



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

## MINUTES

**DECEMBER 4, 2020**

**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 9:02am. In attendance was Chairman Rick Houser and Member Danny Stutzman. Member Kirk David was not in attendance. Also, in attendance was Town Administrator Phillip Cordeiro, ABC Store Manager Laurie Pritchett and Town Clerk Emily Hurd.

The first item was to approve the Agenda.

**MOTION: TO APPROVE THE AGENDA AS SUBMITTED**

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

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.



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Hurd polled those on teleconference and stated no one had registered to speak. There were no comments.

The next item on the agenda was the Financial Report. As Patterson was not in attendance, Chairman Houser read her summary email to the ABC Board.

- *I have received the lease agreement with WW Properties and paid November and December Rent.*
- *I have signed and paid the deposit to Design Plus Store Fixtures for the design of the new location.*
- *I prepared the budget amendment and sent that out to everyone on November 10<sup>th</sup>. I am assuming the amendment is good or does it need to be approved at today's meeting?*
- *I am unable to provide November reports at this time as the ABC Commission has sent us a different ABC stores invoices for the November 24<sup>th</sup> delivery. Laurie had to ask for these invoices several times and just received them yesterday, but they were for the Spruce Pine Store.*
- *Total Sales for November were \$177,236.70 which is slightly lower than October sales. We are still over the budgeted amount for year to date. Rick has requested a budget amendment to increase the sales projection. I normally wait and do this in February/March time frame, this is after the holiday season and during the general 1<sup>st</sup> quarter slow down. But if I need to prepare one for the January meeting I can do so, please let me know.*
- *Finally, when I recorded the sale of the property it does not look like the closing documents took into account the earnest money received by WW Properties. I will need some direction on how to handle this.*
- *I will send the updated reports as soon as I am able.*

Chairman Houser stated he looked at the closing documents and noted they were missing the earnest money of \$19,750. He spoke with Daniel White, the buyer, and they agreed to get the closing attorney to amend the settlement statement so there will be an official record, then have Patterson issue a check to Mr. White.

After a brief discussion, it was decided to ratify the Budget Amendment approved during the November 6, 2020 ABC Board Meeting.



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**Budget Ordinance for the ABC Board of Youngsville**

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ABC BA 2021-2

**Amendment to the Budget Ordinance**

Under Authority granted in the Youngsville ABC Budget Budget Ordinance for the year ending June 30, 2021, now comes the Finance Officer to report line item transfers recorded on June 30, 2021.

**Section 1:**

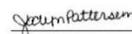
To amend the budget ordinance to reflect updated estimates of income and expenses, the revenues and appropriations are to be changed as follows:

Account	Increase (Decrease)
<b>Revenues</b>	
Other Income - Property Sale	227,935.00
	-
	227,935.00
<b>Appropriations</b>	
845 Debt Loan Payments	(3,706.27)
895 Rent	19,200.00
Debt Payments	(18,605.73)
990 Other Misc Expenses (New Store Design)	3,737.00
Working Capital Increase	227,310.00
	227,935.00

**Section 2:**

A copy of this budget amendment shall be furnished to the General Manager .

Respectfully submitted this the 10th November, 2020

  
 \_\_\_\_\_  
 Jaclyn Patterson  
 Finance Officer

**MOTION: RATIFY BUDGET AMENDMENT ABC – BA 2021-2**

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

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 November 6, 2020.

**MOTION: TO APPROVE THE CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was to review the documents from the sale of the ABC Store property. Chairman Houser stated the property sold for \$395,000. Once the mortgage was paid, the remaining \$212,000



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was deposited into the ABC Board's bank account. He stated they signed the lease with WW Properties for \$2,400 a month, with November's rent being prorated. Chairman Houser stated Patterson has already paid the December rent. He explained the ABC Store had twelve months to remain in the building. When asked, Chairman Houser stated he would get copies of all paperwork to Hurd for her records.

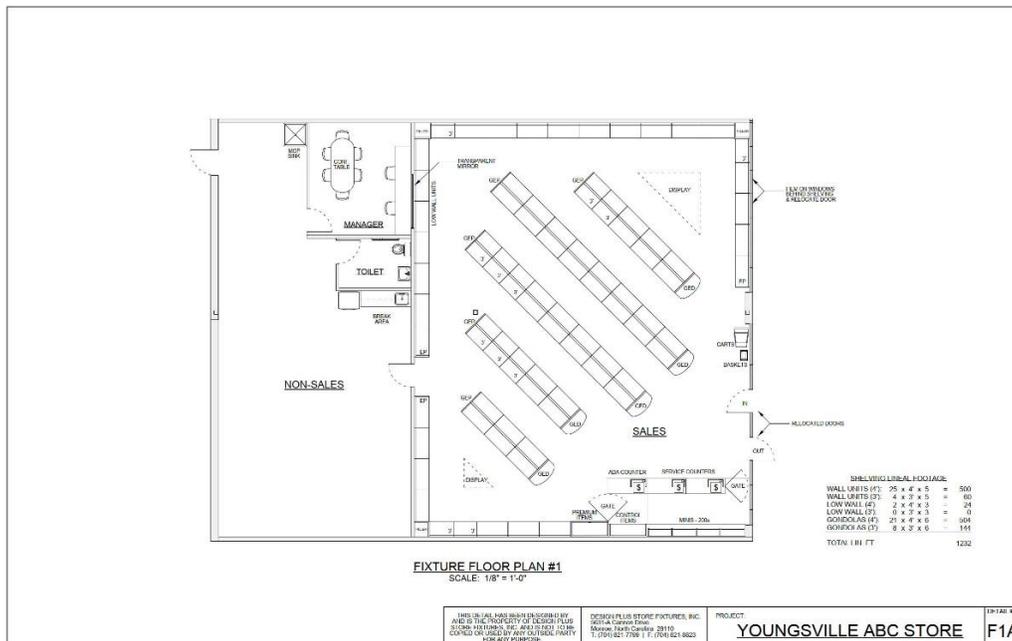
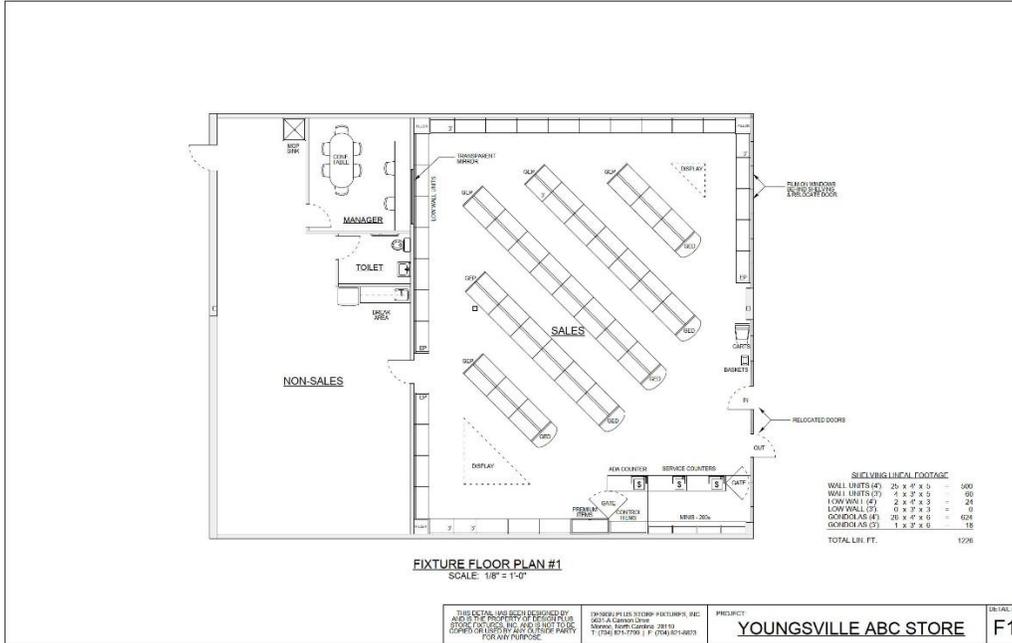
The second item under Old Business was to continue the discussion on the renovation and relocation of the ABC Store. Chairman Houser presented four proposed layouts from Rick Turner. He suggested visiting the Johnston County ABC Store to view a similar design of Mr. Turner's.

Chairman Houser stated the plans did not include a roll up door but felt it would be important to include. This would mean relocating the manager's office to the far side of the warehouse to allow for more room by the door during deliveries. He noted the two-way mirror was included in the plans but wasn't sure if it was necessary as it takes away from shelf space. Mr. Turner also included a film on the windows but Chairman Houser stated he would prefer for the windows to remain open so people can see in, noting they may lose some shelf space. He felt it would be good advertising to have the whole front open for people to see in when they drive by. Pritchett expressed concerns about the sunlight, explaining it could affect the taste and color of the liquor. Chairman Houser understood her concerns but didn't want to have the film dark enough to black out the windows. Member Stutzman stated they would just need to be careful about what could be stocked by the windows and Pritchett explained the sunlight could ruin most liquors. Cordeiro suggested looking into a film that would block the UV rays, which is what he suspected was affecting the liquor. After clarifying the location of the entrance and exit doors, Pritchett stated she was fine with their location.

Chairman Houser noted they would install a roll up door in the back warehouse that would allow for pallets. He noted there was currently a regular sized door in that location. Member Stutzman expressed concerns about not having a regular door at the back as well, noting it would mean employees would have to leave through the front door with the nightly deposit. Chairman Houser explained the utility connections in the rear of the building did not allow for multiple doors. He stated it would probably be safer for the employees to leave from the front of the store as it had better lighting and more people. The back exit was in a small alley hidden between the other stores.

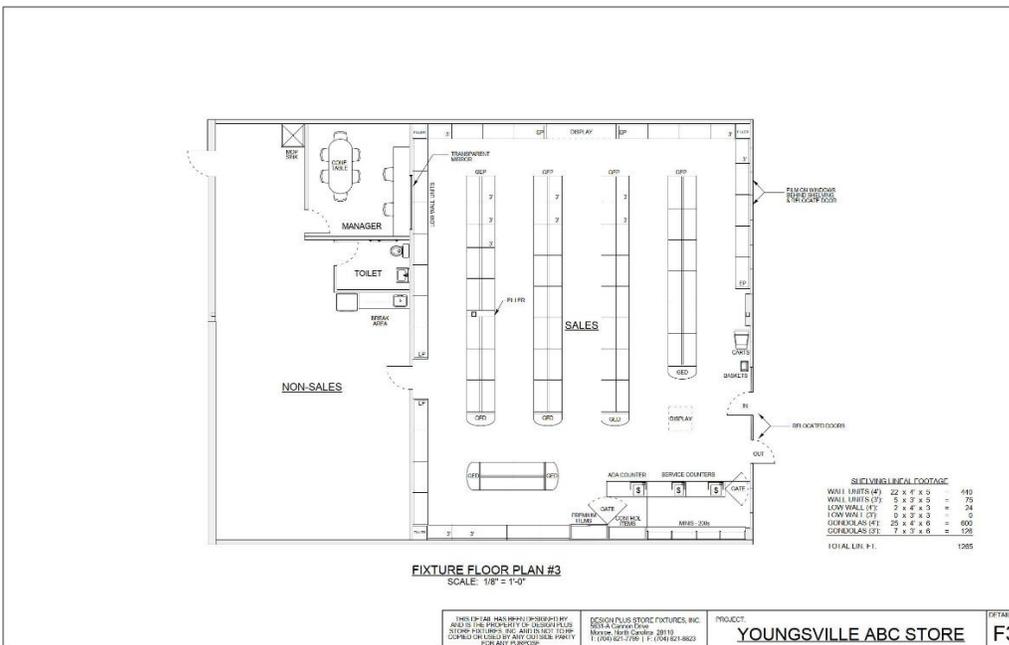
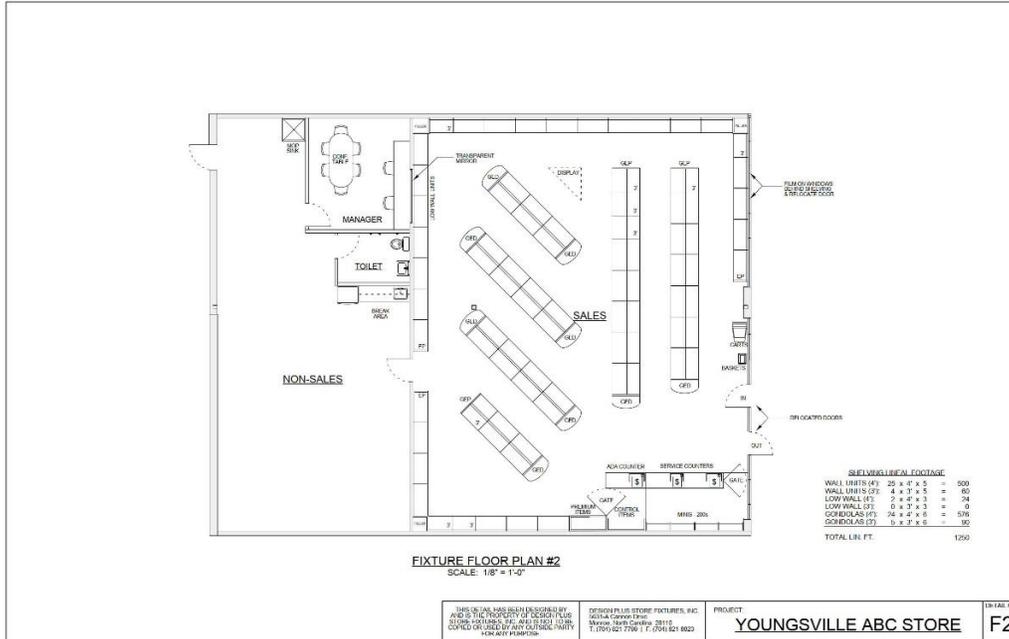


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When asked, Chairman Houser stated 40% of the square footage would be dedicated to the warehouse space. He noted the warehouse space included a conference room as well as the office, break room and bathroom. Pritchett stated she did not need a conference room, noting the extra storage would be good for future mixed beverage customers. She stated that she would like to keep the two-way mirror. Even though there are security cameras, staff can get a better view through the mirror. It was also a good tool to keep an eye on what staff is doing.

Chairman Houser stated he wants the linear footage for shelving to support their sales volume for the next ten years, noting they will continue to grow. Pritchett agreed and explained she was currently running out of space. She stated she would love to be able to spread the inventory out. Pritchett explained she preferred to have at least two, if not three, rows of each item so they can be easily seen by customers as they scan the shelves. Chairman Houser noted shelving at the new location should be almost double what they currently have. He stated the office size could be reduced and they can use folding tables and chairs for meetings instead of a conference room. Pritchett stated that would work for her, noting she didn't need a large desk. Hurd noted they would need enough counter space for counting the drawers at the end of the day and Pritchett felt there would be enough room based on the way the counters in the office were drawn.

There was a discussion regarding the different layouts for the shelving. Member Stutzman stated the plans showed the total square footage and noted the third and fourth designs had more square footage. Pritchett stated she would prefer the minis not be behind the counter as she felt it reduced their sales. She explained people hated to ask for them and sales increased once they had moved them out with the regular items.

Cordeiro noted the flow patterns of the different plans and felt the third plan had a better flow pattern. There was some discussion regarding displays and how best to accomplish them between the different layouts and Pritchett stated it would be nice to have the room to create displays. Chairman Houser noted they also needed to leave room for tastings if possible. The fourth plan had a niche along the back wall for displays that could possibly allow for a "bar" type setting for tastings. Another option included a movable table in one of the display corners. Cordeiro noted the fourth plan had the most linear square footage and felt it would work well with tastings. When asked, he showed how it would work using the plan.

Pritchett reiterated that she would prefer not to have the minis behind the counter. Chairman Houser asked how she felt about the office and Pritchett stated she didn't mind



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where the office was placed if she would be able to see out into the store. When asked, Pritchett stated cameras with monitors were helpful, but she could get a better, fuller view through the two-way mirror, but she noted that she could make do without the two-way mirror if necessary. Pritchett stated the presence of a two-way mirror also helped deter theft. She stated she hoped for an upgraded camera system in the new store, explaining Franklinton ABC Store's camera system allows for remote viewing by the manager.

Member Stutzman expressed concerns about not being able to hear the delivery driver if the office was moved to the other side of the warehouse. Installing a doorbell of some type was discussed, along with adding a camera.

Chairman Houser noted the roll up door was directly across from the office and wondered if there would be enough room for deliveries. Member Stutzman felt there would be enough room, especially if the office was reduced in size by removing the conference table. Pritchett stated the drivers have hit the doorframe at the current ABC Store only because they are coming off an incline and their momentum causes them to hit the doorframe. As the door at the new store would be larger, with a proper loading dock, that should not be a problem.

Pritchett stated that she would like to have two bathrooms but noted they are used to only having the one. She explained that anytime they had issues with the toilet, staff had to go to Town Hall to use their facilities.

Hurd asked how large the office was since the plans didn't state. Based on the footage noted in the retail area, it was estimated to be approximately 12x10. When asked, Pritchett stated a setup like Cordeiro's office would be enough as she only needed a small workstation and some filing. Cordeiro stated the smallest they could go would be 7x7.

Hurd asked if the floor plan needed to be approved during the meeting, noting Mr. Kane would need it as soon as possible for quotes. Cordeiro stated the ABC Board could communicate with him or Laurie individually about their preferences. He went over the next steps after approval of the floor plan and noted there may be a need for a budget amendment. Cordeiro stated the ABC Board could express a preference today, explaining the basic floor plan did not have a huge cost difference between them for the work that Mr. Kane would be doing. Chairman Houser agreed and stated the biggest difference was shelving. He explained Mr. Kane would only need the information regarding the walls and doors, which appear to be the same on the plans. Chairman Houser stated they needed to decide on the size of the office and if they wanted to move



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it. Pritchett stated she wanted to keep the office in the same location where she could see out to the retail area. She stated she would rather use the extra room for warehouse space as opposed to a conference table. Pritchett stated she did not need as much room for filing since a lot of the paperwork was going digital. She stated that she would also need a couple of shelving units.

Chairman Houser stated the ABC Board needed to decide which plan they preferred so Charles Kane would be able to properly quote the rental fee. Pritchett stated she wanted a layout that would allow her to relocate items based on trends. Chairman Houser stated he has also asked Mr. Kane about removing the rose bushes out front. He felt this would allow for better displays. Chairman Houser stated he would keep everyone updated as they moved forward. Member Stutzman noted that if the office was reduced in size, the sink could be relocated, opening more room for deliveries.

The next item on the agenda was New Business. There was no New Business.

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

Pritchett noted she has been working on reducing payroll but would need extra hours to get through the holiday season. In January, she will continue working on reducing hours.

Pritchett stated it has been a while since staff had a raise and asked if the ABC Board would decide on that as soon as possible. When asked, Pritchett explained the hazard pay ended once the Stay at Home order was lifted, noting that only lasted for a couple of months. She explained that Laurie Lee with the NC ABC Commission had sent out surveys to all the ABC Stores to see what they were doing. Pritchett stated she wanted to keep the exceptional employees and noted she was losing them to places that paid more. She requested that she be allowed to assign raises from \$.25 to \$1 an hour, maybe \$2 an hour if possible. Raises would be based on merit so not everyone would get the same amount. Chairman Houser requested Pritchett meet with Member Stutzman since he was on the Personnel Committee. He stated that his view on raises was that when the budget was set, Pritchett would be able to use that figure to do what was necessary for her staff if she stayed within that budgeted amount. Pritchett reiterated that she wanted to hang onto the employees she has.

Chairman Houser stated that Christmas bonuses needed to be decided on, noting that sales were up. When asked, Hurd stated bonuses last year were in the amount of \$500 to the manager, \$250 to the assistant manager, and up to \$100 for all other employees at the



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manager's discretion, to be included in the first paycheck in December. After a brief discussion, it was decided on a total of \$1,250 in bonuses; \$500 for the manager, \$250 for the assistant manager, and \$500 to be divided amongst the remaining employees.

**MOTION: APPROVE BONUSES IN THE AMOUNT OF \$500 TO THE MANAGER, \$250 TO THE ASSISTANT MANAGER, \$500 TO BE DISBURSED TO THE REMAINING EMPLOYEES AS THE MANAGER SEES FIT**

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

Chairman Houser stated that he, Pritchett and Patterson would start meeting monthly in between ABC Board Meetings, starting in January. He felt it would be good to have that type of communication.

Pritchett noted they had to restrict the number of people in the ABC Store due to updated COVID-19 restrictions. Signage has been posted and ID's need to be at the ready in order to facilitate sales. Chairman Houser asked if people could order on the phone and pick it up and Pritchett stated they have accommodated a few customers in that manner. However, credit cards cannot be processed except at the counter.

The next item on the agenda was Closed Session. Chairman Houser stated there was a need to go into Closed Session to discuss personnel, N.C.G.S. 143-318.11 (6).

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL, N.C.G.S. 143-318.11 (6)**

The motion was made by Member Stutzman and was seconded by Chairman Houser. The motion passed unanimously. The ABC Board entered Closed Session at 9:48am and exited at 11:38am. The only action taken was to approve the Closed Session Minutes from September 4, 2020.

The meeting adjourned at 11:38am upon a motion made by Member Stutzman, seconded by Chairman Houser and passed unanimously.