



**MINUTES OF THE REGULAR MEETING OF THE TOWN  
OF LAKE LURE ABC BOARD**

MONDAY, JUNE 19, 2023  
3:30 P.M.

THIS MEETING WAS HELD AT LAKE LURE TOWN HALL.

**Present:** Richard Sayles, Chair  
Bob Cassano, Vice Chair  
Trace Boswell, Board Member  
Peter O'Leary, Board Member  
  
Trent McGuire, Store Manager  
Earl Russell, Assistant Store Manager  
Rhonda Cook, Accountant

**Absent:** Esther Lusk, Board Member

**Others Present:** Scott Doster, Town Council Liaison

**I. CALL TO ORDER**

Chair Richard Sayles called the meeting to order at 3:30 p.m.

**II. AGENDA ADOPTION**

Mr. Bob Cassano made a motion to adopt the agenda, as presented. Mr. Peter O'Leary seconded. All present board member voted in favor.

**III. CONFLICT OF INTEREST STATEMENT**

There were no conflict of interest.

**IV. APPROVAL OF THE MAY 15, 2023 REGULAR ABC BOARD MEETING MINUTES**

Mr. Cassano made a motion to approve, as presented. Mr. Trace Boswell seconded and all voted in favor.

**V. NEW BUSINESS**

**A. *Review Fiscal Year 2023-2024 Budget and Allow for Comments from the Public***

Ms. Rhonda Cook provided the board with the proposed Fiscal Year 2023-2024 budget. Ms. Cook asked for Board clarification on what percentage the Board should be paying to the Town and it was answered that 7% is distributed between the Town, training, and law enforcement. Ms. Cook welcomed input in regard to the proposed budget.

Ms. Cook asked about overtime hours and expressed that she hopes that overtime can be diminished. It was estimated that there are 10 to 20 hours of overtime accumulated per month. Store Manager Trent McGuire noted that Assistant Manager Earl Russell is the only store employee receiving overtime and detailed that he is averaging about five hours of overtime per week per week. Mr. McGuire expressed that he believes that overtime can be reduced. Chair Sayles expressed that he would like for the board to review the employees' schedules and discuss placing Mr. Russell on salary. It was noted that Mr. Russell is currently making \$19 per hour and is averaging five hours of overtime per week. The Board estimated that Mr. Russell's pay would need to be increased to \$22.50 per hour to account for the overtime if he is salaried. Board members discussed this option with Mr. Russell. Ms. Cook noted that a pay increase would heighten payroll taxes.

Mr. O'Leary asked about credit card fees and noted that he does not see these on the proposed budget. Ms. Cook stated that credit card fees need to be added to the budget and that the fees were about \$1,700 last year. Board members discussed adding \$1,900 for credit card fees to the budget.

Board members reviewed various budget line items. Chair Sayles asked about details in regard to the contract labor line item and Ms. Cook noted that this line item reflects the contracting that took place to helping move the store. Mr. O'Leary asked if the computer software is a monthly payment and Ms. Cook answered that it is an annual payment. Mr. O'Leary asked about the alarm service and Ms. Cook answered the alarm services has already been paid for the year and does not need to be reflected in the new budget. Mr. O'Leary asked about excise tax and expressed that the line item may not be sufficient. Ms. Cook explained that excise tax is based on percentage of liquor sales. Mr. O'Leary asked Mr. McGuire about sales and Mr. McGuire answered that sales were good in May and noted that mixed beverage sales are up. Mr. Cassano asked Ms. Cook how she calculated the comparisons and Ms. Cook explained that she used real numbers and created a safety net. Mr. Cassano questioned what the store will spend in the summer versus the off-season. Ms. Cook and Mr. McGuire noted that they will review the in-season versus off-season expenditures.

Ms. Cook agreed to make changes to the proposed based on discussions and noted that she will send the revised proposed budget to the North Carolina ABC Commission. There was consensus from the Board to proceed with submitting the proposed budget to the state.

Ms. Cook noted that the auditors may have comments in regard to expenditures for moving the store since it was not budgeted and was the Town's decision.

The Board discussed insurance and there was consensus to fund Mr. McGuire and Mr. Russell's insurance, as requested.

***B. Discuss Store Scheduling***

Mr. McGuire provided the board with the past three schedules and timecards. Mr. McGuire noted that there is increased scheduling this week because will be a large truck delivery and staff will complete a full inventory before the auditor visits the store on Monday. Mr. Cassano asked what the days the most sales are made and Mr. McGuire answered Friday and Saturday. Mr. Cassano pointed out that there are four employees scheduled to work throughout the week and three on the weekend. Mr. Cassano recommended that three employees be scheduled during the week and four during the weekend.

Mr. McGuire reported that mixed beverage sales remain steady and the email order system is working well. Mr. Cassano asked turnaround time for mixed beverage orders once they are submitted via email and Mr. McGuire answered no more than two hours.

Board members discussed ongoing issues with the BOSS system and it was noted that other ABC stores have similar issues. Mr. McGuire expressed that he believes that the main issue is in relation to mixed beverages. Mr. McGuire followed-up on a question asked last meeting and explained that the scanner scans boxes per bottle. It was noted that Mr. Cassano, Mr. McGuire, and Mr. Russell checked and the scanner was working correctly regardless of whether or not they scanned individual bottles or boxes. Board members questioned if the issue is due to Carolina Data. Mr. McGuire agreed that he will track inventory for a week and spot check a few items per day. Ms. Cook recommended tracking sales by detail for a few days and asked if there are any companies other than Carolina Data to work with the store on BOSS. Board members asked that Mr. McGuire research alternative companies. Mr. Cassano asked for details regard the amount of time it takes between receiving truck and updating the system's inventory. Mr. McGuire answered that the system should update immediately upon scanning a shipment. Chair Sayles noted that it is possible that errors could be occurring in the warehouse prior to delivery. It was noted that Kevin with Carolina Data will be available for the upcoming inventory. Board members reiterated that inventory and BOSS issues need to be resolved. Board members encouraged Mr. McGuire to needs to keep good documentation of all issues to provide to Carolina Data because the Board should not be paying for Carolina

Data to visit when the system remains broken. Board members also asked that Mr. McGuire relay the Board's concerns to Carolina Data.

**C. *Discuss Insurance***

This was previously discussed and consensus to fund Mr. McGuire and Mr. Russell's insurance, as requested.

**D. *Discuss Inventory***

This was discussed previously in the meeting.

**E. *End of Year Discussions***

Mr. McGuire reminded Board members that the auditor will be visiting the store on Monday at 9:00 a.m. Chair Sayles asked if the store will need close while the auditor is present and Mr. McGuire expressed that he does not think that it will be necessary to close the store.

**F. *Discuss ABC Store Operations***

Mr. McGuire reported that signs are being installed at the new store and that all shelving has been returned to the landlord aside from two shelves that the store needed. Commissioner Doster noted that he spoke with Community Development Director Michael Williams and it was determined that the store may have too many signs to be permitted, but there is a government use clause which may allow the store to keep all of the signs and it will be discussed by the Zoning and Planning Board tomorrow. Commissioner Doster added that the Zoning and Planning Board will be reviewing all sign ordinances because they are ambiguous and require improvements. Commissioner Doster advised that no further work be done on signs until it is confirmed whether or not they will be allowed under governmental sign exemptions. Mr. O'Leary asked about the vacant sign above the warehouse and whether or not it can be used or if it will remain blank due to the ordinances and Commissioner Doster noted that he would follow-up. Mr. O'Leary asked if the vacant sign is illuminated and Mr. McGuire answered yes. Mr. O'Leary expressed that the blank sign does not look appealing.

**G. *Review Financial Report***

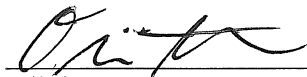
Ms. Cook provided the Board with the monthly financial report and Board members reviewed the report. It was noted that percentages are steadily maintaining, there are no unpaid bills other than the most recent from AC and there will be one from the most recent truck delivery. Ms. Cook explained that some numbers were down in May due to payroll increases from the store move and cost of liquor in preparation for the 4<sup>th</sup> of July. Mr. McGuire expressed optimism for the summer months and noted that the next truck will be delivered on July 3<sup>rd</sup>.

Mr. Boswell noted that he had heard that restaurants may be able to buy directly from distilleries in the near future. It was noted that this would be privatized. Board members discussed and past conversations in regard to deliveries were mentioned.

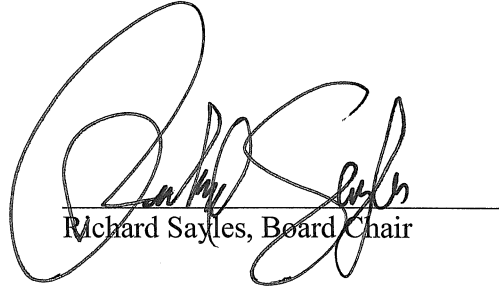
**VI. ADJOURNMENT**

**With no further business, Mr. Cassano made a motion to adjourn the meeting. Mr. Boswell seconded and all voted in favor. The meeting was adjourned at 5:02 p.m.**

**ATTEST:**



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair