



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

MINUTES

MAY 1, 2020
9:00 AM

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

(Teleconference and Web Conference was available)

Chairman Hardwick called the Board Meeting of the Town of Youngsville ABC Board to order at 9:02am. In attendance was Chairman Samuel Hardwick (by teleconference), Members Mary Margaret Norman (by teleconference), Rick Houser (by teleconference), and Todd Casado (by teleconference). Member Danny Stutzman was not in attendance. Also, in attendance was Finance Officer Jaclyn Patterson (by teleconference), Town Administrator Phillip Cordeiro (by teleconference), 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 Houser and was seconded by Member Norman. The motion passed unanimously.

Chairman Hardwick 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 Citizens' Comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson noted that she finally had the corrected invoices and would resend the March Financials after she checks the inventory value again. She still wasn't sure the invoices were 100% correct at this time and explained that once she gets one thing figured out, something else doesn't work.

Patterson noted the loan payment on the land was not currently due and informed the ABC Board she would delay payment so that the Town could be paid off before the end of the fiscal year.

Patterson stated the audit contract was for three years and she would move forward with signing this year's engagement letter.

Member Houser stated the Budget vs Actual year-to-date net income showed \$223,000 and Patterson explained the previous financials were not accurate due to the lack of distiller invoices for March. She stated the report did not seem to be calculating correctly and she will get it fixed. Patterson stated the totals-to-date from July through March show \$84,000 and that figure is correct. However, with the incorrect date on the other report, the totals are off. Member Houser stated he was looking at the Balance Sheet and felt the ABC Store did not make that much money. Patterson explained invoices were received in March, but they were incorrect. Now that she has received revised, though still incorrect, invoices, the figures are only marginally off. Patterson stated that she will redo the reports once the invoices have been corrected. She noted that she would also need to correct the inventory before resending the reports.

Member Houser noted that sales were up during the pandemic, 30% statewide. Chairman Hardwick stated the ABC Store looked crowded every time he went by. Patterson stated she did not have the final numbers, but it looked like \$164,000 in sales for April. She stated the last few days of sales were missing from the report. Member Houser stated that was approximately two months' worth of sales. Member Norman stated that she had seen the parking lot of the ABC Store backed up as well.

Chairman Hardwick noted Pritchett notified him via text that she will be unable to attend due to complications with Dalcom. Pritchett was on the phone with tech support regarding price changes and will join the meeting once they have the problem fixed.



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The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Meeting on April 3, 2020.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Member Norman 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 continue the discussion on the proposed remodel of the ABC Store, with a report from the Store Expansion / Renovation Subcommittee. Member Houser stated there was nothing to report for this month. There has been no response from the developers they met with. Chairman Hardwick noted it was hard to move forward during the COVID-19 pandemic. He recommended tabling the discussion until next month and Member Norman agreed. Cordeiro stated he would reach out to the developers to see if they have anything to add.

MOTION: TABLE THE DISCUSSION ON THE STORE EXPANSION / RENOVATION UNTIL JUNE 5, 2020 ABC BOARD MEETING

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

The second item under Old Business was to continue the discussion on the updated contract between the Youngsville ABC Board and the Town of Youngsville. Cordeiro explained the ABC Board would pay the Town \$12,000 a year for all services. When asked, Cordeiro explained the ABC Board would essentially pay \$1,000 a month to cover the services of the Public Works and Town Clerk. He stated the discussion could be tabled if the ABC Board wanted more time to go over the contract.

MOTION: TABLE THE DISCUSSION ON THE UPDATED CONTRACT BETWEEN THE YOUNGSMILLE ABC BOARD AND THE TOWN OF YOUNGSMILLE

The motion was made by Member Norman and seconded by Member Houser. Member Houser inquired if Chairman Hardwick was negotiating the contract with Cordeiro or at least having discussions concerning the proposed contract. Chairman Hardwick noted it was brought to the ABC Board last month with the expectation it would be finetuned before adoption. Member Houser asked how much was paid to the Town last year based



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on the current contract. Patterson ran some quick calculations through June 30, 2020 and came up with \$49,477.45, which includes the monies due to the Town per Statute along with the costs of the Town Clerk and Public Works services. Patterson stated calculations for June 30, 2021, including the \$12,000 for services, bring the approximate total due to the Town to \$57,300. Cordeiro asked Patterson if she could estimate the minimum distribution for FYE 2019 as compared to FYE 2020. Patterson stated that she did not have the full calculations and Cordeiro stated the discussion could be tabled until next month for more information.

Patterson asked the ABC Board what information they needed to continue the discussion. It was decided to have FYE 2019 and FYE 2020 so the ABC Board could see how the numbers were trending. Cordeiro stated it would help the ABC Board to be able to compare the old amounts with the proposed contract amounts. When asked, Cordeiro stated the ABC Board and the Town were still operating under the old contract. Chairman Hardwick asked that the figures be sent to the ABC Board as soon as possible to give them time to look over them.

The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the submission of the FYE 2021 Proposed Budget and Budget Message.

MOTION: SET PUBLIC HEARING FOR THE FYE 2021 PROPOSED BUDGET FOR JUNE 5, 2020 AT 9AM

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

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

Member Norman stated that she did not see an employee wearing their name tag when she drove past the ABC Store. Chairman Hardwick stated he saw an employee wearing their name tag but did not check all the employees. Member Norman stated she could see the logo on the shirt but not the name tag. Chairman Hardwick stated he would speak with Pritchett concerning the name tags.

Member Norman asked if the employees were still concerned about the COVID-19 virus and mentioned the need for a plexiglass shield. She stated that she knows someone who



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can make one for the ABC Store. Chairman Hardwick stated he would talk with Pritchett about that as well.

Member Casado reminded the ABC Board that June would be his last meeting. Chairman Hardwick thanked him for his service.

Cordeiro asked the ABC Board for their opinion on the uniforms and name tags. Chairman Hardwick stated he liked the way they looked. Member Norman noted she would prefer for the employees to tuck them in.

The next item on the agenda was Closed Session. Chairman Hardwick stated the ABC Board needed to go into Closed Session to discuss personnel, NCGS 143-318.11 (6).

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL, NCGS 143-318.11 (6)

The motion was made by Member Norman and was seconded by Member Casado. The motion passed unanimously. The ABC Board entered Closed Session at 9:30am. The ABC Board exited Closed Session at 9:46am.

Chairman Hardwick stated the ABC Board discussed granting hazard pay to the ABC Store employees during the COVID-19 pandemic.

MOTION: TO GIVE ASSOCIATES ACROSS THE BOARD \$2 PER HOUR RETROACTIVE BACK TO THE BEGINNING OF THE GOVERNOR'S STAY AT HOME ORDER AND CONTINUING UNTIL THE STAY AT HOME ORDER IS LIFTED.

The motion was made by Member Norman and was seconded by Member Houser. Cordeiro asked for clarification on whether the hazard pay applies to the Manager and Assistant Manager. Member Casado explained how Sheetz included salaried employees. He recommended \$80 a week for salaried employees, which is the equivalent of \$2 an hour.

AMENDED MOTION: TO GIVE ALL ABC STORE EMPLOYEES ACROSS THE BOARD \$2 PER HOUR HAZARD PAY INCREASE RETROACTIVE TO THE BEGINNING OF THE GOVERNOR'S STAY AT HOME ORDER AND CONTINUE UNTIL THE STAY AT HOME ORDER IS LIFTED



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Member Norman amended her motion and Member Houser seconded the amended motion. The motion passed unanimously.

The meeting adjourned at 9:51 am upon a motion made by Chairman Hardwick, seconded by Member Norman, and passed unanimously.