



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

MONDAY, FEBRUARY 21, 2022  
3:30 PM.

THIS MEETING WAS HELD AT LAKE LURE ABC STORE.

**Present:** Linda Samarotto, Chairwoman  
MaLee Keller, Board Member  
Peter O’Leary, Board Member  
Bob Cassano, Board Member

Russ Dunst, ABC Store Manager

**Absent:** Richard Sayles, Board Member  
Jim Proctor, Town Council Liaison

**Town Staff:** Olivia Stewman, Town Clerk / Interim Town Manager

### **I. CALL TO ORDER**

Chairwoman Samarotto called the meeting to order at 3:30 p.m.

### **II. AGENDA ADOPTION**

Chairwoman Samarotto requested a motion to adopt the agenda. Mr. Bob Cassano made a motion and Mr. Peter O’Leary seconded. All present board member voted in favor.

### **III. CONFLICT OF INTEREST STATEMENT**

There were no conflict of interests.

#### **IV. CONSENT AGENDA**

##### ***A. Approval of the January 10, 2022 Regular Meeting Minutes***

Chair Samarotto made a motion to approve the January 10, 2022 regular meeting minutes, as presented. Mr. Cassano seconded and all voted in favor.

#### **V. NEW BUSINESS**

##### ***A. Discussion of ABC Store Operations***

Store Manager Russ Dunst provided the board with an information packet which details checking, payroll, sales comparisons, inventory, internet updates, new w-4 forms, and others (see attached).

Manager Dunst noted that it is good to have a fully staffed store and all staff is now doing well. Dunst also noted that the store is preparing for the in-season.

Manager Dunst noted that he and another employee did an inventory recently using the scan gun, which went well and took two hours. Carolina Data employee brought two more guns. Manager Dunst noted that about three hours of time is saved using the guns. Dunst noted that any discrepancies are being reported. Dunst explained that the system has improved in terms of accuracy, but internet remains to be an issue.

Dunst noted that he had been in touch with representative from Pangea and found out that it would be a three year contract. Voss should also be coming soon to inspect whether or not services will be available and this would be per month, not a multi-year contract.

Dunst noted that direct deposit will now be implemented.

Dunst invited the board to inspect the store and report back to him regarding their thoughts. Dunst expressed his approval of current store conditions. Bringing LB&B back to original location would be beneficial and would only require Carolina Data to help. Dunst noted a new form of organization that he would like to implement with the inclusion of the relocation of LB&B to the back. The Board was in full support of Dunst's plans to change.

Dunst noted that the River Side Event Center has not purchased from the store since December, despite multiple events. Dunst explained that if the liquor is being bought elsewhere, there may be legal issues for the Event Center. Dunst explained that this is due to stipulations within their liquor licenses. Dunst noted that if the store does not address this knowingly, it may cause issues for the store. Mr. O'Leary asked if the owners should be addressed. The Board determined that the ALE should be notified and address the issues

with the owners. Dunst explained that this will not be addressed until after the next upcoming event.

Ms. Keller asked if timesheets for the past month are available. Dunst noted that he does have timesheets and that he can make copies for the Board members.

Mr. Cassano noted that when accounting firms are changed, payroll should be studied at an annual level. Dunst will speak with Debi Choi regarding checks. DSD Link takes care of orders and tracks paying distillers, and it seems that the information on this website was incorrect recently. Dunst and John worked on paying the distillers.

Mr. Cassano asked if all employees are in uniform now. Dunst noted that they do when they are clean and they have three shirts. Mr. Cassano noted that there should be more consistency with wearing uniforms and enforcing dress code. The Board agreed. Dunst stated that he has spoken with employees regarding appropriate and inappropriate attire.

Mr. Cassano asked how many days current employees are working. Dunst stated four to five days. Dunst also noted that they are currently spread out due to training. The Board suggested the possibility of providing one or two more shirts.

Mr. Cassano asked Dunst if he had everyone's information for direct deposit. Dunst is waiting on a couple of board members.

## ***B. Accounting Contract Discussion***

The Board discussed that a few members and the store manager had approached Rhonda Cook regarding entering an accounting contract with her. Chair Samarotto had called Debi Choi, the current accountant to inform her that the Board would not like to continue the contract and Chair Samarotto left Ms. Choi a voicemail and has not been able to reach her. Chair Samarotto also asked Ms. Choi to speak with Debbie Peace at United Bank and put Rhonda Cook on the CD/bank account. Chair Samarotto will reach out again tomorrow and call the bank. There is conflict between Debbie Peace's instructions and Debi Choi not wanting to provide the information to the bank that the board has asked for.

Rhonda Cook also needs access to the tax accounts, which will require passwords and information from Debi Choi. The Board agreed that this information should be available to the Board in the future. The Board will continue to address this need with Debi Choi.

Mr. Cassano noted that in the future Rhonda Cook can pay the bills online with the new direct deposit, instead of having to write checks. Mr. Cassano noted that the goal was to start working with Ms. Cook at the beginning of March. Mr. Cassano noted that Dunst should warn Ms. Cook that the process is taking a bit longer than expected. Urgency will be expressed to Debi Choi.

A contract and price will be finalized in the future, after settling necessary information.

**VI. CLOSED SESSION**

Mr. Cassano made a motion to enter closed session in accordance with G.S. 143-318.11(a) (6) for the purpose of discussion personnel matters. Mr. O'Leary seconded and all voted in favor.

The ABC Board entered closed session and discussed an ABC Store personnel matter.

Mr. O'Leary made a motion to return to open session. Mr. Cassano seconded and all voted in favor.

**VII. ADJOURNMENT**

Chair Samarotto announced to Manager Dunst that they are pleased with his performance and that they would like to raise his salary to \$21.00 an hour. The Board also explained to Dunst that they have determined that he should grade employees in the future. Noted that Wally should have been making 15 dollars an hour since January and the board will now implement the 15 dollars an hour for Wally and retro this since January. The Board also noted that employees should not discuss their salaries with each other. Dunst thanked the board and expressed his appreciation for their support and for his staff.

Mr. O'Leary reiterated that Dunst address the uniform issue with employees.

The Board expressed their appreciation for Ms. Keller for serving on the Board the past few years. Ms. Keller expressed that she has enjoyed her time on the board.

The Board discussed a representation letter from December and that Dunst needs copies and they have not been received.

**With no further business, M. Keller made a motion to adjourn the meeting. Mr. Cassano seconded and all voted in favor. The meeting was adjourned at 4:57 pm.**

**ATTEST**

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Olivia Stewman, Town Clerk

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Linda Samarotto, Chairwoman

# 2/22 Board Meeting

## United Bank Checking

Beginning Balance	641,061.15
Total Additions	82,029.18
Total Subtractions	<u>18,176.20</u>
Ending Balance	704,914.13

## 1-22 Payroll Recap Total Cost

Total Pay	
Paycheck Wages	\$5,933.28
Non-Check Wages	\$0.00
Reimbursements	\$0.00
Total	<b>\$5,933.28</b>
Net Pay	
Direct Deposit	\$1,592.12
Checks	\$3,334.48
Total	<b>\$4,926.60</b>
Deductions	
Total	<b>\$0.00</b>
Non-Check Wages	
Total	<b>\$0.00</b>
Taxes (Employee and Employer)	
Federal Taxes (941/944)	\$1,288.56
Federal Unemployment (940)	\$26.71
NC Income Tax	\$172.00
NC Unemployment Tax	\$0.00
Total	<b>\$1,487.27</b>
Total Cost	<b>\$6,413.87</b>

## 1/21 to 1/22 Sales Comparison

<u>1/21 LBD Sales</u>	<u>8,036</u>
<u>1/21 Retail Sales</u>	<u>51,275.40</u>
<u>Total</u>	<u>59,311.40</u>
<u>1/22 LBD Sales</u>	<u>11,329.04</u>
<u>1/22 Retail Sales</u>	<u>58,164.49</u>
<u>Total</u>	<u>69,493.53</u>
<u>Increase</u>	<u>14.5%</u>

## **Inventory**

Earl and I inventoried our backroom in 2 hours on the 18<sup>th</sup> using the scan gun. A great tool and with the use of another one that Kevin from Carolina Data brought with him, we finished the inventory in 4 hours on the 19<sup>th</sup>. Total time saved by using our scanning guns was 3 hours labor time.

### **Inventory results are as follows**

<b>Total Bottle Count</b>	<b>Total Cost</b>	<b>Total Retail</b>
<b>23,452</b>	<b>\$167,043.30</b>	<b>\$316,362.80</b>

### **Internet**

The internet has gone from slow to a crawl on working with e-mails opening and processing data. We really need to make a change.

### **Inter Net. Update**

Vyve Sending Tech out to check available service for a quote.

### **New W-4 forms**

Please fill out the new W4 forms provided to setup Direct Deposit for Rhonda.

### **Richard**

Please take form in person to United Bank for CD Authorized Signers. They need a copy of your Drivers Lic.

Please look around the store since your last visit, our staff has been busy improving the store. Things have changed some new and some back to how the store was when Woody ran it. That being said we need to return the second cash register to the office. This is a better place to process our LBD orders. We get orders that are in excess of 300 bottles during peak season and this allows us to process them accurately and in a timely manner. In the past and present, Earl and I have worked the store year round and found that if we are really busy, a person running the register and another one bagging can take care of the customers in a timely way. Another person can focus on taking care of the LBD traffic in a central location.

Questions or comments?

Thanks for your time

Lake Lure ABC Staff

Russ, Earl, Wally, Paul and Jason