					

Stanley noted Mr. Turner has upfitted most of the ABC Stores in the state. Based on his previous comments, she noted the fixture estimate would increase from the proposed \$68,361. Cash register costs have changed slightly from the original presentation as she now has a finalized quote from the software vendor. The Security system will cost \$3,843. The costs for signage include taxes and permitting fees. The total costs for the new store Capital Budget were \$157,348 before the upcoming price changes.

Also included in Exhibit A was an Operating/Start up Budget and Sources and Uses of Funds. Stanley stated the only two items are inventory at \$200,000 and operating capital at \$50,000. She noted the sources of funds included the sale of the property and working capital for a total of \$238,000. With the budget for the new store of \$157,348 and a startup budget of \$250,000, this leaves a borrowing need of \$169,348.

Chairman Houser stated they did not have a contingency item for overrun. He noted they have already paid Mr. Turner for some of his design and consulting fees. Chairman Houser stated the fixtures will include the previously discussed surcharge and suggested adding a \$10,000 contingency item for the capital budget. Mr. Turner noted he left computers off his quotes as they may or may not be needed. Chairman Houser noted the



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design included a countertop like workspace so the total for furniture may be decreased. He felt adding \$10,000 in contingency would put them in good shape. Stanley agreed, noting it would give her room for anything she may have missed, such as a sound system or shopping carts and baskets.

Chairman Houser noted Mr. Turner has a good feel for inventory due to his experience. Based on Mr. Turner's previous estimate of \$175,000, they rounded up to \$200,000 so customers will see that Youngsville has everything they need. Stanley stated Bryant was working hard on increasing inventory and ordering items for the new store. She stated they wanted to have the shelves full of the best selections. At the Grand Opening, she wants customers to see that Youngsville has items they cannot get anywhere else.

Stanley stated she would add the \$10,000 contingency to the Capital Budget for the new ABC Store. She stated once they get closer to the opening, they will have a better idea of costs. A budget amendment can then be used to correct or exclude items as needed. Chairman Houser stated it was important for the ABC Board to know what they were spending money on, what funds were in the bank, and what their borrowing needs were.

**MOTION: TO APPROVE THE CAPITAL EXPENDITURE BUDGET FOR
THE NEW ABC STORE OPENING PROJECT**

The motion was made by Member Hedlund and seconded by Member David. Stanley stated these figures may need to be increased but noted that she will bring a final budget amendment back to the ABC Board. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a presentation of the Request for Proposals (RFP) for installment financing in an amount not to exceed \$200,000 in relation to opening a new ABC Store. Stanley explained the ABC Board had the potential need to borrow \$159,000 for additional inventory. She stated that she, Patterson, and Chairman Houser put together an RFP to secure a \$200,000 line of credit. This will give the additional funds needed for the new store project. Stanley presented the full request to the ABC Board and read through the proposal. She noted the ABC Board is set to take possession of the building on June 1st. The proposals are due by April 12th for the ABC Board to award the bid to the financial institution during their April 20th ABC Board Meeting.

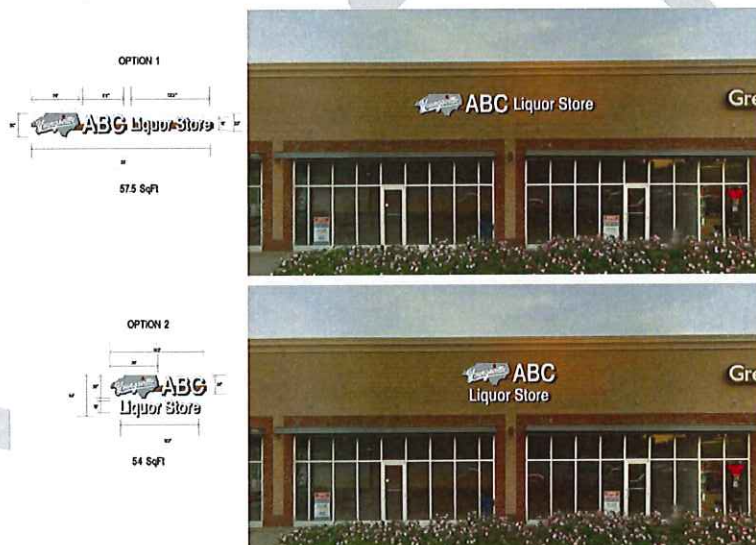
**MOTION: TO APPROVE THE REQUEST FOR PROPOSALS TO BE
DISTRIBUTED AS PRESENTED**



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

The motion was made by Member David and was seconded by Member Hedlund. The motion passed unanimously.

The second item under New Business was to consider approval of an agreement with Mercury Signs to procure installation of proposed ABC Store signage. Chairman Houser noted the ABC Store would occupy two store fronts. He explained the landlord allowed for businesses to use 80% frontage for their signage, however the Sign Ordinance did not allow for such a large sign. Stanley explained the Sign Ordinance only allows up to thirty-two square feet of signage, which makes the sign extremely small. She stated the ABC Board could apply for a variance that would go before the Board of Commissioners.



Stanley presented the two options from the vendor. She stated she liked the sign overall but noted the size was an issue. Stanley requested the ABC Board vote on the contract, to include the preferred design, so she can move forward. If the sign must be smaller, it will reduce the costs. Chairman Houser stated it might be better to eliminate the logo and both Members David and Hedlund agreed. Stanley stated another option would be to remove the words "liquor store". Chairman Houser stated they needed more time to explore their options and requested they table the decision until next month's ABC Board Meeting. Stanley stated she should have the information by then and still have enough time to order the sign. She noted that she had inquired if the sign could be double the size since they were occupying two locations but per sign regulations, it is considered one



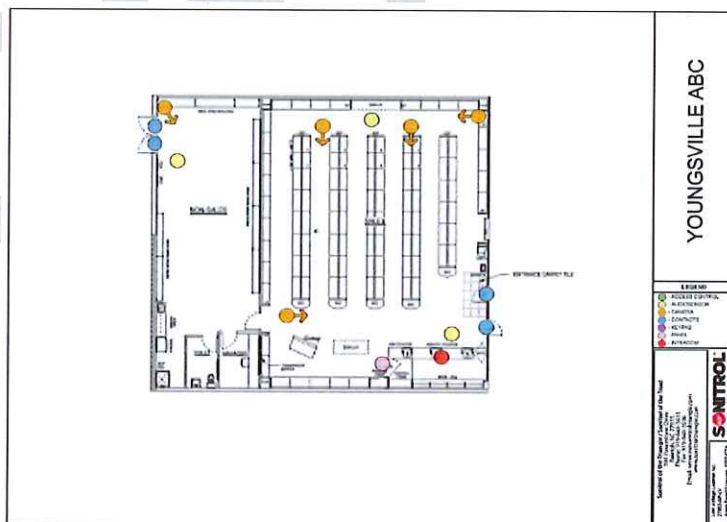
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entity. Stanley explained the other signs in the shopping plaza were larger because they were grandfathered under the old ordinance.

MOTION: TO TABLE THE DISCUSSION ON THE PROPOSED SIGNAGE DESIGN AND AGREEMENT WITH MERCURY SIGNS

The motion was made by Member Hedlund and was seconded by Member David. The motion passed unanimously.

The third item under New Business was to consider approval of an agreement with Sonitrol Integrated Security to procure installation of a security system for both ABC Store locations. Stanley noted Member David had joined her in meeting with the security company when they presented their proposal, which was included in the agenda packet. She explained Sonitrol was a preferred vendor with the Town of Youngsville and had been vetted by Cordeiro. Stanley stated she had asked the current vendor for a proposal but never heard back from him. Based on feedback and their quotes, Sonitrol was selected. Stanley explained Sonitrol was currently upgrading the ABC Stores in Wake County and were able to pass along the bulk pricing discount as they would be ordering our equipment at the same time as Wake County's. Included in the proposal was a layout of the proposed security system. Both Stanley and Member David felt Sonitrol would best suit the needs of the ABC Stores.





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**MOTION: TO DIRECT ABC SYSTEMS GENERAL MANAGER TO
EXECUTE CONTRACT WITH SONITROL INTEGRATED
SECURITY**

The motion was made by Member David and was seconded by Member Hedlund. The motion passed unanimously.

The fourth item under New Business was to consider approval of an agreement with Steve Gaskins Consulting (SGC) to procure installment of ABC System software. Chairman Houser wanted to get this approved as soon as possible due to the current issues and the need to train staff. Stanley stated she and Patterson have been working on doing this immediately and without going over budget this fiscal year. She noted they are currently in discussions with the software company regarding payments. Stanley explained Mr. Gaskins has agreed to allow the annual payment to be made within the next twelve months to suit the needs of the ABC Board. She appreciated his willingness to work with us and noted the fees could be incorporated in the next fiscal year, so we will not end up over budget. Stanley stated this would be the fiscally responsible option.

Stanley stated Member David had participated in all four of the software proposals from companies approved by the NC ABC Commission. She noted costs were comparable and all the software companies were willing to work with our needs. SGC was by far the top choice as their software was the most user friendly and met our needs in the best way. Stanley stated the real time inventory alone was impressive, as was how intelligent the software was. She stated this software would allow for price comparisons while scanning inventory and knows what inventory is in the building.

Stanley stated SGC has agreed to provide equipment and software at the current location until they close at no additional cost. Should the ABC Board decide to keep the downtown location, then they will have to purchase the equipment. Stanley noted they were getting two stores worth of equipment and software for the price of one.

Member David went over the presentations of all four companies, including their benefits and disadvantages. He noted SGC just came in ahead of the competition. Member David noted that SGC was able to answer Stanley's questions with either the requested ability was already included, or they were willing to create the requested functions at no charge. This was something the other companies were not willing to state. Member David stated



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there was a lot to be said about how polished SGC's presentation was. It was thorough and he noted their ability to address any concerns. Member Hedlund inquired about the turnaround time should the system go down. Stanley stated Mr. Gaskins committed to same day service if it impacts the business. If there is a problem the ABC Store can get by on, then they would try for same day, but it may take up to 48 hours. Member David stated most major problems can be addressed remotely, noting the need for inhouse service was rare. Stanley explained the hardware SGC was providing was top of the line with customer facing displays. Member David stated this was a good feature since it allows the customers to see their purchases and total due. He felt the customers would appreciate it.

Chairman Houser noted the previous ABC Board had seen a presentation by SGC and felt it was a far superior product than our current software, so he was not surprised the committee chose them. Stanley noted salesmen always put their best foot forward, but she felt Mr. Gaskins had been very transparent and straightforward during his presentation and phone conversations regarding fee schedules, services, and additional costs. She noted there was a clear line between what was included for free and what would incur additional costs.

Stanley stated another important feature was the automation of reports. SGC allows for customizable reporting and it works with QuickBooks. She noted the software could be as simple or complex as the user chooses. The other software systems were either too complex or too simple with no wiggle room. SGC can show both stores inventory and gives the ability to transfer between stores. It allows for growth without another investment. Stanley explained their search for software was not for just right now but for software that will serve us for the long term. She felt SGC can do that for Youngsville.

Chairman Houser thanked Member David and Stanley for their time, effort, and due diligence in looking for a better software system. When looking back, he noted they did not have the same level of research when Dalcom was presented as an option. Chairman Houser remembered Patterson noting how much time SGC could save them after Mr. Gaskin's original presentation last year. As she is new to the ABC System, Stanley stated it gives her a unique perspective on seeing inefficiencies. She felt SGC will be easy and efficient to work with. Chairman Houser noted that with Dalcom, the ABC Store Managers have had to back up inventory counts by hand. He thanked both again for their hard work.



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**MOTION: TO DIRECT ABC SYSTEMS GENERAL MANAGER TO
EXECUTE CONTRACT WITH STEVE GASKINS CONSULTING**

The motion was made by Member David and was seconded by Member Hedlund. Stanley noted the price included in the agenda packet was the full price not including the annual fees which will be due next fiscal year. The annual fees can then be budgeted for the next fiscal year. The motion passed unanimously.

Stanley noted they will implement the new software immediately. Mr. Gaskins has offered the option of paying half at implementation and upon the loaner equipment with the remaining portion due once the new ABC Store opens. She asked the ABC Board how they preferred to pay. Chairman Houser felt it was better to pay half and Member Hedlund agreed. Chairman Houser noted he would like to pay the remaining portion before June 30th.

The fifth item under New Business was Budget Amendment 2021-4 for Capital Expenditure addition to the FYE 2021 Budget for the new ABC Store opening. Chairman Houser noted Mr. Turner's costs will be higher based on the previous conversation regarding surcharges. He stated additional budget amendments can be brought to the ABC Board as needed.

**MOTION: TO APPROVE BUDGET AMENDMENT 2021-4 IN THE AMOUNT
OF \$167,348 FOR CAPITAL OUTLAY**

The motion was made by Member Hedlund and was seconded by Member David. The motion passed unanimously.

The next item on the agenda was Reports and Other Business.

Chairman Houser stated there have been no issues related to the pandemic and ABC Store staff seems to be handling the situation perfectly.

Chairman Houser noted his appreciation for Stanley and welcomed Bryant to the Youngsville team. He stated he was looking forward to great things.

Member Hedlund stated she was happy to be a part of the ABC Board and thanked everyone for their hospitality. She noted she was looking forward to meeting everyone and welcomed Bryant aboard.



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Stanley stated she and Bryant were working on making some great changes, including the culture. They are focusing on maximizing sales and profits. This includes focusing on how well certain items sell and which ones make the most money. Stanley stated she was excited about the new store. She noted she was working on implementing policies that will be beneficial for when the new ABC Store opens as there will be more employees and moving parts.

The next item on the agenda was Closed Session. Chairman Houser stated there was no need to go into Closed Session at this time.

The meeting adjourned at 10:48am upon a motion made by Member David, seconded by Member Hedlund and passed unanimously.

Rules of Conduct and Procedure

Commented [BS1]:

I. Name

The legal name of this body is the "Youngsville Board of Alcoholic Beverage Control". It is also known as the "Youngsville ABC Board" or "ABC Board". Whenever the term "Board" is used herein, it shall mean and refer to the Youngsville Board of Alcoholic Beverage Control.

II. Purpose

The Board shall serve as the governing body of the Youngsville ABC System on financial planning, operations, personnel, and all other matters relevant to maintaining and ensuring the profitability of the ABC System.

Commented [PC2]: The ABC board governs the ABC system in all respects; it is not an advisory board. That stated, it has delegated day-to-day management of the system to the General Manager. So, matters not concerning strategic policy and not inconsistent with the approved budget are the purview of the General Manager.

III. Membership and Attendance

A member who is unable to attend a regular meeting of the Board must contact the Chairperson or General Manager at least 24 hours before the meeting and indicate the general reason for being absent. If a member misses more than three consecutive regular meetings or more than 30% of the regular meetings in a calendar year, without being excused by the Chairperson due to sickness or extenuating circumstances, the Chairperson may recommend that member for removal from the Board by the Youngsville Board of Commissioners.

Commented [PC3]: By statute, only the town board can remove members.

IV. Compensation

Board members will receive compensation in the amount specified by the Youngsville Board of Commissioners.

Commented [PC4]: By statute, the town board has sole authority for setting ABC board member compensation.

V. Officers

The officers of the Board shall be a Chairperson, Vice Chairperson, Budget Officer (General Manager), and Finance Officer.

Commented [BS5R4]:

The General Manager, or a member of the Board, can serve as the Finance Officer with approval from the NC ABC Commission if no Finance Officer is available, until the ABC System exceeds 2 stores (G.S.18B-0702 J).

As necessary, the Youngsville Board of Commissioners shall select and appoint a Chairperson and Vice-Chairperson from among the membership of the ABC Board. The Chairperson shall preside over the Board meetings, decide all points of order or procedure, and transmit reports and recommendations of the ABC Board to the System General Manager for execution. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence. The Chairperson and Vice-Chairperson shall take part in all deliberations and vote on all issues, unless absent or excused.

Commented [PC6]: By statute, the town board has sole authority to designate the Chairperson (and thus, the Vice-Chairperson. Because this sole authority rests with the board, the frequency cannot be determined / defined by ABC board policy. The General Manager and Clerk to the ABC Board should simply work with the Town Administrator and Clerk to the Town Board of Commissioners to ensure timely nominations and selections / appointments.

When both the Chairperson and the Vice Chairperson are absent, a temporary Chairperson shall be elected by a majority of the members of the Board who are present. The elected temporary Chairperson will then conduct the meeting with the same duties and responsibilities

as the permanent Chairperson.

Should the office of Chairperson become vacant, the Vice-Chairperson will automatically succeed to serve out the remaining term of the Chairperson. The Youngsville Board of Commissioners shall then either select a successor to serve out the unexpired term of the Vice-Chairperson or select a new Chairperson (at which time the Vice-Chairperson shall resume that role). Should the office of Vice-Chairperson become vacant, the Youngsville Board of Commissioners shall select a successor from the ABC Board's membership for the remaining unexpired term of the Vice-Chairperson.

VI. Article Five. Meetings

Regular Meetings

Regular meetings of the Board shall be on the second Tuesday of every month except as altered by the Town for the observance of legal holidays. All regular meetings shall begin at 9 a.m. in the Town Hall Conference Room unless otherwise specified. A copy of the Board's meeting schedule shall be filed with the Town Clerk.

Special Meetings

The Chairperson may call a special meeting of the Board. The time, date, and place of special meetings shall be arranged so as to meet all applicable laws. Each Board member not present at a meeting when a special meeting is called shall be given prompt written notice by the ABC Board no less than 48 hours prior to the special meeting.

Agenda

The Town Clerk and ABC System General Manager shall prepare an agenda for each meeting. Each Board member shall receive a copy of an agenda prior to the scheduled meeting so as to allow a reasonable amount of time for members to adequately review all agenda information. The agenda shall be available for public inspection after it has been distributed to the Board members. No business may be considered by the Board unless said item appears on the board's approved agenda.

Commented [PC7]: "Once" implies the agenda must be published immediately after it's provided to the board (which is not a legal requirement). "After" gives more flexibility for when the Clerk may publish the agenda.

Quorum and Voting

At any meeting of the Board, a quorum shall consist of a majority of Board seats that are currently filled. No action shall be taken without a quorum present except to adjourn a meeting to a subsequent date. Each Board member shall be entitled to cast one vote.

Commented [PC8]: This simplifies the language. In other words, the board can consider any matter as long as a majority of the quorum approves an amended agenda during the meeting of consideration.

Voting shall be by voice, show of hands, or roll call, at the discretion of the Chairperson, except that upon a request of any member, the election of officers electable by the Board may be by written ballot.

Majority vote is sufficient to decide matters before the Board, provided a quorum is present. Failure of a member present at the meeting to vote shall be recorded as an affirmative vote unless said member has been properly excused.

Cancellation of Meeting

Whenever there is no business to come before the Board, the Chairperson may cancel the regular meeting by giving notice to all members not less than 24 hours prior to the date and time set for the meeting.

Minutes

Full and accurate minutes of the Board proceedings shall be maintained by the Clerk to the Board and ABC System General Manager and kept at Town Hall for public inspection. The official minutes shall show the record of important facts pertaining to each regular meeting indicating the names of members present, absent, excused, and the voting record for each item of business. The minutes of the meeting are not considered official until the Board has formally acted on them.

Commented [PC9]: Although the Town Clerk is currently the ABC Board's clerk, this is not necessarily the case in perpetuity.

VII. Article Six. Conduct of the Meeting.

All meetings of the Board shall be open to the public so they may obtain information regarding items on the Board's agenda. In order to ensure full consideration of matters before the Board, the meeting shall be conducted in the following order:

- a) Call to Order
- b) Approval of Agenda
- c) Ethics Statement
- d) Citizen's Comments (a time limit of three minutes per registrant is established)
- e) Consent Agenda
- f) Financial Report
- g) Old Business
- h) New Business
- i) Reports and Other Business
- j) Closed Session
- k) Adjourn

Commented [PC10]: FYI, this item is not required. Sam Hardwick (the prior Chairperson) always preferred to have it read, but if the Board wishes to eliminate the reading of the ethics statement that's permissible.

Commented [PC11]: It's important to establish a time limit, because it may otherwise become a legal liability of the board wishes to limit a speaker without any prior established time limit. Of course, the formality of time keeping is up to the Chairperson – and, a majority of members present can always vote to give a speaker more time.

Allotted time may be extended by majority vote of the Board, provided the same amount of time extension is applied to both proponents and opponents.

Conflict of Interest

No member shall take part in any hearing, meeting, consideration, or vote concerning a matter to be considered by the Board, if said member has previously signed an official protest petition in opposition to such item. No member shall take part in any hearing, meeting, consideration, or vote concerning property if said member or a close relative (spouse, child, and parent):

- a) is the applicant before the Board
- b) owns property within close proximity of the subject property (interpreted as being within the required notification area), or;
- c) has a financial interest in the subject property or improvements to be undertaken

In addition, a member must request to be excused from taking part in any hearing, meeting, consideration, or vote concerning property in which a business associate or employer of the member:

- a) is the applicant before the Board
- b) owns property within close proximity of the subject property (interpreted as being within the required notification area), or;
- c) has a financial interest in the subject property or improvements to be undertaken thereon.

Motions

The Board shall proceed by motion. Any member may make or second a motion. A substantive motion (non-procedural motion) is out of order while another substantive motion is pending. A motion may be amended by any member with the consent of the motion introducer prior to a vote. A motion may be withdrawn by the introducer at any time before a vote is taken.

Debate

The Chairperson shall state the motion and, once seconded, shall then open the floor to discussion. The member who made the motion is entitled to speak first. A member who has not spoken in the issue should be recognized before someone who has already spoken on it.

VIII. Article Seven. Changes to Rules

Conflicts

Any action taken by the NC ABC Commission that supersedes these rules shall take precedence. To the extent not provided for in these rules, and to the extent it does not conflict with applicable laws, the Board shall refer to Robert's Rules of Order, to answer unresolved procedural questions.

Amendment Procedure

These rules may be changed by 2/3 vote of the members at a regularly scheduled meeting provided that a quorum is present and the proposed changes have been distributed to all Board members with their regular agenda information in advance of the meeting. Modifications to proposed changes may not be adopted at the same meeting at which they are introduced.

Once the approved Amendment has been finalized, it shall be submitted to the NC ABC Commission for approval and effective adoption date.

IX. Amendment record:

Originally adopted by the Youngsville Board of Alcoholic Control on Click or tap to enter a date.

Rick Houser
Chairperson

Adoption Date

Bridget Stanley
ABC System General Manager

Adoption Date

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The undersigned is interested in community service and provides this information for the use of the Youngsville Board of Commissioners in considering qualifications for appointment to the following advisory boards or committees:

First Preference ABC Board

Second Preference

Applicant's Name (Print) Mason Hurt

Home Address 489 Park Avenue, Youngsville Telephone #919-671-6662

Business Address 1020 Birch ridge Drive, Raleigh, NC 27610 Telephone # 919-707-6812

Resident of Youngsville? Yes How many years? 30 years

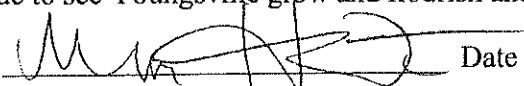
E-Mail Address masonkhurt@gmail.com

Education: Bachelor of Science in Geomatics at NCA&T

Employment Background: North Carolina Department of Transportation

Current or Past Civic/Community Participation: Youngsville Masonic Lodge. We do fundraisers constantly for the Masonic Home for Children, Scholarships for Highschool students, School supply drives, and roadside cleanups.

Why are you interested in serving in this capacity? I want to be able to give back to the town and want to continue to see Youngsville grow and flourish and help in anyway.

Signature  Date 4/1/2021

1. You are encouraged to attend and observe meetings of any boards to which you desire appointment and to obtain other information about the board's duties, work, and meeting schedule.
2. The information provided will be used by the Board of Commissioners in making appointments and may be used in news releases to identify you if you are appointed.
3. Any additional information you feel would be of use to the Board of Commissioners in reviewing your application is welcomed. Please attach additional sheets if necessary.
4. If appointed, please bear in mind the importance of attending meetings. A good attendance record is required to maintain membership.
5. Please speak with the Town Administrator or Town Clerk if you need further information.

PLEASE RETURN TO:
Town Clerk
Town of Youngsville
P O Box 190
134 US 1A South
Youngsville, NC 27596

Thank you for your interest in serving the community.

Mason Hurt

489 Park Avenue
Youngsville, North Carolina 27596
Phone: (919) 671-6662
Email: masonkhurt@gmail.com

edge.nathan@frontier.com <edge.nathan@frontier.com>;

OBJECTIVE

Obtain a Civil Engineering/Surveying position using my strengths, skills, and educational background.

SUMMARY OF QUALIFICATIONS

ACI Certification, Borrow Pit Sampling Certification, Conventional Density Certification, QC/QA Sampling Certification, ABC Sampling Certification, Nuclear and Hazardous Certification, QMS Density Gauge Certification, Bob Cat Operator

WORK EXPERIENCE

2018-Present NCDOT Location and Surveys, Raleigh, NC 27610

L&S PEF Engineer 1

Duties: - Administer field office project assignment requests to assure that Notice to Proceeds (NTP's) are awarded within 4 weeks of the assignment date and that invoices are paid within 4 weeks of invoice receipt date. - Administer PEF Group assignments to assure that scoping meetings are held, estimates are prepared, projects are awarded, project data received, checked, transmitted, and completed by scheduled completion date. Assure assignments are completed within 10% of the preconstruction man-day estimates. - Assist in the procurement of limited services contract agreements - Evaluate project requests and scope projects in the field with PEF's - Review field data and project conditions to ensure that correct engineering-survey information has been obtained - Make preliminary evaluations and ratings for PEF work performance on projects - Knowledge of Contract Management procedures, including estimates, negotiations, Purchase Orders within SAP, Notice to Proceeds, and Invoices - Support service in providing engineering analysis, mapping and other data for the design of transportation facilities and the acquisition of property for the construction of transportation facilities.

2010 – 2018 NCDOT Materials and Test Unit, Soils Laboratory, Raleigh, NC 27607

Engineering Technician Advanced

Duties: Supervise all other technicians. Receive soil and aggregate samples, prepare and process samples for additional tests, input data into HiCAMS database, perform hydrometer and sieve analysis tests for soil gradation, perform liquid and plastic limits tests for soil consistency, perform specific gravity test for soils, perform tests to determine moisture-density relationship for soil and aggregate materials. Conduct test to determine the strength of chemical stabilized soil and recycled materials. Perform California Bearing Ratio test to provide data for pavement design. Perform high-end tests, such as triaxial compression test and one-dimensional,

Mason Hurt

489 Park Avenue
Youngsville, North Carolina 27596
Phone: (919) 671-6662
Email: masonkhurt@gmail.com

consolidation test, by using multiple load and deformation gauges (LVDT) and pressure transducers. Use software to generate graphs, tables, and test reports. The lead technician in charge of daily work schedule for 4 technicians.

2005 – 2012 DanCo Builders, Inc., Rocky Mount, NC 27804
Construction Assistant
Duties: Assisted in minor jobs on the construction site including construction clean up, door assembly, sweeping, dismantling of concrete, pressure washing, and spreading straw and grass seed

EDUCATION

2013 – 2017 North Carolina Agricultural and Technical State University, BS Geomatics
2009 – 2011 Vance-Granville Community College, Associate Degree of Science
2005 – 2009 Franklinton High School, High School Diploma
Clubs: Math Team, National Honor Society

REFERENCES

Chun Kun Su, P.E. Engineer/Supervisor
NCDOT Materials and Tests Unit, Soils Laboratory
Phone: (919) 329-4153

Jerrett Mclean, Communication Technician
Federal Correctional Complex, Butner, NC
(919)-575-8000

James Dodson P.E, PLS L&S Central Office Operations Project Delivery Engineer
NCDOT Location and Surveys, Raleigh, NC
Phone: (919) 707-6808

I would love to see the ABC store in Youngsville continue to enhance their operations as well as continue to safely and effectively distribute the sale of Alcohol. Working with NCDOT I am in situations where I must constantly communicate with firms as well as the public in order to get things done effectively and efficiently. I will try to apply what I have learned working closely with the public and apply that when I am on the board. I am also a member of the Youngsville Masonic lodge and am in charge of many of the various fundraisers we do, so I know how to get things accomplished when we have a goal to achieve.