

Youngsville ABC Board  
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# MINUTES

OCTOBER 4, 2019

9:00 AM

## REGULAR MEETING

### YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

Chairman Samuel Hardwick called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Chairman Samuel Hardwick, Members Mary Margaret Norman, Rick Houser, Danny Stutzman, and Todd Casado. Also, in attendance was Finance Officer Jaclyn Patterson, Town Administrator Phillip Cordeiro, ABC Store Manager Laurie Pritchett, and Town Clerk Emily Hurd. Guest in attendance included Chase Massey, FLM Engineering.

The first item was to approve the Agenda.

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

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

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 had updated the Financial Report earlier this morning. She stated sales were under budget for September and Pritchett stated it was normal for September to have a lull. Pritchett stated sales will pick back up at the end of October. Patterson stated they have collected 94% of budgeted sales in the first quarter. Other than that, everything else looks good.

Patterson stated they were still working out some of the kinks in the new registers. This new register system has online access, allowing her to get the sales reports entered in a timely manner. Having access to this information is what allowed her to update the Financial Report this morning.

Patterson noted there was a Budget Amendment for the NC Local Government Employees Retirement System, based on contributions starting in December. She explained that funds came out of Miscellaneous Contingency, noting that is what its there for.

Member Houser asked for an update on the Capital Projects Fund. Cordero explained Laurie Lee, NC ABC Commission, informed him the Capital Projects Fund would need to be approved by the Board of Commissioners. He stated that he will continue to gather more information and will present the Board of Commissioners with a resolution once he has finished his investigation. In the meantime, Cordeiro stated he would work with Patterson towards getting the ABC Store at the maximum working capital. Member Houser asked if they could move forward with making payments and Patterson noted that she was working with the bank in order to make payments online. Patterson explained once that was set up, they could make a lump sum payment to catch up.

Member Casado asked for clarification on profit payments to the Town. Cordeiro stated he would work with Patterson to find the proper amount to be paid to the Town. He explained they will come to a fair amount that will allow the Town to recoup their expenses, for example the Town Clerk and Maintenance Department. Cordeiro stated they will do what is necessary to pay the Town and use the remainder to pay down the loan.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Meeting on September 6, 2019 and Budget Amendment 2020-1.

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

The motion was made by Member Norman and was seconded by Member Casado. Member Houser noted that at the last meeting, an employee made a comment that the ABC Store had been built on a landfill and he cautioned the ABC Board that comments made during the meeting will be included in the minutes, including any comments that are supposition. He expressed concerns that if the ABC Board chose to sell the property, he didn't want someone to review the minutes and have unnecessary concerns about the environmental aspects of the property. Hurd explained the comments pertained to the garbage that was found under the parking lot. She noted there was no statement that concerned garbage under the building, just about the parking lot, which was already public record. Hurd stated the minutes do not reflect, or insinuate, there is garbage under the actual building. Chairman Hardwick noted he remembered the issues with the parking lot. Hurd cautioned the ABC Board that the minutes need to be a true and accurate accounting of the meetings so that everything that is said is included. She noted the meetings are recorded and the videos were also located on YouTube. 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. Chase Massey, FLM

Engineering, noted he has been working with Member Houser to see what can be done to improve the parking and loading areas of the existing building, along with going over the steps / process for the new building.

Mr. Massey explained the map is rough draft. He noted they would provide more room on the left side for the loading dock / dumpster area, creating room for big delivery trucks. Mr. Massey noted that traffic was tight along Holden Road and proposed closing the existing driveway. He noted they would change the entrance so that it would be almost exclusively for deliveries and trash pickup. On the right existing driveway, College Street, they would open it up as customer entry that included parking. Pritchett asked for clarification and Mr. Massey stated he was informed it was difficult for the delivery trucks to make deliveries because of the traffic. Pritchett explained the delivery truck comes in from College Street and pulls up to loading dock. She noted they must pull all the way to the trees, then back up to get back out. Chairman Hardwick clarified they unloaded from the passenger side, as that was their only access and Pritchett stated that was correct. She noted it was the only entrance to back of the ABC Store. Mr. Massey stated they were not looking to change anything on building and noted they can keep the Holden Road entrance open. Pritchett stated the biggest problem is the limited room. Chairman Hardwick felt this will eliminate that problem. When asked, Mr. Massey stated they would close the Holden Road entrances to customers and have the public only use College Street. The entrance would be further down, across from the Speedway entrance. Patterson expressed concerns about customers having to fight traffic to get from Holden Road to the College Street entrance. Chairman Hardwick asked if Holden Road could be changed to an entrance only. Patterson reiterated her concerns about losing customers if it became too hard to get into the ABC Store.

Chairman Hardwick noted the stormwater area was close to the house and inquired if it would affect house. Mr. Massey explained he would keep everything on our side and noted the house is uphill. Member Norman and Patterson both noted an entrance by the dumpster would be best, with parking all around the building. Pritchett stated that metal posts would be needed along the building, especially around the heating and air unit. She explained the building has been hit five times already. Mr. Massey stated he could connect the back parking as well once they started working on the northern corner of the property. He explained the biggest drawback was that it will get expensive for the back fill. Mr. Massey stated this proposal was the least expensive option if the ABC Board was just looking to shore up the problem areas and add more parking. Member Norman asked if the extra parking would be gravel and Mr. Massey recommended asphalt.

Pritchett inquired about clearing out the trees on the Holden Road side, maybe do something less expensive or possibly in portions. Mr. Massey stated he was trying to keep the upgrades around the existing store. He also had to work around the topography and utilities. Mr. Massey noted the land was steep behind the building. Patterson asked if this needed to be dealt with when building the new ABC Store and Mr. Massey stated yes. He noted the topography was the biggest constraint for the future building and it would need to be dealt with eventually. Chairman Hardwick asked if these changes could be used in conjunction with a new ABC Store, especially if we tear down the old building. He stated he wanted to make sure it would be viable to use in both locations

and Mr. Massey stated they can still utilize a lot of the land for parking with a dual approach. Mr. Massey recommended the ABC Board make sure of what they wanted before finalizing the maps, including the approximate building size. Once everything has been mapped out together, then they can rework it easily. Chairman Hardwick noted he liked the idea of getting traffic across from the Speedway. Mr. Massey stated the drive would be 32'. Chairman Hardwick stated it was a great idea and could eliminate some of the waiting to exit onto N College Street and Member Norman agreed. Cordeiro summarized there would be a new driveway on N College Street and additional area for loading by Holden Road. Chairman Hardwick suggested Holden Road also include an "entrance only" driveway. He explained the difficulties for customers trying to get into the parking lot from Holden Road if there was no longer an entrance on that side of the building. Pritchett agreed about leaving an entrance on Holden Road. Member Stutzman expressed concerns about the numerous people that used that entrance and parked on the side of the building. He inquired about making an entrance closer to the back so that customers could drive around and park on the other side. Mr. Massey stated having a driveway behind the building would be difficult due to the terrain. Member Houser noted the parking can be left on the side of the building even if we close off the Holden Road entrance. Customers can come in the N College Street entrance and park on the side. When asked, Pritchett stated there would still be room for the delivery truck to maneuver if the Holden Road entrances were closed off. Mr. Massey expressed concerns about not being able to meet the requirements due to how tight it might be. Member Houser noted we can install just a driveway with no parking and Mr. Massey stated people will park where they can, even without stripes.

Mr. Massey stated we can keep the Holden Road entrance open if the ABC Board wanted to. Pritchett stated she would like to keep the Holden Road entrance open and concentrate on improving the entrance on N College Street. Member Norman noted that people will still park up front, but it still leaves easy access. Chairman Hardwick stated he would love to see it moved further back while closing off the larger opening and removing the parking spaces. He stated there were plenty of options. Mr. Massey stated it was good news that the delivery truck did not have any huge problems. Pritchett reiterated the need to clear some of the trees from that area.

Mr. Massey stated they could keep the Holden Road side the way it is and improve the N College Street entrance, which included enough parking to match what is currently in place. Member Casado expressed concerns about not having enough parking. He stated they need to look at how many spaces we currently have and how many we think we need. Patterson asked if the parking lot gets full and Pritchett stated that it did. Chairman Hardwick stated he has observed people parking across the street and walking to the ABC Store. Patterson asked how many spaces we needed, and Pritchett stated for peak times, she would need approximately twenty more than they currently have. Member Casado asked if there were times the ABC Store had thirty-plus people and Pritchett stated they have been lined all the way to the back wall. Pritchett noted that she was talking about peak times, including holidays. Chairman Hardwick stated more parking would allow for more customers. Mr. Massey showed where he would be able to add additional parking. Chairman Hardwick stated even if they built further back, the N College Street access would still be viable and allow for more options.

Member Stutzman expressed concerns about the proposed round-a-bout taking some of the ABC Store property. He suggested that once the trees were cleared, they could get extra dirt from some of the developers in the area to help fill the back area of the lot. Mr. Massey stated the key was to get good soil and noted that developers were hauling away lower grade dirt. When asked, Mr. Massey stated there would be more runoff once the property was cleared. He explained that an erosion control permit was only needed if the stumps were going to be cleared instead of just the lumber. Mr. Massey noted the property would also be inspected to determine if it is considered wetlands by the Army Corps of Engineers. Member Norman inquired about filling the lot and letting the soil settle and Mr. Massey stated Geotech Engineering, a company they work with, would make the determination on that. Member Houser inquired about redesigning the Holden Road entrance so the delivery truck could back in, and Pritchett stated they had to pull to the side of the building because the delivery truck used side loading since they did not have the equipment for rear to unload from the back. Pritchett noted the new building would allow for rear loading. When asked, Mr. Massey stated, based on the location of utilities, the less they did with the Holden Road side, the more money they can save. He stated it would be expensive if they must relocate any of the utility lines. Member Houser asked if they could extend the Holden Road entrance west and Mr. Massey stated they could add some more in that area. Chairman Hardwick stated this would allow more room for the dumpster. Mr. Massey cautioned that the ABC Store property encroached on the right of way and Member Houser agreed the whole area is a concern. Chairman Hardwick asked when the deliveries were made, and Pritchett stated they arrived before the ABC Store opened. However, they are normally still unloading when the ABC Store opens. Pritchett explained there normally wasn't an issue with the delivery truck unless they used the longer trailer, which makes them pull up closer to the tree line. She stated the truck normally doesn't have a problem getting in and out. When asked, Pritchett stated she would like to have at least the first row of trees removed. Mr. Massey stated they should be good with the utilities on our side but expressed concerns about needing drainage pipes. Pritchett felt they should concentrate more on upgrading the N College Street entrance. Mr. Massey noted that parking should stop at the water lines so that customers would not drive over it constantly.

Member Houser felt this would benefit the ABC Store. He noted this can also be used for the new ABC Store so that money is not wasted. Chairman Hardwick agreed, noting it was investing in the new store while eliminating a current problem. Extending the tree line will also allow for future expansion. Member Norman asked if this would interrupt store hours and Pritchett stated that it shouldn't. Chairman Hardwick asked what the time frame was, and Mr. Massey stated it would take approximately three months to go through the permitting process. Chairman Hardwick noted it would not be completed in time for the holidays and asked if a gravel parking lot would be allowed without permitting and Mr. Massey stated that he did not think so. Mr. Massey stated that he could confirm to make sure that an Erosion Control Permit would not be necessary. Mr. Massey stated the area would need stormwater drains and some earth work as well. Hurd asked if this would be on top of the three-month permitting process and the answer was yes. Patterson inquired about the costs for services rendered and Mr. Massey stated he will not charge for the work to date. Cordeiro asked if he had an idea on the costs for the

project and Mr. Massey stated he would rather have a quote from one of the contractors. Mr. Massey explained the fee for a new building was \$18,000, noting there will be other fees included for the different experts. He noted the new ABC Store would follow approximately the same timeline. When asked, Mr. Massey explained he would be the person to do all the leg work, including the permitting process and keeping the ABC Board up to date. Permitting will start with the Town, then Franklin County, followed by any State permitting needed. NC DOT will need to sign off on the new driveway permits. Member Houser stated he would prefer if the stormwater pond could be relocated instead of being close to the intersection. Mr. Massey stated he would present a quote as soon as possible. Member Houser asked if the ABC Board would be ready to move at the next meeting and Chairman Hardwick stated if they have all the information. Chairman Hardwick stated they needed to go through the proper process and make sure this was done right. Mr. Massey stated his proposal will include all the steps. He noted that all the departments are busy, and he wanted to prepare the ABC Board for possible delays. Member Norman wanted to clarify that we would not be closing the Holden Road entrance and Mr. Massey stated no. Member Norman noted the ABC Store needed that access. Mr. Massey stated he only mentioned changes to the Holden Road entrance to allow more room for the delivery truck.

The second item under Old Business was to adopt the Resolution to Enroll in the North Carolina Local Government Employees' Retirement System.

**MOTION: TO ADOPT THE RESOLUTION TO ENROLL IN THE NORTH CAROLINA LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM**

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

The third item under Old Business was to adopt the Resolution to Pick Up the Employee Contributions Payable as Members of the North Carolina Local Government Employees' Retirement System.

**MOTION: TO ADOPT THE RESOLUTION TO PICK UP THE EMPLOYEE CONTRIBUTIONS PAYABLE AS MEMBERS OF THE NORTH CAROLINA LOCAL GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM**

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

The fourth item under Old Business was to approve the Supplemental Retirement Income Plan of North Carolina (NC 401(k)) and NC Public Employee Deferred Compensation Plan (NC 457).

**MOTION: TO ADOPT THE SUPPLEMENTAL RETIREMENT INCOME PLAN OF NORTH CAROLINA (NC 401(k)) AND NC PUBLIC EMPLOYEE DEFERRED COMPENSATION PLAN (NC 457)**

The motion was made by Member Norman and was seconded by Member Stutzman. Member Houser wanted to clarify there was no requirement to fund it if implemented and Hurd explained there was no requirement to fund. She reminded the ABC Board they voted to start the 401(k) Plan with 0% contributions. Hurd explained this gets the ABC Store started so the employees could contribute if they wanted to. It also included the 457 Plan, which allows for part-time employees to contribute. Member Norman asked if they could change the contributions later and Hurd stated yes. The motion passed unanimously.

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 Stutzman noted he requested a letter to be included in the packet for the ABC Board. He wanted to make sure that everyone had read the information and noted he didn't see wasting money on the current building.

Member Norman stated she had concerns about the fifth shelf, noting that it may be too high. She worried that no one would look at items because they would be located above people's heads. Member Norman stated she felt it was a waste of time and energy. Pritchett stated that was why she took them down. She noted items get more attention on lower shelves. Member Norman stated the shelving looks good as it is. Pritchett stated she had more shelves that needed to be installed but the training on the new registers has put them behind. Member Norman noted the new registers looked great and Pritchett stated they are moving customers through quickly. Member Norman stated the walls look much better and reiterated she didn't think they should put more money into the old building.

Hurd stated she added a page for the ABC Board to the new Town website. She noted that agendas, minutes and videos would be available for the public. There is also an area that can be used to update the citizens on the status of improvements as they move along.

Cordeiro stated they have already discussed the Capital Projects Fund and noted they will continue increasing their working capital. He stated he would talk to the Board of Commissioners regarding the Capital Projects Fund.

Cordeiro reminded the ABC Board that Youngsville recently went through a Branding / Logo Study and asked if the ABC Board would like for the consultants to design a logo for them. The ABC Board responded in the affirmative and gave Cordeiro several ideas to work with, including a preferred color scheme. Cordeiro stated he would bring concepts to the next meeting.

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

The motion was made by Member Houser and was seconded by Member Casado. The ABC Board decided it would be the members of the ABC Board and Hurd in the Closed Session. The motion passed unanimously. The ABC Board entered Closed Session at 10:04am. The Board exited Closed Session at 10:29am. No action was taken.

The meeting adjourned at 10:29am upon a motion made by Member Houser, seconded by Member Casado, and passed unanimously.