



Youngsville ABC Board  
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## MINUTES

**MARCH 6, 2020**

**9:00 AM**

### REGULAR MEETING

#### YOUNGSVILLE TOWN HALL CONFERENCE ROOM

**134 US 1A SOUTH**

Member Rick Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Members Mary Margaret Norman, Rick Houser, Danny Stutzman, and Todd Casado. Chairman Samuel Hardwick was not in attendance. Also, in attendance was Finance Officer Jaclyn Patterson, Town Administrator Phillip Cordeiro (by teleconference), ABC Store Manager Laurie Pritchett, Assistant ABC Store Manager Stephanie Pritchett and Town Clerk Emily Hurd. Leeann Coraci, Manager of the Bunn ABC Store, was also in attendance.

The first item was to approve the Agenda.

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

The motion was made by Member Casado and was seconded by Member Norman. The motion passed unanimously.

Member Houser read 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.



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The next item on the agenda was a presentation on ABC Store software by Steve Gaskins, SG Consulting. Mr. Gaskins has been in this business since 1999 and has been developing his own software for the past three years. He explained the software was simple and easy to use, noting that everything is “live”. Mr. Gaskins stated the sales reports can be done after the end of the month if needed. All reporting is this way with no end of day, week, or month that must be done at night, everything is date sensitive. He stated that price changes were automatic and happen before the stores open.

Mr. Gaskins showed the ABC Board how the cash register software worked. This included how to ring up and complete sales, reports concerning sales, interrupt sales (including mixed beverage sales), correcting payments, and auditing items. Mr. Gaskins stated training was quick and simple. Another feature included showing all the credit card payments that went to the bank. Staff can tell instantly if a customer was charged twice. L Pritchett noted that she loved how easy it was to use.

Patterson inquired about reports and Mr. Gaskins showed several examples, including sales tax and total sales. Mr. Gaskins explained how those reports worked, including separating the mixed beverage sales and net deposits.

Ms. Coraci inquired about the credit card terminal. Based on her current system, she expressed concerns about having to reboot the system often. Mr. Gaskins stated they did not have those problems that he was aware of and explained their credit card system. L Pritchett stated she liked the credit card reports because customers do ask. Mr. Gaskins stated that information came from the gateway and was simple to access.

Patterson inquired about the availability of the reports online and Mr. Gaskins stated the information was available in the back-office program, which customers have access to portions of this program. He stated the data was live and showed some of the different reports that were available. L Pritchett noted they even used the correct form and explained the form that Dalcom uses on their software was incorrect. Patterson noted that she wouldn't have to wait on the reports like she currently does. Ms. Coraci asked if the system generated the bottle tax and Mr. Gaskins stated yes, the system does that on its own.

While discussing inventory, Patterson noted that she would be able to get all her information for those early month meetings. Mr. Gaskins explained there was nothing Staff would have to do at the end of the month as the information was there immediately. He gave a demonstration on counts, orders and showed how to print shelf labels. When



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asked, Mr. Gaskins stated most customers purchased labels online from onlinelabels.com as they can get 75,000 labels for approximately \$50.

Mr. Gaskins noted they did not do much with the UPC codes as they were difficult. He explained how to add new items and flag UPC codes to be unique. This prevented duplicate UPC codes so that items could no longer be scanned incorrectly.

Ms. Coraci inquired about updating the inventory after a shipment. Mr. Gaskins explained the software has the capability to integrate with the order from the warehouse. He explained there may need to be some adjustments if items were missing from the order and showed how easy it was to adjust.

Patterson inquired about the software capability to integrate with QuickBooks and Mr. Gaskins explained the QuickBooks desktop is linked but wasn't sure about QuickBooks Online. The software sends all the invoices to QuickBooks so that she would not have to key them in.

Patterson noted Dalcom had hinted SG Consulting had based their software off the backbone of Dalcom's software. Mr. Gaskins explained their software systems were not even close, noting that Dalcom uses a web-based system that does not use a SQL express database, whereas SG Consulting does use the SQL express database. Everything that is done, can be seen on the table. Mr. Gaskins noted Dalcom did not have that ability. L Pritchett inquired about the inventory list on their software, noting that she has items on her inventory list that she has never carried, and Ms. Coraci stated that she did as well. Mr. Gaskins stated he saw that problem when he was switching over Madison.

When asked, Mr. Gaskins stated they service approximately 40 ABC Boards and worked only in North Carolina. He stated he had been servicing ABC Board with SG Consulting for approximately three years. Mr. Gaskins stated he developed his own code but has hired another developer to help. He noted SG Consulting did everything in house. L Pritchett explained she had emailed all the ABC Boards in the state and everyone that responded and used SG Consulting gave good reviews. Mr. Gaskins noted that everything was done in house, so changes could be made easily. They try to customize the software to what the individual ABC Store wants.

Patterson inquired about his succession plan and Mr. Gaskins explained that was why he hired another programmer. The other programmer would take over maintaining the software and the technicians would stay the same. Mr. Gaskins assured the ABC Board



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the other programmer was competent. He explained the succession plan has been legally filed.

Member Stutzman inquired how hard it would be if they opened a second store and Mr. Gaskins explained it would be very easy. Mr. Gaskins explained their software was designed to handle multiple stores. He showed examples of how the software combines the data for reporting. Reports can be broken down by store as well.

After a brief discussion on the ABC Store's server, Mr. Gaskins stated he would recommend adding another server as the current server is one of the registers.

Ms. Coraci inquired about tech support and Mr. Gaskins explained that 99% of problems can be fixed remotely. Most problems are user error, or someone forget the process. He stated the ABC Store employees get the help they need when its needed.

Mr. Gaskins explained new employees could be added by the manager with no need to call customer support. Patterson asked for more information on the time clock report. Mr. Gaskins showed an example and explained how employees would clock in when they arrived at work. He stated they were looking at creating a wall mounted device with a touch screen that links to the software for clocking in and out.

Patterson requested a firm quote on what the ABC Store would need, including the recommended server. Mr. Gaskins explained there would be no extra fees, everything was already in the quote. He stated that if they find something during the installation process that they missed, SG Consulting covers the cost.

Member Casado inquired about training and user manuals. Mr. Gaskins has a manual they are developing. He stated things change so fast and they try to keep up. Pritchett felt they would be able to run the software easily the same day it was installed, and Mr. Gaskins felt they could. Member Stutzman inquired how managers were notified about updates and changes and Mr. Gaskins explained there was a log on the system that showed all changes and updates.

Patterson inquired if employees could mess things up and Mr. Gaskins stated yes. Patterson asked if they had the ability to track the changes and Mr. Gaskins explained they could.



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L Pritchett stated she loved the ability to make changes, including the ability to change vendors. She asked about reporting broken items and Mr. Gaskins stated that was easy. L Pritchett was excited about being able to inquire about inventory on the spot.

Mr. Gaskins thanked the ABC Board for their time. S Pritchett took Ms. Coraci to the ABC Store to show her their current software system.

The next item on the agenda was Citizens' Comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson noted she sent the financials but explained she had more problems with duplication of sales. She stated she was concerned about the sales since they installed the new registers. Patterson stated the cash was correct in QuickBooks, but the wrong amounts have been reported to the State, which has created incorrect payments to the State. She explained that after her conversation with Dalcom she believes that February is correct as it matches what she has in QuickBooks. Patterson hoped that December was correct because they have already amended those, but January had not yet been amended. She explained she has gone through the information with Laurie Lee and confirmed the calculations. Based on these calculations, the mandatory distribution due to the Town, law enforcement, and alcohol education was underpaid by \$8,389 as of the end of January. This also included the payments for the Town Clerk and Public Works. Patterson explained Cordeiro pulled his information from the ABC Commission website and she thinks it does more of a general calculation. She explained she had wanted to run through the calculations with the ABC Board so they would be aware of how the distribution calculations worked. Patterson stated she confirmed these numbers with Ms. Lee and Ms. Lee confirmed everything was correct. Member Casado asked if they were still paying distributions from last year and Patterson stated yes. She explained she pays on the distributions from last year as cash becomes available, noting it should be paid more often but there was not enough cash in the bank.

Member Houser noted there were two things in play. The first was the income statement expense that should reflect that. The January 31<sup>st</sup> income statement shows payment to the Town of \$23,333. Then the other thing to consider is the balance sheet debt owed to the Town that was paid through net profits. The \$42,000 on the bottom is what is used to pay the debt down. However, that figure seems to change every month. Patterson explained the figure decreases as payments are made. Member Houser explained his concern was the beginning number changed. Patterson stated she was unsure and would investigate the changes. Member Norman inquired about the mandatory percentage and



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Patterson stated it was 3.5% based on sales after certain taxes. Member Houser noted that sales were up and felt the inventory should be increased to support those sales. When all the profit is being paid out to the Town it leaves the ABC Store in a bind. Patterson explained the adjustments on the beginning balance owed to the Town was made by both her and the auditors. She explained the dates and reasons behind the changes and Member Houser was satisfied with her explanation. Member Houser clarified the amount still owed from last year was \$31,000 and expressed his concerns about having paid by the end of June. Patterson stated she was going to pay approximately \$7,000 a month but realized she had not yet paid the taxes. Member Houser inquired if there was a minimum annual payment on the loan to purchase land and Patterson stated she didn't think there was. Patterson explained the first year was considered a construction loan though she has been making early quarterly payments of \$7,500 each. Member Houser noted that if they came up short close to the end of the year, they could take an advance on the loan to replenish that \$15,000. Patterson expressed concerns that they haven't done enough improvements to pull money out of the loan, noting there was the availability for one year to pull additional funds. Member Houser stated they needed to pay down the Town debt then next year they will have additional working capital. Member Casado asked if this would be a problem for next year and Member Houser stated it shouldn't be. Member Houser explained the ABC Board would only pay \$40,000 to the Town, unless the sales required them to pay more. Patterson stated the mandatory amount was \$26,000 and explained where that figure came from. When asked, Patterson stated she has included that amount in the monthly payments. She explained everything will balance at the end of the year but noted they were \$8,400 short in payments to date. Member Houser stated he did not care for having to shuffle money around but felt the ABC Board would be in better shape after this fiscal year. Member Casado asked if there was anything the ABC Board could do to change that amount and Member Houser stated it was in the contract with the Town. Member Casado asked when that contract would expire and Cordeiro stated he planned on presenting revisions at the April ABC Board Meeting. This would include the costs for the Town Clerk at \$3,000 and public works for \$2,600 a year.

Member Houser asked if everyone was amendable on tabling the Budget Amendment until next month and Patterson stated that was fine. Patterson explained the majority of the Budget Amendment concerned salaries and explained it was based on the last payroll and number of payrolls remaining. She stated the payroll costs have increased. Patterson stated the ABC Store has been busier, including more sales, but they needed to be smart with scheduling. She stated she was fine tabling the Budget Amendment until next month. Patterson stated that she was working on the proposed budget, but she was



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waiting to see how the ABC Board wanted to move forward before completing it. Member Casado inquired about how hours were determined when making the schedule. He stated they needed to give some direction on that so that it can be better controlled.

Member Houser asked Patterson about the report that compares last fiscal year to this one. Patterson noted that sales were up \$100,000 over last year. She expressed concerns this may be off due to the inventory and reporting issues with Dalcom. Member Houser wanted to know why sales were up \$100,000 but the gross profits were only up \$6,000. Patterson pointed out some of the increases in costs, including loan payments, Finance Officer fees, the new cash registers, etc. Some of those fees are new this year and others are only one-time expenses. Patterson explained the previous year report was only through January 31<sup>st</sup> for easy comparison. Member Houser felt the gross profit numbers should be higher and Patterson explained she thought that may be due to the reporting errors. She explained they were paying too much in tax fees because of the duplicated totals. Patterson stated it may take some time before the state refunds any overages. Member Houser noted he remembered a Christmas delivery that was shorted over 100 boxes and Patterson stated they finally received those credits in February. Member Houser stated he was glad they stayed on top of that. He requested they look at this report each month to compare this year to last. Member Houser also recommended they work on the personnel expenses and figure out a plan on paying the Town.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Meeting on February 7, 2020 and Budget Amendment 2020-3.

**MOTION: TO REMOVE BUDGET AMENDMENT 2020-3 FROM THE CONSENT AGENDA**

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

**MOTION: TO APPROVE THE AMENDED CONSENT AGENDA**

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the proposed remodel of the ABC Store. Member Houser



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stated that time is of the essence. He updated the ABC Board on their meetings with two developers. Member Houser explained requests were sent out to five developers but only the two they met with were interested. Based on the recent changes in zoning, the ABC Store property was affected. If they build on the current site, the building would need to be close to the road and parking would be located behind it. In order to build at the road, the current building would have to be torn down before construction could begin, negating the ABC Board's plans to operate the current store during the construction phase. Member Houser recommended leaving things as they are and discussing this further next month when Chairman Hardwick returns. He stated they should have a quote on a purchase price by one of the developers for next month's ABC Board meeting. Right now, it looks like the best opportunity would be to sell the property. Member Norman wondered about the reasoning behind building by the road and what the building would look like. Members Houser and Casado explained the requirements, noting the stores would front the roadway with entrances on both sides. Member Casado stated the purpose was to give the building a downtown feel and noted it would probably look good. Cordeiro showed pictures of the Belmont ABC Store in a similar plaza.

Member Stutzman inquired about the roundabout timeframe and Member Casado stated it was still distant. Cordeiro noted he had a meeting scheduled with NC DOT on March 16<sup>th</sup> to initiate a conversation regarding participation with a developer to make this a reality by including the traffic circle into that design. Member Stutzman asked if they would take a portion of the property and Cordeiro stated it would not be significant in the grand scheme of things. Member Stutzman asked how that would affect a new building near the road and Cordeiro explained the new setbacks allowed for buildings to be 14.5 feet from the curb. Cordeiro noted there would be a grassy area for looks along with curbing and sidewalks. Member Casado stated the developers are aware of the new zoning changes and a member of the Town's planning staff was at these meetings. Hurd stated other businesses at the intersection, such as Burnt Barrell, were made aware of the potential roundabout. She explained the previous design had the roundabout closer to the median and Burnt Barrell than the ABC Store and Speedway. Member Norman asked about the timeline and Cordeiro stated it would not be within the next few years. He hoped to have more information to report to the ABC Board next month.

Member Houser expressed concerns that a longer delay could cost them the location at the Shopping Plaza. He encouraged the ABC Board Members to think hard about it, noting that last month seemed like everyone wanted to move an ABC Store into the Shopping Plaza location. Member Houser wanted to have an in-depth conversation next



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month on whether to sell the current property or wait. They also needed to decide on whether to open an ABC Store at the Shopping Plaza.

Member Houser cautioned the ABC Board about having more than two members present for meetings and conversations. Cordeiro reminded the ABC Board that included email chains as well. Member Houser stated he could take point on consolidating feedback and reporting back to the ABC Board.

The second item under Old Business was to continue the discussion on the cash register system. L Pritchett explained the clerks were the ones who had to deal with the system most often, noting the new system would allow for her to have more time on the floor. She felt that she was in the office all the time and if she was able to help work the front, she could cut back on the employees during the week.

Patterson stated she copied Member Casado on all her communications with Dalcom, which included the January and February sales issues. She stated they were slow to respond about the January issues. When they did respond, they told her the reports didn't print correctly and she shouldn't be looking at those reports anyway. Patterson then asked them what reports she should be looking at. She noted they were still slow to respond and told her that one report she gets an error and the second report was incorrect. For February, the numbers between Dalcom and Quickbooks was off by about \$16,000. Patterson stated she emailed Dalcom about this and she finally received a response from Wesley, the Chief Operating Officer (COO) of Dalcom. He has been to Youngsville a few times and spoke with Patterson at length concerning the errors in reporting. Wesley told Patterson there was a system update in January that was not finalized. Because of the update, the cash register software was getting hung up and pushing the information through more than one time. This explained some of the duplicated days. L Pritchett stated this was one of the problems that web-based systems have. Patterson stated she asked him about the problems they were having in December if the update was in January and Wesley stated they did have issues with the database and software but was unable to speak to what happened in December. He stated Staff was supposed to use the daily tickets when posting sales to make sure they posted correctly. L Pritchett showed examples of the daily tickets. Member Norman asked if they had to go through each one of them and L Pritchett stated yes. Patterson stated that was how she was entering sales into QuickBooks. L Pritchett explained sales had to be posted after they closed, either late that evening or early the next morning, noting the totals are supposed to match. She stated that every time she posts the sales, they match the tickets. The problems are somewhere on Dalcom's end. L Pritchett stated the duplicated sales were not the fault of



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the clerks, who always make sure the daily totals balance. Patterson stated pictures needed to be taken before posting the sales. This way we can prove everything is right on our end. She stated Dalcom will come out Tuesday to fix the problem. Patterson stated Wesley thinks L Pritchett has access to adjust the inventory and he stated thinks Youngsville was not set up accurately on both sides from the beginning. Wesley wants to provide training to help the clerks learn how to best utilize the system. Patterson stated both Wake County and Mecklenburg County use Dalcom, however, there is a different software the bigger ABC Boards use that is different from what they sold Youngsville. She noted there are only 14 ABC Boards that use this particular software from Dalcom. Wesley told Patterson there was real time inventory on the register. Patterson stated she wanted to have a list of questions for Wesley's visit on Tuesday. L Pritchett stated Dalcom did training on October 29<sup>th</sup> and felt he would be covering the same information on Tuesday. Patterson requested an ABC Board Member to be present if someone was available since she would be unavailable. Member Casado stated he could come by in the morning but was unavailable in the afternoon.

Patterson stated Wesley explained the problems with the UPC codes. She stated that unlike the earlier presentation, multiple items can have the same UPC code. When an item is scanned, the pricing for the first item on the list is what comes up. Wesley told Patterson the extra UPC codes could be deleted out of the inventory. L Pritchett explained there were over 6,000 items on the inventory list, making it difficult to find all the items with duplicate UPC codes. It becomes a reaction to a problem, not a solution. L Pritchett stated it was one of the reasons she gets so frustrated. The Youngsville ABC Board has always had excellent audits and inventory, but she is concerned these problems with Dalcom will create issues with this year's audit. Patterson stated she was told that as the techs were fixing the problems, they were reversing the inventory when they reversed the sales because they were not freezing the inventory, which was wreaking havoc with the inventory totals.

Member Houser stated that when sales go up \$100,000 but we only show \$6,000 in gross profits, there is a huge problem. Patterson stated she was impressed by the earlier demonstration and L Pritchett stated she loved it as well. Patterson stated the proposed software looked easy to use. Member Casado agreed the presented software looked much cleaner. From what Wesley said, Dalcom is the largest ABC vendor in the state and Patterson agreed but noted the larger counties were using the other software from Dalcom. Member Casado felt there were some things that were communicated to us, such as matching up the numbers at the end of the day but wasn't sure when that happened. He stated Wesley feels like that is what is causing some of the reporting



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issues. Member Casado stated Dalcom's customer service has been awful, noting they had waited weeks before the COO stepped in to help. L Pritchett and Patterson explained Wesley only responded after hearing from another ABC Store that Youngsville was looking at another software. When asked, Patterson stated Youngsville had 48 tickets since October. She noted Wesley stated there were no tickets referencing the UPC code problems, so they have called in more often than 48 times. Member Casado suggested listing beneficial items from SG Consulting to show Dalcom. Member Casado stated he wanted to be prepared for this meeting with Wesley, to show the wants and needs of Youngsville as well as getting him on record when talking about the problems we have been having. He stated he wanted to be there to support L Pritchett. Patterson stated Dalcom was unable to make a presentation this month but hoped to have a presentation in April, with the hope that all the issues have been resolved by then. L Pritchett stated Staff knew how to operate the Dalcom system, noting it wasn't complicated, just time consuming and involved. Member Casado stated Staff may could save time if they understood the software better. He noted the system was purchased in October and it was a bad business investment to purchase software twice in one fiscal year. Member Casado felt that if they can work with the current system then Dalcom may try harder to keep Youngsville. He wanted to see what they had to offer.

Member Houser appreciated all the work everyone has put into this situation. He asked if there was a contract with Dalcom and L Pritchett stated there was not. Member Houser inquired if the ABC Board could leave at any time. Patterson stated during her conversations with Wesley, they would get the fees free for a couple of months, but it did not sound like they were stuck in a contract. Member Casado asked about the invoicing and Patterson stated they were billed up front for the annual service fees plus \$99 a month. Member Casado inquired about the costs and Patterson explained the upfront costs included the credit license, service, setup plus the annual help desk was \$1,200 a year. The \$99 a month was the point of sales fees. Member Stutzman clarified the yearly costs with Dalcom would be \$1,200 a year plus \$99 a month and Patterson stated that was correct. Member Houser wanted to make sure they can exit without owing any money. Member Stutzman felt switching software should be done at the same time as opening the second store. Patterson explained SG Consultants could use the current cash registers and just install the new software. This would not create a huge disruption as it is more of a software update than hardware. L Pritchett stated Mr. Gaskins told her he could pull the files over at any time.

The third item under Old Business was to continue the discussion on uniforms. Member Stutzman noted Cordeiro had emailed samples to the ABC Board and asked for opinions.



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Member Norman stated she did not like the selection that had a white stripe. She noted the colors should be darker so the shirts would not show the dirt when the employees were stocking. Member Norman suggested aprons and L Pritchett stated they had some already, but no one wanted to wear them. L Pritchett explained they were hot in the summertime, especially with no AC in the warehouse. She felt the darker colors would work best. Member Stutzman noted if they moved, the new facility would have heating and air in the warehouse. Member Norman agreed the darker color would work best and suggested navy. She noted that she still wanted the name tag showing the employees first name. L Pritchett explained that one of the employees had an issue that her name may open her up to be harassed. Member Casado suggested that any non-given name be approved by the ABC Board before using it on the name tag. Cordeiro stated the colors were chosen based on the colors in the logo, but he can modify the logo if the ABC Board wanted.

Member Stutzman asked if there was a way to get a sample with the darker color shirt and altered logo. Cordeiro stated he would share the updated samples via email so the ABC Board can move forward next month. Member Houser felt they could act this month then just select the colors and Member Stutzman agreed.

Member Casado asked how many shirts for the employees. L Pritchett felt two shirts was reasonable, with one shirt for employees that only worked one day a week. Member Norman inquired about employee hours and L Pritchett stated most worked fifteen to twenty hours, with some that worked only eight. Member Stutzman suggested moving forward with the motion for uniforms, then have L Pritchett determine the number of shirts assigned along with the colors. Member Norman asked if they wanted to recommend a pant color and L Pritchett explained there was already a policy in place regarding the employee's appearance. Pants, including jeans, must fit properly with no holes. They must be neat in appearance and professional looking. Member Casado stated he hated to make someone buy new pants, especially the part time employees. Member Stutzman was fine leaving the pants like they were. He noted that comfort and mobility was important when lifting the boxes in the warehouse and that part-time employees did not make a lot of money. Member Houser inquired if the motion should include two shirts per employee and Member Stutzman stated two per part-time employee and three for full-time employees. Hurd clarified if the motion should state "up to" two shirts for part-time employees as some only worked one day a week and Member Stutzman agreed. Member Casado stated they could probably set it up so the employee could purchase more if they wanted to.



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Member Norman stated she liked the navy best and inquired which style shirt they wanted to purchase. L Pritchett stated that she would like to have multiple options to choose from. Cordeiro recommended L Pritchett send him options from the website and he can redesign the logo to suit. Member Stutzman recommended L Pritchett and Cordeiro work on selecting the styles for the employees to choose from, including designating the colors. Member Norman felt the uniform shirts should only be one designated color. L Pritchett stated she would like to see black, navy and charcoal as choices for the uniform shirts. Member Norman stated since they were uniform shirts, she felt there should only be one color. When asked, Member Casado stated the managers had several options to choose from, team members had two colors to choose from, noting there were options available for each of the job classes. Member Houser stated staff at Benchmark was allowed to choose what they wanted. Based on this information, Member Norman agreed to allow color options.

**MOTION: TO PURCHASE UP TO TWO UNIFORM SHIRTS FOR PART-TIME EMPLOYEES AND THREE FOR FULL-TIME EMPLOYEES WORKING FIVE DAYS**

The motion was made by Member Stutzman and was seconded by Member Norman. Member Houser stated they would incorporate the uniform shirts into the existing dress code so it's clear going forward. The motion passed unanimously. Member Casado recommended adding uniform replacement into the dress code as well. Member Stutzman also wanted to include the option for employees to add more shirts each year. He stated he would update the policy going forward. L Pritchett stated that new part-time employees could be given one shirt to start with and increased to two after they have been at the ABC Store for approximately six months, once they know the employee will stick with the job.

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. Member Norman asked how the employees kept track of their time and L Pritchett explained there was schedule posted. Any changes were noted and observed by other employees. When asked, L Pritchett stated the schedule was kept on a calendar. Member Norman inquired about validating the employees time and L Pritchett stated that between the cameras and other employees, she felt the employees would not be able to lie about their hours. L Pritchett stated there have not been any problems so far.



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Member Houser asked how everyone felt about the new window signs and Member Casado stated they looked great. Member Houser felt the exit sign needed to be moved above the door and L Pritchett stated she would get it moved. Member Houser noted the customer survey information was also on the exit door and L Pritchett stated she could remove it if the ABC Board wanted her to. Member Casado stated he would look at it on Tuesday and reword it if necessary.

Cordeiro asked if the ABC Board had decided on the proposed name tags and Member Norman stated yes, they would like to order the name tags as well. After a brief discussion, it was decided to have a lighter background on the name tags if the uniform shirts were going to be darker colors. Cordeiro asked if the ABC Board liked the design and everyone felt it looked great.

The next item on the agenda was Closed Session. Member Houser requested the ABC Board hold off on Closed Session until the full ABC Board was present.

The meeting adjourned at 10:58am.