



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

MINUTES

**JANUARY 19, 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 9:01am. In attendance was Chairman Rick Houser and Member Kirk David. Member Danny Stutzman was not in attendance. Also, in attendance was Town Administrator Phillip Cordeiro, ABC System General Manager Bridget Stanley, Finance Officer Jaclyn Patterson, and Town Clerk Emily Hurd (teleconference). Guests included Austin Cavanaugh of the NC ABC Commission by teleconference.

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.

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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Cordeiro 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. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. There were no items on the Consent Agenda due to the change in the meeting schedule.

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. Chairman Houser stated he has not yet heard back from the landlord at the Shopping Plaza regarding the proposed lease rates. He stated the landlord will give a general rate for the “warm shell”, which includes ceiling tiles, lights, heating and air, the dividing wall and possibly the bathroom. Chairman Houser thinks the landlord will cover the double door in the warehouse based on previous conversations. He noted the ABC Store will have an open ceiling with ductwork instead of a drop ceiling. Chairman Houser stated they will request having the landlord hire Mr. Turner to do the upfit. This way there will only need to be one permit and the ABC Board can write a check for the difference in costs. Chairman Houser explained there were two approaches; first would be to pay for the difference in costs or have them included in the rental rate.

Chairman Houser stated Mr. Turner has given an estimate for the flooring, lighting, and fixtures. The property committee feels these would be cheaper than what the landlord can do, which will be a savings for the ABC Board.

Chairman Houser stated the flooring in the sales area would look like wood and be waterproof, but he was unsure of the type of flooring proposed for the warehouse. The quote was for \$14,000 installed. He stated lighting would cost approximately \$9,400, with the landlord paying for most of it. Counters and shelving fully installed will cost approximately \$69,500. Chairman Houser stated that once Mr. Turner gets started, everything will be installed quickly as they know what they are doing and felt Mr. Turner will deliver a quality product. He noted they received \$195,000 from the sale of the property that can go towards the upfit. With the costs of staffing and inventory, the ABC Board will need to borrow money. Chairman Houser stated he has asked Stanley to investigate the needed staffing and work with Patterson to put together a budget. He stated a member of the property committee will negotiate the costs with Mr. Turner and the landlord.



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Design Plus Store Fixtures, Inc
 5631 Cannon Drive
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 704-821-7799 Fax:704-821-8823

CUSTOMER: Youngsville ABC

JOB #:

DATE: 1/17/21

SHEET: 1 OF 3

**STORE FIXTURE LIST
 ESTIMATE**

*SPECIAL PAINT ON ALL METAL PARTS
 "COPPERVEIN" OR "SILVERVEIN"
 *LAMINATE BACK PANELS ON WALL UNITS
 *CUSTOM GONDOLA END PANELS AND
 END DISPLAYS
 *CUSTOM GONDOLA TOP CAPS
 *CUSTOM SIGN PACKAGE
 *CUSTOM SERVICE COUNTER & MINIS UNITS

QUANTITY	QUANTITY	EACH	TOTAL
Wall Shelving Units and Accessories:			
<i>Wall shelving units 50" high with laminate backs "TBD"</i>			
<i>four rows 18" metal shelves, metal parts have special powdercoat paint finish "Coppervein"</i>			
26	W-490-S520-HZ 4' wide Wall Unit	\$280.05	\$7,281.30
1	W-390-S520-HZ 3' wide Wall Unit	\$280.05	\$280.05
5	WE-9020-S Wall End Unit, "Silvervein"	\$63.60	\$318.00
2	W-448-S520-HZ 4' wide Wall Unit, 4' high	\$185.40	\$370.80
1	WE-4820-S Wall End Unit, 4' high	\$60.10	\$60.10
106	SUS-418 Adj. Metal shelf 18" x 48" "TBD"	\$27.65	\$2,930.90
4	SUS-318 Adj. Metal shelf 18" x 36" "TBD"	\$27.65	\$110.60
3	Custom Box Corner Filler 90° high with laminate finish	\$266.00	\$798.00
3	Custom Wall End Panel with radius top corner, laminate finish	\$224.00	\$672.00
1	Custom Low Wall End Panel with radius top corner, laminate finish	\$168.00	\$168.00
Specials/Premium Items Units			
1	Special Items Walkcase w/storage in lower section, sliding glass doors in upper section w/lock, LED light & glass shelves. "Premium Items" sign at top (priced separately)	\$1,462.50	\$1,462.50
Rear Wall Display Components:			
2	Display Wall Side Columns 12" wide x 24" deep x 8'-6" high with stained wood finish.	\$542.50	\$1,085.00
1	Display Wall Soffit 18" high x 36" deep x 11'-1-1/2" long with stained wood finish	\$806.00	\$806.00
1	Stained Plank Wall Panel 9' wide x 8'-6" high, multi color planks	\$1,537.50	\$1,537.50
20	Stained Wood Shelves 3" x 4" w/slotwall clips	\$12.00	\$240.00
3	Warehouse Style Pendant Light, Galvanized finish with LED lamp (Wired by project electrician)	\$105.00	\$315.00
"Open Back" Gondola Units			
One lot floor shelving units 48" high with open back, 20" deep base shelf, 2 rows 18" deep shelves ea. side, metal parts have special powdercoat paint finish "TBD"			
30	G-448-S520-XX Open Back Gondola, 4' long, "TBD"	\$150.35	\$4,510.30
8	G-348-S520-XX Open Back Gondola, 3' long, "TBD"	\$150.35	\$1,202.80
5	GE-4820-S Gondola End, "TBD"	\$95.50	\$477.50
76	VOBT-48 Open Back Upright Trim, "TBD"	\$10.80	\$820.80
60	MSF-4 48" Shelf Gap Filler, "TBD"	\$13.95	\$837.00

SHEET 2 of 3

QUANTITY	QUANTITY	EACH	TOTAL
16	MSF-3 36" Shelf Gap Filler, "TBD"	\$13.95	\$223.20
120	SUS-418 Metal shelf 18"x 48", "TBD"	\$27.65	\$3,318.00
32	SUS-318 Metal shelf 18"x 36", "TBD"	\$27.65	\$884.80
4	Gondola Top Cap, Laminate finish gondola top cap 8' long	\$182.00	\$728.00
9	Gondola Top Cap, Laminate finish gondola top cap 12' long	\$273.00	\$2,457.00
End Display Units and Gondola End Panels:			
<i>End Display units consists of: 52" high gondola end panel with slotted standards, 2 - lam. fin. shelves and a base platform.</i>			
5	Gondola End Panel, with slotted standards and laminate finish	\$378.00	\$1,890.00
10	Laminate Finish Shelf 12" x 40" w/radius front	\$31.52	\$315.20
20	Standard Wood Shelf Bracket 12"	\$2.70	\$54.00
5	Gondola End Panel, laminate finish	\$350.00	\$1,750.00
5	Gondola End Display Platform, 19-3/4" x 42" x 6" high w/radius front, laminate finish	\$154.00	\$770.00
Inserts for Tag Mould on Metal Shelves			
1423	Lineal Fc. Laminate Insert Strips 1-1/8" wide,	\$0.45	\$640.35
Service Counter, Rear Counter, Mini Bottle Display, Tastings			
1	Service Counter, 12' long x 36" high, continuous row adjustable shelves, 2 register surrounds, two keyboard trays	\$2,754.00	\$2,754.00
1	ADA Service Counter, 5' long x 36" high, continuous row adj. shelves, 1 register surround, one keyboard tray	\$1,107.00	\$1,107.00
1	Mini's Base Counter, 14' long x 34" high w/hinged storage doors, laminate finish	\$2,625.00	\$2,625.00
1	Mini's Upper Unit, laminate finished Wall Panel 14' long w/ slotted standards, vertical supports	\$1,319.50	\$1,319.50
8	Laminate Shelf 10" x 40" long	\$36.25	\$290.00
8	Acrylic Tray Shelf 10" x 40"	\$110.20	\$881.60
24	10" Shelf Shelf Bracket	\$1.95	\$46.80
24	10" Adjustable Slant Shelf Bracket	\$2.90	\$69.60
1	Side Panel 34" w. x 36" high, laminate finish	\$174.00	\$174.00
2	Double Action Gate 36" w. x 24" high, laminate finish	\$188.50	\$377.00
1	Control Items Shelving Unit 59" wide x 20" deep x 84" high with laminate finish, 5 rows laminate finished shelves, lower section to have storage area with hinged door.	\$957.00	\$957.00
7	Plastic Snap On Price Tag Strip, 57" long	\$8.70	\$60.90
1	Tastings Counter, 50" long x 38" high w/laminate finish and laminate top. Unit sits on locking casters.	\$893.75	\$893.75
Signs and Misc.			
6	Custom Wall Mount Sign Panel	\$154.00	\$924.00
5	Custom Gondola Sign Panel, "T" post with double sided panels	\$210.00	\$1,050.00
1	Premium Items Sign	\$70.00	\$70.00
2	Shopping Cart, Grey	\$147.00	\$294.00
1	Set Shopping Baskets, Hand Held style, w/stand	\$87.00	\$87.00
1	Special Paint Set-Up Charge from mfg. (Our cost)	\$276.00	\$276.00
1	Laminate St Up Charge from shelving mfg. (Our cost)	\$55.00	\$55.00

SHEET 3 of 3

QUANTITY	QUANTITY	EACH	TOTAL
Managers Office			
1	Laminate Countertop 28" d. x 10' long w/lap drawer	\$525.00	\$525.00
1	Two Drawer File Cabinet with lock	\$281.25	\$281.25
1	Steel Countertop Support	\$25.20	\$25.20
Storage Shelving			
12	RDWSF-2484 Wide Span Storage Shelving Upright	\$41.85	\$502.20
16	RDWSK-2496 Wide Span Storage Shelving Shelf Deck Kit	\$69.70	\$1,115.20
2	RDWSK-2460 Wide Span Storage Shelving Shelf Deck Kit	\$61.05	\$122.10
*FIXTURE TOTAL: \$56,398.00 FREIGHT: \$1,775.00 INSTALLATION: \$5,865.00 6.75% NC/FRANKLIN CTY. TAX: \$4,322.57 TOTAL: \$68,360.57			

QUANTITY	QUANTITY	EACH	TOTAL
1	OPTIONAL - COVID SCREEN AT SERVICE COUNTERS 17' long Tempered Glass Safety Shield, aluminum tubing frame, tempered glass, 2 - 6' wide section and 1 - 5' wide section	\$1,155.00	\$1,155.00 Plus Sales Tax

NOTES:

*The extremely unstable price of steel in the worldwide market makes guaranteed pricing for more than a few months impossible. The prices contained herein are figured using the current steel surcharge given to us by the manufacturer and are for shipments made prior to March 31, 2021. Shipments after that date will be subject to the steel surcharge in effect at that time.

Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Monroe, NC 28110
 704-821-7799 Fax:704-821-8823

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
 SHEET: 1 of 1

FLOORING ESTIMATE

QUANTITY	QUANTITY	EACH	TOTAL
2711	Sales Area and Office LVP Sq. Ft. Luxury Vinyl Plank, Harbor Plank "Color TBD" WPC core with urethane backer, commercial grade 20 mil wear layer, click installation, 100% waterproof.	\$3.05	\$8,268.55
2	Entrance Carpet Tile Cases Daltson Mega Tile "Color TBD" carpet tile	\$145.60	\$291.20
7	Base Mould and Transition Strips LVP Square Edge Platform Transition	\$58.80	\$411.60
1	Tile to Zero Vinyl Reducer Ramp, 3" x 12" long, Color "TBD"	\$58.50	\$58.50
3	Johnsonite Vinyl Cove Base Mould, 120" per carton, Color "TBD"	\$94.75	\$284.25
MATERIAL TOTAL: \$9,314.10 FREIGHT: \$120.00 *INSTALLATION: \$3,688.00 6.75% NC/FRANKLIN CTY. TAX: \$885.74 TOTAL: \$14,007.84			

*Installation includes an allowance of \$150 for floor prep.
 Additional prep if required will be added to final invoice.



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LIGHTS LIST

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
 SHEET: 1 of 1

QUANTITY	DESCRIPTION	EACH	TOTAL
Sales Area Trac Lights			
14	R8WH Juno Single Circuit Trac, 8", White	\$39.60	\$554.40
3	R6WH Juno Single Circuit Trac, 6", White	\$27.50	\$82.50
2	R4WH Juno Single Circuit Trac, 4", White	\$21.25	\$42.50
5	R38WH Juno Conduit from above End Feed, White	\$9.00	\$45.00
1	R20WH Juno Flexible Angle Connector, White	\$19.60	\$19.60
15	R23WH Juno Straight Connector, White	\$3.55	\$53.25
31	DP-KLN25A-DW40W LED Trac Light Fixture, 3000 Lumens, White	\$102.70	\$3,183.70
3	DP-KGR3RW Round Trac Light Fixture with LED flood lamp	\$27.30	\$81.90
Sales Area Suspended Hi-Bay Lights			
20	DP-HBA-RD13L High Bay LED Light, black w/aluminum reflector, 13,000 lumens 4000K	\$177.50	\$3,550.00
			
Non-Sales Area Suspended Hi-Bay Lights			
7	DP-HBA-RD13L High Bay LED Light, black, no reflector 13,000 lumens 4000K	\$137.50	\$962.50
Non-Sales Area Lights			
3	DP-K0000019489 2' x 4' Backlit LED Flat Panel Light, 4000K, 4422 Lumens	\$85.80	\$257.40

ITEM TOTAL: \$8,832.75
 FREIGHT: Included
 6.75% NC/FRANKLIN CTY. TAX: \$596.21
 *INSTALLATION: By Others
 TOTAL: \$9,428.96

*Installation by project E.C.

Cordeiro noted that Patterson was still waiting on an answer about the mandatory distribution. Member David inquired about signage, especially concerning the signage on the sales floor. Cordeiro stated he didn't think there were specific requirements for the signage other than local zoning regulations. Member David asked if the signage was included in the quotes and Chairman Houser stated there was some indoor signage included. Cordeiro explained the landlord may be able to suggest a company for the signage on the building. He stated there was a possibility of getting the landlord to pay for it. Cordeiro stated there was also a monument sign at the entrance and along Capital Boulevard. The landlord will help with that as well.

Chairman Houser stated he wanted to move forward with applying for the new location with the NC ABC Commission, but they were still waiting on that last bit of information.

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



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

Stanley noted that employees were wearing their masks. When asked, Stanley stated she was looking into how much of the cleaning and disinfecting supplies were on hand. She noted the employees were disinfecting the terminal and other areas. Cordeiro stated there was still a large supply of antibacterial wipes at Town Hall and he would have some delivered to the ABC Store.

Chairman Houser noted he enjoyed the feedback in emails from Stanley.

Patterson noted she was still waiting on the ABC Commission to confirm the figure for the calculation of the minimum distribution.

Patterson stated the contractor that installed the plexiglass around the register at the ABC Store was never paid because he did not turn in his W9. She explained that with the end of the year and 1099's being issued, she has voided the check. Patterson stated that she has told the contractor that she will reissue the check once he turns in his W9, noting that he has not yet responded. She stated she wanted to keep the ABC Board informed of the situation. Cordeiro stated the contractor will get in touch if he wants his money and Patterson stated she would leave it sitting in Accounts Payable for a bit. She will write another check once she receives the W9.

Chairman Houser stated he has been reading the emails sent by Laurie Lee with the NC ABC Commission regarding the sales price for the property and the net profits. He got the impression the only thing the ABC Board is responsible for is the percentage due to the Town but not for the police and education percentages. Cordeiro agreed, noting it was good news. He stated he was still working on getting the information from the auditors so the Town can forgive the additional money from last year, with the hopes those funds can be netted against this year's payables. Cordeiro hoped it would be less confusing this way, but he will defer to the auditors.

Stanley stated she has spent a week in the ABC Store and so far everything has been positive. She noted they implemented new time clock software this week so that she can get a handle on payroll percentages and labor costs. Stanley stated she was working with S Pritchett on the February schedule. When asked, Patterson felt the new system would be more efficient. She stated she has linked the time clock software to QuickBooks. She explained she won't be able to use this system until the payroll schedule change was implemented. Patterson explained how the current pay cycles worked, noting the



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upcoming schedule would make things easier. Stanley explained she spoke with L Pritchett regarding the pay schedule and how hours were forecasted. She stated that process will change the pay period to actual hours worked and she needed about six weeks to implement the new scheduling. Stanley noted there will be a paycheck that will be for a shorter schedule, but the following paycheck will be for a longer schedule before the pay cycle evens out. The February 19th payroll will be the last to use projected hours. Patterson stated they could possibly offer the full-time employees the option to use vacation, so they won't receive a shortened paycheck. Stanley stated she would work with them on it.

Stanley stated she has been working on the warehouse as there are safety concerns. She noted boxes were stacked approximately ten high and there was no room to maneuver. Stanley stated the warehouse was inefficient, so she was working on organizing the area. Chairman Houser stated they had offered to install shelving in the warehouse, but L Pritchett had stated she didn't want them. Stanley stated she didn't want to put too much money into the current store if there wasn't going to be a good return. However, she does want to address some of the problems. Chairman Houser didn't think shelving would be expensive so they may want to move forward with that. Stanley stated that may help with some of the items in the back but getting boxes off the floor isn't going to help as they have over 700 cases and only room for about 300 cases. She stated they have rearranged some to gain some space.

With the new meeting schedule, Hurd stated agendas will go out the Thursday before the ABC Board Meeting. Agenda items need to be in by the end of the day on Wednesday, no later than noon on Thursday. She stated the next meeting would be February 16th and the agenda packets will include minutes from both meetings in January. Hurd stated she will be in Clerk School the week of February 15th and will miss the February 16th ABC Board meeting. She stated minutes will be done based on the recording.

Hurd stated she and Cordeiro had researched expiration dates for ABC Board appointments. Based on that research, we have discovered that term expiration dates should be based on the creation of the ABC Board, not on when the Member was appointed. Hurd stated she has set the expiration dates accordingly and wanted to get any feedback from the ABC Board. She noted she will present this information to the Town Board during their February Board Meeting. Hurd stated there were two vacancies with term expiration dates in a year and half. This may help draw in someone that isn't sure about serving a 3-year commitment. She noted this will give someone a chance to decide



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if they like serving on the ABC Board. Cordeiro agreed with Hurd and noted the ABC Board would be grateful to have more volunteers.

Mr. Cavanaugh asked for information regarding the term expirations for his record. He inquired about the timeline for recruiting as those vacancies can't stay open indefinitely. If needed the ABC Board can be brought back down to three members, then shifted back to five once someone is ready to serve. Cordeiro stated both Boards were recruiting as quickly as they can. When asked, Hurd and Cordeiro stated October was the first meeting without Members Sam Hardwick and Mary Margaret Norman. Mr. Cavanaugh stated he would look at it again next month.

The next item on the agenda was Closed Session. Chairman Houser stated there was no reason to go into Closed Session.

The meeting adjourned at 9:28am upon a motion made by Member David, seconded by Chairman Houser and passed unanimously.