

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

MONDAY, MAY 15, 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
Esther Lusk, Board Member
Peter O’Leary, Board Member

Trent McGuire, Store Manager
Earl Russell, Store Assistant Manager
Rhonda Cook, Accountant

Absent:

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

Mrs. Esther Lusk made a motion to adopt the agenda, as presented. Mr. Bob Cassano seconded. All present board member voted in favor.

III. CONFLICT OF INTEREST STATEMENT

There were no conflict of interest.

IV. **APPROVAL OF THE APRIL 10, 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. ***Insurance Discussion***

It was explained that Store Manager Trent McGuire had requested health insurance. Assistant Store Manager Earl Russell noted that he has his own insurance policy and Board pays for his premium. Board members discussed and reviewed language in the past and current personnel policy.

Chair Sayles noted that the Board needs to continue discussions regarding salary expectations. Mr. McGuire recommended making the assistant store manager salaried. Commissioner Scott Doster provided guidelines for exempt versus non-exempt employees.

Mr. Cassano praised staff for their work in moving and operating the new store. Chair Sayles agreed and noted that it is important to upkeep tidiness inside and outside of the store and to be prepared for the grand opening. Board members thanked staff.

B. ***Discuss ABC Store Operations***

Mr. McGuire recalled that the possibility of an additional employee was discussed at the last meeting. Mr. McGuire noted that he would like an additional employee, to cut one current employee's hours, and to decrease overtime.

Mr. McGuire noted that he has helped five restaurants transition to purchasing liters. Mr. McGuire announced that the new store is open and thanked the Board for their help. It was detailed that there was a large truck today and it was easy for the truck to navigate the new store's parking lot layout. Mr. McGuire added that a pallet jack will be delivered tomorrow. Mr. McGuire explained that he is working on inventory with Kevin from Carolina Data because there have been issues with the BOSS system, and Kevin sent a checklist and is working on fixing the issues. Mr. McGuire mentioned that he switched shelf lighting to LED with the help of Lake Lure Electric. Mr. McGuire also mentioned that the security system and door sensors are in place, and that he and Chair Sayles have monitoring capabilities and total connect which allows them to know when staff locks and unlocks doors. Mr. McGuire reviewed the panic button with all staff.

Mr. McGuire informed the Board that there is a water line break on the property which is being worked on and noted that there is a large pile of dirt from the work. Commissioner Doster noted that if it is the landlord's issue, they need to fix it as soon as possible.

Mr. McGuire noted that he sent sign preferences to Chair Sayles and consulted with staff. It was concluded that staff members liked the red on the building because it stands out. Commissioner Doster noted that he spoke with Community Development Director Mike Williams about the sign ordinance is very ambiguous, and the Zoning and Planning Board will be reviewing the ordinance in the future. Commissioner Doster noted that insularly signs are restricted. It was also noted that a lighted sign above the door or a sign on the building are allowed, or the Board could obtain a permit to leave the existing sign where it is and have both signs since there are two spaces. Commissioner Doster recommended that the Board discuss their options with Director Williams. Mrs. Lusk expressed support for lighted signs. Mr. Boswell suggested having a lighted sign above the store and leave the existing sign on the other side of the building. Mr. Boswell questioned if the red letters in between the buildings could remain, as well. Board members discussed options. Mr. McGuire asked that he has asked some patrons their opinion on the signs and all expressed that they liked the sign above. Board members discussed permitting for signs. There was consensus to discuss moving forward with discussions with Director Williams. Commissioner Doster mentioned that he checked sign requirements for the ABC Commission and they only require that signs are on-brand and certain colors. Board members discussed contacting sign companies.

It was noted that all merchandise in the store will be priced by tomorrow evening. Board members expressed that they are pleased with the progress.

Mr. McGuire announced an upcoming tasting on May 20th and noted that past tastings have been successful.

Mr. McGuire stated that he is working on the counter wrap and décor.

Mr. McGuire concluded that the new store is running well and the majority of people have been positive about the new store.

C. *Store Signage*

This item was previously discussed.

D. *Budget Timing*

Board members discussed the need to send out the fiscal budget by June 30th. Ms. Rhonda Cook noted that she will take responsibility for sending the budget. It was noted that there will be a public hearing for the budget, if necessary.

E. Financial Report

Ms. Cook explained that sales have increased, taxes are paid, and payroll is down because of scheduling.

It was noted that LBD sent a past due statement for surcharge emblements from 2021 and that a few have been paid, but over \$11,000 is still owed. Board members discussed the past due statement. Ms. Cook noted that invoices from LBD should be reviewed because there was an error on the first statement. It was noted that there are multiple surcharge emblements per truck. Mr. O'Leary noted that invoices should be received before paying any amounts and others agreed.

Mr. Boswell asked about personnel pay being lower on the financial report and Ms. Cook explained that it was lower because of the pay period timing and noted that this will happen about every three months.

Mr. O'Leary asked for an update on the Department of Revenue fees. Ms. Cook detailed that the Department of Revenue will be sending one more check and no money will be received after that. Ms. Cook noted that the Board is compliant with all taxes as of now and once the LBD past due statement is settled, there will be no unpaid dues. Mr. O'Leary asked for details regarding the most recent unpaid LBD statement and Ms. Cook explained that the most recent was from October 2022, but majority start in May 2021.

Mr. Boswell asked why the financial report shows that the price of liquor was lower than it was in past months. Ms. Cook explained that she believes that it is lower because Mr. McGuire is pulling from inventory more.

Board members discussed that inventory has to be done in June. Board members also discussed the need to resolve issues with BOSS system prior to completing inventory. Commissioner Doster questioned if BOSS is the only system available and Mr. Russell noted that he thinks that Mr. McGuire may have been reviewing other options. Chair Sayles noted that it may be beneficial to review other options, if it is not already being done. Commissioner Doster recommended possibly having Kevin with Carolina Data meet with the board. Board continued discussions regarding the BOSS issues and inventory operations. Mr. O'Leary noted that staff needs to compare the case number to the bottle number because there may be a difference that is causing issues and Mr. Russell expressed that he would follow-up on this.

Board members discussed whether or not to put Mr. Russell on salary. Ms. Cook expressed that she does not think that he is eligible to be an exempt employee because he does not supervise two full time or four part time employees. Mr. Cassano expressed that there is a need to rid of overtime. Ms. Cook explained that she does not understand the increased overtime because overtime did not occur with only three employees in the past. Mr. Cassano recommended that the Board review scheduling. Chair Sayles noted that there should always be at least two employees in the store at any time. Mr. O'Leary agreed that the Board should review scheduling. Board members discussed having Mr. McGuire provide them with the store schedule next meeting and discussions can proceed

based on their review. It was noted that the insurance discussion can also proceed during the next meeting.

Mr. Cassano led discussion regarding time cards and the need for all employees to utilize the timeclock.

Chair Sayles expressed the need to revisit discussions regarding salaried employee expectations, and create guidelines in writing.

VI. CLOSED SESSION IN ACCORDANCE WITH G.S. 143-318.11(A) (6) FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS

There was no closed session.

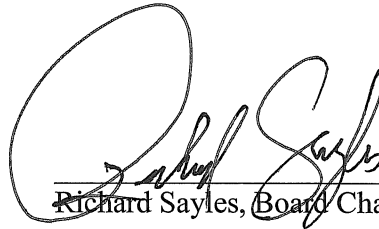
VII. ADJOURNMENT

With no further business, Mrs. Lusk made a motion to adjourn the meeting. Mr. Cassano seconded and all voted in favor. The meeting was adjourned at 5:05 p.m.

ATTEST:



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair