

TOWN OF LAKE LURE
ABC Board Regular Meeting
Monday, June 28, 2021 – 2:00 PM
Lake Lure Municipal Center



Agenda

I. Call to Order

II. Agenda Adoption

III. Conflict of Interest Statement

IV. Consent Agenda

- [A.](#) Adoption of the May 17, 2021 Regular Meeting Minutes and the May 27, 2021 Special Meeting Minutes

V. Public Hearing

- [A.](#) FY 2021-2022 Proposed Annual Budget

VI. New Business

- A. Adoption of FY 2021-2022 Annual Budget

VII. Closed Session

In accordance with G.S. 143-318.11(a)(6) for the purpose of discussing personnel matters.

VIII. Adjournment



MINUTES OF THE REGULAR MEETING OF THE LAKE LURE ABC BOARD HELD MONDAY, MAY 17, 2021, 2:00 P.M. AT THE LAKE LURE MUNICIPAL CENTER

PRESENT Linda Samarotto, Chairman
Bob Cassano, Board Member
MaLee Keller, Board Member
Peter O’Leary, Board Member
Richard Sayles, Board Member

Commissioner John Kilby, Council Liaison
Michael Waters, Store Manager

ABSENT: n/a

I. CALL TO ORDER

Chairman Linda Samarotto called the meeting to order at 2:00 p.m.

II. AGENDA ADOPTION

Mr. Sayles made a motion to approve the Agenda, as presented. Mr. Cassano seconded and the motion carried 5-0.

III. CONFLICT OF INTEREST

There were no conflicts of interest to report.

IV. ADOPTION OF THE PREVIOUS MEETING MINUTES

Mr. Cassano made a motion to adopt the April 8, 2021 Special Meeting Minutes and the April 19, 2021 Regular Meeting Minutes, as presented. Mr. Sayles seconded and the motion carried 5-0.

Mr. Cassano reported that he asked Mr. Jones with Carolina Data to attend the meeting to discuss prices for a new scanner and asked to include him as the first item on the agenda.

Mr. Cassano made a motion to adopt the agenda, as amended, to allow Mr. Jones to speak to the Board prior to the budget discussion. Mr. Sayles seconded and the motion carried 5-0.

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V. NEW BUSINESS:
A. PRESENTATION ON INVENTORY SCANNER

Mr. Jones with Carolina Data presented a new inventory scanner to the Board. He explained that the scanner would make inventorying product more efficient and quicker and he provided all the details and specs that the scanner offers. The scanner does price inquiries by scanning the barcode on products, has the ability to automate purchasing and put scanned items into the BOSS system, verifies that what has been shipped to the Store is correct based on what was ordered, and will provide an alert if a bottle is scanned that was not part of an order or will show if something is missing that was ordered. The employee will scan the boxes as they come off the truck and it will verify that what was ordered is correct. Mr. Jones noted that one advantage of the scanner is that you can scan a bottle on the floor and know if there are any cases left in the back. The cost of the scanner with the credit card machine included is \$3,195. 3.5% would be discounted from the total price if paid in full upfront. He pointed out that a credit card terminal would be needed, which is separate from the scanner.

Mr. Cassano made a motion to purchase the scanner, a credit card terminal and a wireless access point for the ABC Store to help with Store operations. Chairman Samarotto seconded and the motion carried 5-0.

V. NEW BUSINESS:
A. PRESENTATION ON INVENTORY SCANNER

Mr. Waters reported that they are having issues with shortage of product and items that they cannot get. Mr. Cassano suggested that similar products be purchased in place of items that sell well and that they cannot get in stock. Mr. Waters mentioned that there are some products that the similar products are also not available.

Mr. Waters asked if the Store would close on Monday, July 5th, since July 4th holiday falls on a Sunday when the Store is closed in order to allow the employees a day off for the holiday. Board members agreed that the Store should remain open since this is one of the biggest sales days of the year. The current Store hours is 10 a.m. – 7 p.m. Chairman Samarotto mentioned that in the past the Store extended their hours until 8 p.m. during summer months. Mr. Waters stated they are not terribly busy from 6-7 pm right now. He noted that they cannot open before 9 a.m. or later than 9 p.m.

Mr. Waters requested shirts for the Store employees and the Board discussed. Chairman Samarotto asked if Mr. O’Leary could get a quote for a polo shirt with buttons and Mr. O’Leary stated that he would.

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Mr. Waters asked for clarification on insurance coverage for employees and who is eligible. He pointed out that the only employee who currently has insurance is Earl who pays for the insurance of his choice out of pocket and is reimbursed those expenses. Mr. Waters stated that the previous Personnel Manual provided more clarification on insurance coverage than the new Policy does. Mr. Cassano stated that the Board would review and make modifications to the Personnel Policy. Town Clerk Michelle Jolley noted that she would make the necessary revisions to the Policy and present back to the Board for adoption at a later time.

Mr. Waters pointed out that the Policy also indicates that employees get a pension plan; however, they do not have a pension plan. Mr. Cassano mentioned that the ABC Commission may have a plan that employees could opt in. Mr. O’Leary suggested the Board consider a Simplified Employee Pension Plan (SEP) for employees instead of a 401(k) as it is a lot easier to administer.

Mr. Waters pointed out that he does not have access to the QuickBooks software in order to print checks; only the Accountant or her assistant can print checks. However, past employees were allowed access to this software to print checks. He also pointed out that there are a few documents in their computer that are password protected that he cannot access. The Board suggested he speak with Mr. Jones with Carolina Data about this issue.

Mr. Waters reported that he received a delinquency notice in the mail which indicated that the taxes had not yet been paid and are past due. Mr. Cassano stated that he contacted the Accountant’s office in regard to the unpaid taxes but has not yet heard back from them. He noted he would provide confirmation when the get paid. He also stated that he plans to ask Accountant Debi Choi to provide a monthly report to the Board each month to show what has been paid. Commissioner Kilby suggested that clarification from the Accountant be provided detailing all of the services that she provides to the Board.

Mr. Cassano reported that he received a quote from Frank Butera with Lake Lure Designs of \$2,950 to install new cabinets in the Store and to redesign the counter area. He will include the glass display in order to showcase their higher end products.

Chairman Samarotto made a motion to approve the proposed amount for the cabinets. Mr. Sayles seconded and the motion carried 5-0.

V. NEW BUSINESS:

B. PROPOSED FY 21-22 ANNUAL BUDGET

Board members reviewed and discussed the FY 2021-2022 proposed annual budget. They agreed to hold a special meeting on Thursday, May 27th at 5:00 p.m. at the Lake Lure Municipal Center to further review and discuss the annual budget.

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VI. ADJOURN THE MEETING

With no further business, Mr. Sayles made a motion to adjourn the meeting at 3:56 p.m. Mr. Cassano seconded and the motion carried 5-0.

ATTEST:

Michelle Jolley,
Town Clerk

Linda Samarotto, Chairman



MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE ABC BOARD HELD THURSDAY, MAY 27, 2021, 5:00 P.M. AT THE LAKE LURE MUNICIPAL CENTER

PRESENT Linda Samarotto, Chairman
Bob Cassano, Board Member
MaLee Keller, Board Member
Peter O’Leary, Board Member
Richard Sayles, Board Member

Commissioner John Kilby, Council Liaison
Michael Waters, Store Manager

ABSENT: n/a

I. CALL TO ORDER

Chairman Linda Samarotto called the meeting to order at 5:00 p.m.

II. AGENDA ADOPTION

Mr. Cassano made a motion to approve the Agenda as presented. Mr. Sayles seconded and the motion carried 5-0.

III. CONFLICT OF INTEREST

There were no conflicts of interest to report.

IV. UNFINISHED BUSINESS:

A. REVIEW AND DISCUSSION OF THE PROPOSED FY 21-22 ANNUAL BUDGET

Board members reviewed and discussed the proposed FY 21-22 Annual Budget. The Board discussed part-time versus full-time hours. The Personnel Policy defines full-time hours as 40 hours per week and part-time as 20 hours per week and Board members felt that part-time hours should be changed to 36 hours per week. The Board then discussed health insurance for full-time employees and agreed that the budgeted amount could be reduced from \$15k to \$12k per year.

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IV. UNFINISHED BUSINESS:
B. ABC STORE OPERATIONS

The Board discussed a delinquent notice received regarding unpaid taxes. Mr. Cassano stated that he has reached out to the accountant’s office and is waiting to hear back from them regarding the delinquent taxes. The Board agreed to ask that ABC Store Accountant Debi Choi attend the next meeting to discuss. Chairman Samarotto stated that she would contact auditor Terry Jean as well to speak with her about the taxes. Mr. Cassano stated that he would contact retired Store Manager Woody Price to ask how often taxes were paid.

Chairman Samarotto reported that a few of the ABC Store employees inquired about closing the Store on Monday, July 5th to give the employees a day off for the holiday since July 4th falls on Sunday when the Store is closed. Commissioner Kilby felt that the Store should be open that Monday as it would most likely be a busy day but suggested allowing the employees an option to take a day off at another time. The Board discussed and agreed.

Board members discussed employee background and drug tests. Commissioner Kilby stated that he would speak with Human Resources Coordinator Amy Wright to find out more about background tests for employees. The Board then discussed the Store dress code. They agreed that employees should wear khaki pants and navy shirts. Full-time employees would be given embroidered shirts with their names on it and part-time employees would be given navy shirts with no embroidery. They felt that a new dress code would make employees look more professional.

V. ADJOURN THE MEETING

With no further business, Mr. Sayles made a motion to adjourn the meeting at 6:20 p.m. Chairman Samarotto seconded and the motion carried 5-0.

ATTEST:

Michelle Jolley,
Town Clerk

Linda Samarotto, Chairman

Budget for the fiscal year 2021-2022

The Lake Lure ABC Board budget has been prepared in accordance with G.S. 18B-702, Financial Operations of Local Boards.

- Retails sales and total income are expected to rise about seven percent due to the lifting of restrictions caused by COVID-19 as well as our store being fully open this fiscal year. Mixed beverage sales are expected to rise with travel restrictions lifted and more tourist vacationing in Lake Lure.
- Store supplies expense will increase due to updating some equipment such as: New carts for stocking and mixed beverage orders, Vacuum and carpet clean to ensure a higher quality of cleanliness.
- The Lake Lure ABC Board currently employs five positions, two full-time and three part-time employees. The Board offers a reimbursement for health insurance to all full-time employees.
- The Lake Lure ABC Board currently supplies eleven mixed beverage establishments.

This budget has been prepared using data from past fiscal years, along with current year figures.

Michael Waters
General Manager
Lake Lure ABC

LAKE LURE ABC BOARD - PROPOSED BUDGET FY 21/22

	YTD Actuals Jul 2020- Apr 2021	Proposed Budget
Income		
4000 Liquor Sales	695,507.04	900,000.00
4001 Mixed Beverage Sales	200,042.80	225,000.00
4002 Wine/Mixer Sales	577.63	1,000.00
Total Income	\$ 896,127.47	\$ 1,126,000.00
Cost of Goods Sold		
5402 Cost of Liquor Sold	506,059.75	635,963.00
5403 Cost of Wine/Mixers Sold	567.03	535.00
Total Cost of Goods Sold	\$ 506,626.78	\$ 636,498.00
Gross Profit	\$ 389,500.69	\$ 489,502.00
Expenses		
5580 Mixed Beverage Tax	6,663.58	7,000.00
5581 Excise Tax	122,400.75	125,000.00
5582 Rehab Tax	30,513.61	35,000.00
5583 DHR Tax	1,454.80	1,600.00
6158 Merchant Fees	14,486.34	16,000.00
6516 Postage	220.00	300.00
6521 Professional Fees	28,233.86	30,000.00
6523 Insurance - Workers Comp	2,582.00	2,600.00
6524 Insurance - General & Bonds	3,961.98	4,000.00
6525 Store Supplies	3,991.00	4,500.00
6530 Repair & Maintenance	1,997.62	2,000.00
6531 Rent	14,666.63	16,000.00
6535 Utilities	6,518.24	8,000.00
6536 Telephone	1,780.84	2,000.00
6538 Security - Alarm Monitoring	180.00	400.00
6540 Delivery Exp - Bailment	7,371.00	10,000.00
6541 Delivery Exp - Surcharge	5,887.06	7,500.00
6559 Contract Labor	484.00	600.00
6574 Dues & Subscriptions	188.00	200.00
6575 Misc Expenses	936.23	1,000.00
7000 Salaries & Wages		
7001 Salaries - Employees	132,845.58	135,000.00

7002 Salaries - Board	2,175.00	3,000.00
7003 Employee Health Insurance	14,572.36	12,000.00
7565 Payroll Tax	10,667.93	10,700.00
Total 7000 Salaries & Wages	\$ 160,260.87	\$ 163,700.00
Total Expenses	\$ 414,778.41	\$ 437,400.00
Net Operating Income	-\$ 25,277.72	\$ 52,102.00
Other Income		
4390 Interest	157.52	200.00
Total Other Income	\$ 157.52	\$ 200.00
Other Expenses		
6599 Over/Short	289.41	
Total Other Expenses	\$ 289.41	\$ 0.00
Net Other Income	-\$ 131.89	\$ 200.00
Net Income	-\$ 25,409.61	\$ 52,302.00

Monday, May 17, 2021 09:46:22 AM GMT-7 - Accrual Basis