



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

**AGENDA
REGULAR MEETING
FEBRUARY 16, 2021
9:00AM**

**YOUNGSVILLE TOWN HALL CONFERENCE ROOM
(TELECONFERENCE AND WEB CONFERENCE WILL BE AVAILABLE)
134 US 1A SOUTH**

If joining via Microsoft Teams, use the following link:
tinyurl.com/abc-2021-02-16

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **779 780 591#**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. 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.

4. CITIZEN'S COMMENTS
5. FINANCIAL REPORT
6. CONSENT AGENDA - NONE
7. OLD BUSINESS

A. UPDATE ON RENOVATION AND RELOCATION OF THE ABC STORE

8. NEW BUSINESS - NONE

9. REPORTS AND OTHER BUSINESS

- A. COVID – 19 UPDATE / DISCUSSION
- B. CHAIRMAN
- C. MEMBERS
- D. FINANCE OFFICER



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- E. GENERAL MANAGER
- F. CLERK
- G. TOWN ADMINISTRATOR

10. CLOSED SESSION

- A. N.C.G.S. 143-318.11 (6) PERSONNEL

11. ADJOURN

This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.



Town of Youngville

Post Office Box 190, Youngville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

ELECTRONIC MEETING NOTICE

Please be advised the **February 16, 2021** meeting of the **Youngville ABC Board** will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:
tinyurl.com/abc-2021-02-16

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **779 780 591#**

If the meeting agenda includes a public comment period and / or public hearing, interested persons may participate via telephone. All persons requesting to speak during a public comment period or public hearing *must* register in advance before 12:00 pm on the day prior to the meeting by calling town hall at **919-925-3401** or by visiting the following website.

tinyurl.com/youngville-comment

When requesting to register for a public comment period or public hearing, persons *must* provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting.

Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes, with a total time limit set aside for public comments of 30 minutes. Additional time may be allotted at the board's discretion.

Written public comments will also be accepted via U.S. Mail, customerservice@townofyoungville.org, and in-person at town hall (via the town's drop box) until 24 hours after the public comment period and / or public hearing. To conserve time, these written comments will not be read aloud during meetings. Instead, they will be provided to board members for consideration and will become a part of official meeting minutes and the public record.

Full meeting agendas may be downloaded via the town's website (townofyoungville.org) by clicking on the "**Government**" link near the top-center of the home page.



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MINUTES

**JANUARY 8, 2021
9:00 AM**

**REGULAR MEETING
(Rescheduled from January 1, 2021)**

**YOUNGSVILLE TOWN HALL CONFERENCE ROOM
134 US 1A SOUTH
(Teleconference and Web Conference was available)**

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Chairman Rick Houser, Members Kirk David, and Danny Stutzman (teleconference). Also, in attendance was Town Administrator Phillip Cordeiro, ABC System General Manager Bridget Stanley, ABC Store Manager Laurie Pritchett, Finance Officer Jaclyn Patterson, and Town Clerk Emily Hurd. Guests included Rick Turner by teleconference.

The first item was to approve the Agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

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

Chairman Houser went over 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.



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The next item on the agenda was Citizens' Comments.

Hurd polled those on teleconference and stated no one had registered to speak. There were no comments.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Regular Meeting on December 4, 2020 and Budget Amendment 2021-3.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to hire Bridget Stanley for the ABC System General Manager position at an annual salary of \$60,000.

MOTION: HIRE BRIDGET STANLEY FOR THE ABC SYSTEM GENERAL MANAGER POSITION AT AN ANNUAL SALARY OF \$60,000

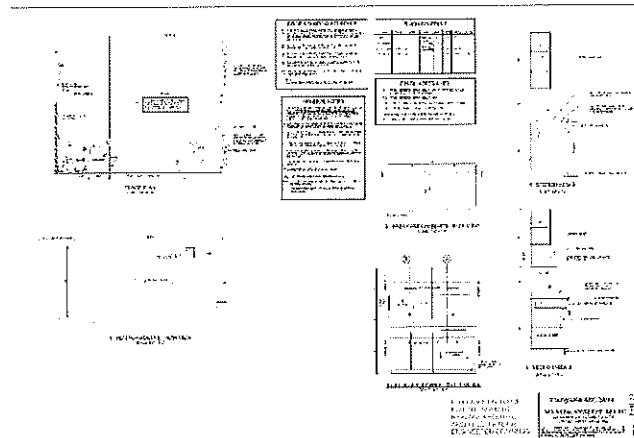
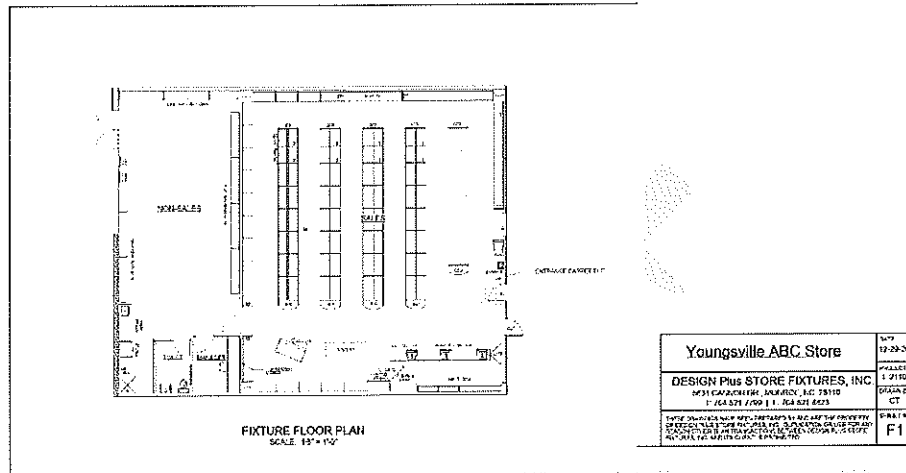
The motion was made by Member David and seconded by Member Stutzman. The motion passed unanimously. Stanley thanked the ABC Board.

The second item under Old Business was to discuss and approve the new ABC Store floor plans.

Mr. Turner presented the proposed floor plans for the new ABC Store.

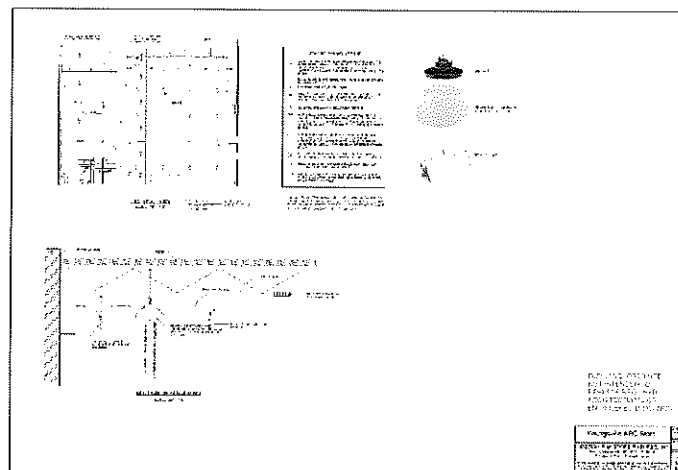
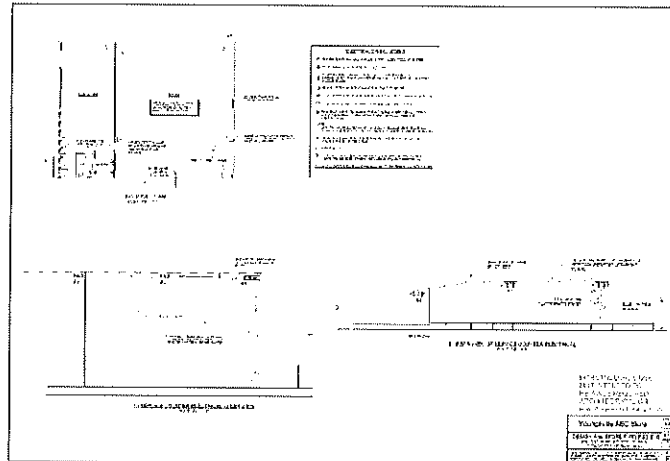


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Mr. Turner noted he had placed double doors at the loading docks. He also put widespan shelving around the perimeter walls. This will allow for more storage in the stock room. The shelving is not pallet racking but will hold a good amount of weight. There is no bottom shelf so that boxes can be stored underneath. The lowest shelf is 5' high, which allows the use of a hand truck to move the cases underneath. The overhead shelving can be used for individual cases, files, etc. As the store grows, more shelving can be added in the central open space.



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Mr. Turner noted the sales area will have shelving in rows to maximize inventory for a total 1,423' of shelf space. There will be three checkouts with approximately 15' of mini bottles behind the counter. Mr. Turner stated there will be a display cabinet with LED lighting that will allow for high theft items with another cabinet for premium items.

Mr. Turner stated there would be a two-way mirror located near the Manager's office. There will be cameras as well, but the mirror adds convenience. He stated he has not included information on the display area until after the discussion with the ABC Board regarding the display unit. Mr. Turner noted distillers or management will be able to put up displays. There will be special lighting in the display area.

Mr. Turner stated there would be shelves along the front wall and film over the windows. He noted this was common as it was valuable space. Given the orientation of the building, it's a good move to take advantage of the area for shelving and cut down on the sun coming in.

Mr. Turner stated there would be an open ceiling concept with exposed steel overhead. This will make the ABC Store feel larger. There will be high bay lights with LEDs and track lighting on the perimeter. Ductwork for HVAC will be suspended in the stock room and flow into the sales area. The ductwork is rounded so it will look nice and it will fit between the rows of lights. Mr. Turner referenced samples in the plans he presented.

Mr. Turner stated the colors, flooring and finishes can be decided later. He stated the warehouse will have a break area and mop sink. All of this will be located together to keep the plumbing in one area. Mr. Turner stated it was a good layout for the space and will function nicely.

Patterson inquired about the rollup door. Chairman Houser explained code would require an additional exit separate from the rollup door, and there was no room because of the utility hookups. He stated the delivery truck should be able to back straight in. There was a brief discussion regarding the location of the loading dock and how the truck would unload. Pritchett noted they only received two deliveries a month and Chairman Houser stated they could communicate with the neighboring businesses regarding any vehicles parked in the back alley.

Patterson inquired about the costs. Cordeiro stated they will be allowed to put some of the costs into the lease. Chairman Houser explained the ABC Board needed to approve



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the plans so the landlord can price the lease rates based on the work they will be required to do. Once the lease has been agreed upon, then they can focus on the costs of the upfit and other items needed. Chairman Houser stated he wanted to approve the conceptual drawings of the layout for the ABC Store, then they can go back and negotiate with Mr. Turner and the Shopping Plaza.

Patterson asked for clarification on the items the landlord would be willing to pay for. Chairman Houser explained the landlord will install a “vanilla” shell for the space, which includes the HVAC, lighting, and the walls. As Mr. Turner can purchase items such as the lights directly from the manufacturer, he can get a better price. Chairman Houser stated they wanted to negotiate an allowance for items like the lighting and ductwork. Cordeiro stated the concept was to have the landlord reimburse Mr. Turner for the portions of the plan that will become a part of the building. The ABC Board would then be responsible for paying Mr. Turner directly for items specific to the ABC Store, such as shelving.

Mr. Turner explained he has a national contract for lighting, which gives him an advantage over smaller contractors. When he provides the lighting and flooring, it cuts out several of the middlemen, reducing the markup. By providing the lighting and flooring directly, he could save the ABC Board money. Cordeiro explained the landlord would write Mr. Turner a check for the expenses that are his responsibility to cover. Mr. Turner stated he wasn’t sure how the landlord would come back on costs for the space, but noted they normally include laying the ceiling tiles and lights. The landlord should come back and give the costs of what they would have spent on standard fixtures, with the extra costs to be covered by the ABC Board. The landlord would then reimburse the allowance amount. Cordeiro stated they would like to amortize as much as possible into the 10-year lease. Mr. Turner stated it would be simple to send the bill to the landlord, whichever worked best for the ABC Board. Cordeiro stated when negotiating the lease, the desired form of payment would be that the landlord pays Mr. Turner directly. If the landlord reimbursed the ABC Board, that could be considered revenue with a percentage then owed to the Town. Chairman Houser agreed the best way would be to negotiate the lease so that the ABC Board did not spend anything for those initial “vanilla” type items. Cordeiro reiterated the goal was to have the landlord pay Mr. Turner directly and Patterson agreed that was the best way. Chairman Houser stated he wanted the conceptual plans approved so they can go to the landlord and start negotiating the lease. When needed, Mr. Turner will then come back with more detailed plans to complete the costs budget.



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**MOTION: TO APPROVE PLANS AND DIRECT PROPERTY COMMITTEE
TO PROCEED WITH LEASE EXECUTION**

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

Chairman Houser noted Mr. Turner has done this for over a hundred ABC Stores. He asked Mr. Turner to walk the ABC Board through the process. Mr. Turner explained the drawings would be sent to the landlord to negotiate what should be included in the lease. He stated he would give Chairman Houser a cover letter explaining the costs savings that can be given to the landlord during negotiations. Once the lease has been negotiated approving the upgrades, then they will start on the upfit. The lease should include the bathroom and dividing wall, but the office wall may be an additional cost. The break area and cabinets will be on the ABC Board as will be the open ceiling and lighting minus the allowance. The drawings will be structured in such a way that additional upfit items will be done while the landlord is doing the buildout. This will also help reduce costs and be more efficient by keeping contractors from having to come out twice. Mr. Turner stated the letter he would give Chairman Houser would explain this process and the additional costs will be presented by line item. He stated he's done enough upfits that he knows what the approximate cost should be. Mr. Turner stated he works for the ABC Board and will be there throughout the process until the ABC Store opens. He stated he would be their advocate and will help the ABC Board get through this process. Mr. Turner stated he will make sure that everything is done fairly. Once everything has been settled with the landlord, the buildout should only take approximately 60 days. The permitting process is not too lengthy. Once the upfit has been completed, it will only take them approximately a week to get the shelving ready.

Chairman Houser thanked Mr. Turner and noted he appreciated his attention to detail. He asked Stanley to join him and Cordeiro on the property committee. They will work with Mr. Turner and the landlord. The property committee will start the process for applying with the ABC Board. Chairman Houser stated he has experience with the process and would like to have Stanley shadow him through it.

Cordeiro introduced Austin Cavanaugh from NC ABC Commission. Mr. Cavanaugh stated he was in training to become an ABC Board Performance Auditor. When asked, Mr. Cavanaugh stated site visits were random and happened every two to five years, which includes looking financials. Pritchett noted they had a recent check in.



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The next item on the agenda was New Business. The first item was to discuss the implementation of an accidental injury policy for full-time employees. Cordeiro stated the Town started providing this service last year. He explained this coverage was not a health insurance but coverage like AFLAC. Cordeiro referred the ABC Board to a handout that showed examples of coverage. He noted giving employees coverage for accidents on and off the job helps reduce worker's compensation claims and the cost was minimal. Cordeiro noted the amount of frustration that it heads off is worth it. He stated this coverage was for full-time employees only. Patterson stated this cost was included in the Budget Amendment.

MOTION: TO APPROVE AN ACCIDENTAL INJURY POLICY FOR FULL-TIME EMPLOYEES

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

Patterson went over the Financial Statements. She noted sales were up from last year and were approximately \$1.1 million, making them \$200,000 over projected sales for the first six months. Patterson explained she only increased sales in the Budget Amendment by 70% because the first couple of months of the year are slow.

Patterson stated there was a lot going on this fiscal year and more budget amendments will be coming. She stated she tried to cover as much as she could in this one. Chairman Houser wanted to set a monthly finance meeting with him, Patterson, and Stanley so they can go through the finances. This will allow for more timely Budget Amendments and time for planning purposes as well. Pritchett noted sales were down for January but so was payroll.

Patterson stated she will need to redo the minimum distribution to the Town. Since the ABC Board sold the building and land, this additional revenue will go into the minimum distribution. When asked, Mr. Cavanaugh stated that was correct as it would be considered revenue. Patterson stated the ABC Board would need to decide if they wanted to include the extra distribution in the monthly payments or wait until the end of the year. She reminded the ABC Board they have not yet paid for the previous year. Cordeiro recommended taking the total amount payable because of the mandatory distribution and amortize the remaining months of the fiscal year, then add to the current calculations. He stated he was comfortable to defer over twelve months to help with cash flow. Chairman Houser stated the sale occurred in November and felt the ABC Board



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should go ahead and pay it. He stated he had hoped to reinvest all the money from the sale and felt that it shouldn't be considered income. Patterson stated she had explained that to Laurie Lee and was told that it would be considered income. She explained they would not be able to offset the expenses for the new ABC Store against the revenue from the sale of the property. Mr. Cavanaugh recommended following Laurie Lee's advice.

Chairman Houser reminded the ABC Board they had decided to hold off on paying the last \$48,000 until the end of this fiscal year. As they move forward with the new ABC Store, there is no doubt they will have to borrow money. He stated he would like to ask the Town to release the obligation. Chairman Houser stated he wasn't asking for a decision today but for the ABC Board to think about the prospect. Cordeiro stated he was waiting on information from the auditors, but the Town was working on not having the ABC Board pay it back.

Cordeiro gave a brief overview of the mandatory distribution process for Member David and Stanley. Patterson noted that after paying off the loan for the land, they had income of \$200,000 from the sale of the property. She asked Mr. Cavanaugh if the profit or the total amount of the sale would be included in the minimum distribution and he stated he would follow up with Laurie Lee. Cordeiro stated the ABC Board's desire was to not have the entire amount of the sale subjected to the minimal distribution. He explained Mrs. Lee's interpretation of the law was that the gross sales amount of approximately \$400,000 would be subjected to the minimum distribution. Cordeiro felt this was not in the best interest of the ABC Board as their intention in selling the property was to invest in a new store. Mr. Cavanaugh understood where the ABC Board was coming from, but he wasn't sure if the entire sale price would be treated as income. He will investigate and get back to the ABC Board. Patterson expressed that she would like to know before the audit so she can be prepared.

Chairman Houser apologized for skipping the Finance Report earlier in the meeting. Stanley stated she would like to meet with Patterson to discuss the overall finances. Patterson stated she would add Stanley to QuickBooks.

The second item under New Business was a discussion on the implementation of 457(b) program with 5% employer contribution for full-time employees. Cordeiro stated the ABC Board has previously discussed offering retirement. He noted there was already a 457(b) account in place. Cordeiro proposed 5% contribution for full-time employees in order to keep the ABC Board competitive.



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**MOTION: TO APPROVE THE IMPLEMENTATION OF 457(b) PROGRAM
WITH 5% EMPLOYER CONTRIBUTION FOR FULL-TIME
EMPLOYEES**

The motion was made by Member David and was seconded by Member Stutzman. Member Stutzman noted this was an excellent opportunity for employees. He stated the more benefits they could offer was good for the employees as well as recruitment. The motion passed unanimously.

The third item under New Business was to consider rescheduling regular meetings to the third Tuesday at 9am at the Youngsville Town Hall. Chairman Houser reminded the ABC Board the changes would need to be properly posted and noticed.

**MOTION: TO RESCHEDULE REGULAR ABC BOARD MEETINGS TO THE
THIRD TUESDAY AT 9AM AT YOUNGSVILLE TOWN HALL**

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

The next item on the agenda was Reports and Other Business.

Pritchett stated employees were still wearing masks and the sign was still up on the door. They were only allowing six people in the ABC Store at one time based on the current restrictions. She explained they were requesting customers have their ID's ready to help facilitate the sales process. Pritchett stated they were rolling with it until things settle down.

Chairman Houser stated he was pleased Stanley had joined the team. He challenged everyone to recruit more Board Members as they needed more active committees. Chairman Houser noted it was helpful to have Member Stutzman on the personnel committee. He stated the new location was a priority but noted they also needed to better define their policies and procedures more formally. Currently, they follow the Town's policy but felt the ABC Board needed one more customized. Chairman Houser stated with Member David's retail experience, he can be help with the details like the warehouse and retail.

Chairman Houser stated the figures were very impressive, especially with projected sales exceeding \$2 million. He stated they needed to continue to focus on payroll as the major



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expense they can control. Chairman Houser stated they were over budget at the end of December though not by much. He stated they set the budget for this year to hold even with payroll from last year. Chairman Hardwick stated he didn't want the perception that payroll was being cut as all they want was to manage it better. Patterson noted December payroll included the Christmas bonuses. Pritchett stated they had higher payroll in December as they were trying to get through the holidays. She noted the most recent payroll was down to 218 hours as compared to 260 hours.

Member Stutzman noted COVID-19 cases were going up in the state and wanted to make sure they adhered to protocols and Chairman Houser agreed.

Member David stated he was still learning and working on understanding how things are done. He noted he has completed his ethics training.

Stanley stated she was glad to be here and excited to get started. She stated she would work on scheduling meetings next week. Pritchett welcomed Stanley and stated she was glad to have her.

Pritchett noted they have lost a couple of employees. One had to be terminated and other left to work at Speedway for more money. She stated she was working on hiring replacements, one of which has been there for about three weeks. When asked, Pritchett stated she found her by word of mouth and Elizabeth was doing well so far.

Hurd noted she would not have the minutes ready for the January 19th ABC Board Meeting. She stated she will get the new schedule posted.

The next item on the agenda was Closed Session. Chairman Houser stated there was a need 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,
N.C.G.S. 143-318.11 (6)**

The motion was made by Member David and was seconded by Member Houser. The motion passed unanimously. The ABC Board entered Closed Session at 10:06am and exited at 10:24am. The only action taken was to approve the Closed Session Minutes from December 4, 2020.



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The meeting adjourned at 10:25am upon a motion made by Member Stutzman, seconded by Member Stutzman and passed unanimously.



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MINUTES

**JANUARY 19, 2021
9:00 AM**

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

**134 US 1A SOUTH
(Teleconference and Web Conference was available)**

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:01am. In attendance was Chairman Rick Houser and Member Kirk David. Member Danny Stutzman was not in attendance. Also, in attendance was Town Administrator Phillip Cordeiro, ABC System General Manager Bridget Stanley, Finance Officer Jaclyn Patterson, and Town Clerk Emily Hurd (teleconference). Guests included Austin Cavanaugh of the NC ABC Commission by teleconference.

The first item was to approve the Agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member David and was seconded by Chairman Houser. The motion passed unanimously.

Chairman Houser went over 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.



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Cordeiro polled those on teleconference and stated no one had registered to speak. There were no comments.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. There were no items on the Consent Agenda due to the change in the meeting schedule.

The next item on the agenda was Old Business. The first item under Old Business was an update on the renovation and relocation of the ABC Store. Chairman Houser stated he has not yet heard back from the landlord at the Shopping Plaza regarding the proposed lease rates. He stated the landlord will give a general rate for the "warm shell", which includes ceiling tiles, lights, heating and air, the dividing wall and possibly the bathroom. Chairman Houser thinks the landlord will cover the double door in the warehouse based on previous conversations. He noted the ABC Store will have an open ceiling with ductwork instead of a drop ceiling. Chairman Houser stated they will request having the landlord hire Mr. Turner to do the upfit. This way there will only need to be one permit and the ABC Board can write a check for the difference in costs. Chairman Houser explained there were two approaches; first would be to pay for the difference in costs or have them included in the rental rate.

Chairman Houser stated Mr. Turner has given an estimate for the flooring, lighting, and fixtures. The property committee feels these would be cheaper than what the landlord can do, which will be a savings for the ABC Board.

Chairman Houser stated the flooring in the sales area would look like wood and be waterproof, but he was unsure of the type of flooring proposed for the warehouse. The quote was for \$14,000 installed. He stated lighting would cost approximately \$9,400, with the landlord paying for most of it. Counters and shelving fully installed will cost approximately \$69,500. Chairman Houser stated that once Mr. Turner gets started, everything will be installed quickly as they know what they are doing and felt Mr. Turner will deliver a quality product. He noted they received \$195,000 from the sale of the property that can go towards the upfit. With the costs of staffing and inventory, the ABC Board will need to borrow money. Chairman Houser stated he has asked Stanley to investigate the needed staffing and work with Patterson to put together a budget. He stated a member of the property committee will negotiate the costs with Mr. Turner and the landlord.



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Design Plus Store Fixtures, Inc.
5631 Carrion Drive
Knox, NC 28110
704-521-7799 Fax: 704-821-8828

CUSTOMER: Youngsville ABC

JOB #:

DATE: 1/17/21

SHEET: 1 OF 3

STORE FIXTURE LIST ESTIMATE

*SPECIAL PAINT ON ALL METAL PARTS
*COPPERVEIN OR "SILVERVEIN"
*LAMINATE BACK PANELS ON WALL UNITS
*CUSTOM GONDOLA END PANELS AND
END DISPLAYS
*CUSTOM GONDOLA TOP CAPS
*CUSTOM SIGN PACKAGE
*CUSTOM SERVICE COUNTER & RISER UNITS

QUANTITY	DESCRIPTION	EACH	TOTAL
26	Wall Shelving Units and Accessories: Half shelving units 50" high with laminate finish, "TBD"		
1	Four rows 18" metal shelves, metal parts have special powdercoat paint finish, "Coppervein"		
26	W-490-5520-HZ 4" wide Wall Unit	\$240.05	\$7,261.30
1	W-590-5520-HZ 3" wide Wall Unit	\$240.05	\$240.05
1	W-690-5520-HZ 3" wide Wall Unit, "Silvervein"	\$53.60	\$53.60
2	W-440-5520-HZ 4" wide Wall Unit, 4" high	\$185.40	\$370.80
1	W-480-5520-HZ 4" wide Wall Unit, 4" high	\$50.10	\$50.10
108	SUS-418 Adj. Metal shelf 18" x 48" "TBD"	\$27.65	\$2,930.90
4	SUS-318 Adj. Metal shelf 18" x 36" "TBD"	\$27.65	\$110.60
3	Custom Box Corner Filler 90° high with laminate finish	\$254.00	\$762.00
3	Custom Wall End Panel with radius top corner, laminate finish	\$274.00	\$822.00
1	Custom Low Wall End Panel with radius top corner, laminate finish	\$168.00	\$168.00
1	Specialty Premium Items Units		
1	Special Items Warfare w/storage in lower section, sliding glass doors in upper section w/lock, LED light & glass shelves. "Premium Items" sign at top (priced separately)	\$1,462.50	\$1,462.50
2	Rear Wall Display Components:		
1	Display Wall Side Columns 12" wide x 24" deep x 8'-6" high with stained wood finish	\$542.50	\$1,085.00
1	Display Wall Soffit 18" high x 36" deep x 11'-1-1/2" long with white stained wood finish	\$806.00	\$806.00
20	Stained Wood Shelves 3" x 4" w/round clips	\$1,537.50	\$30,750.00
3	Warehouse Style Pendant Light, Galvanized finish with LED lamp (Wired by project electrician)	\$105.00	\$315.00
30	"Open Back" Gondola Units		
8	One lot floor shelving units 48" high with open back, 20" deep base shelf, 2 rows 18" deep shelves ea. side, metal parts have special powdercoat paint finish, "TBD"	\$150.35	\$1,202.80
1	G-440-5520-KX Open Back Gondola, 4' long, "TBD"	\$150.35	\$150.35
1	G-340-5520-KX Open Back Gondola, 3' long, "TBD"	\$95.50	\$95.50
76	G-480-5520-KX Gondola End, "TBD"	\$110.80	\$8,420.80
60	VORT-40 Open Back Units Trim, "TBD"	\$18.95	\$1,137.00
60	MSP-4 46" Shelf Gap Filler, "TBD"		

SHEET 2 of 3

QUANTITY	DESCRIPTION	EACH	TOTAL
16	MSP-3 36" Shelf Gap Filler, "TBD"	\$13.95	\$223.20
120	SUS-418 Metal shelf 18" x 48", "TBD"	\$27.65	\$3,318.00
32	SUS-318 Metal shelf 18" x 36", "TBD"	\$27.65	\$884.80
4	Gondola Top Cap, Laminate finish gondola top cap 8' long	\$182.00	\$728.00
9	Gondola Top Cap, Laminate finish gondola top cap 12' long	\$273.00	\$2,457.00
5	End Display Units and Gondola End Panels:		
5	End Display units consists of: 32" high gondola end panel with slotted standards, 2 - 1/2" x 1/2" shelves and a base platform	\$378.00	\$1,890.00
10	Gondola End Panel, with slotted standards and laminate finish	\$51.52	\$515.20
20	Laminate Finish Shelf 12" x 40" w/radius front	\$2.70	\$54.00
5	Standard Wood Shelf Bracket 12"	\$350.00	\$1,750.00
5	Gondola End Panel, laminate finish	\$154.00	\$770.00
5	Gondola End Display Platform, 19-3/4" x 42" x 6" high w/radius front, laminate finish		
1423	Inserts for Tag Hold on Metal Shelves		
1	Linear Ft. Laminate Insert Strips 1-1/8" wide,	\$0.45	\$640.35
1	Service Counter, Rear Counter, New Barista Display, Tachibana	\$2,754.00	\$2,754.00
1	Service Counter, 12' long x 36" high, continuous row adjustable shelves, 2 register surrounds, two keyboard trays	\$1,107.00	\$1,107.00
1	ADA Service Counter, 3' long x 36" high, continuous row adjustable shelves, 1 register surround, one keyboard tray	\$2,625.00	\$2,625.00
1	Min's Base Counter, 14' long x 34" high w/radius storage doors, laminate finish	\$1,319.50	\$1,319.50
1	Min's Upper Unit, laminate finished Wall Panel 14' long w/ slotted standards, vertical supports	\$36.85	\$368.50
8	Laminate Shelf 10" x 40" long	\$110.20	\$881.60
8	Acrylic Tray Shelf 10" x 40"	\$11.95	\$95.60
24	10" Spout Shelf Bracket	\$2.80	\$67.20
1	Side Panel 14" w. x 36" high, laminate finish	\$174.00	\$174.00
2	Double Action Gate 30" w. x 24" high, laminate finish	\$188.50	\$377.00
1	Control Items Shelving Unit 59" wide x 20" deep x 84" high with laminate finish, 5 rows laminate finished shelves, lower section to have storage area with hinged door.	\$957.00	\$957.00
7	Plastic Snap On Price Tag Strip, 57" long	\$8.70	\$60.90
1	Fastsigns Counter, 50" long x 38" high w/ laminate finish and laminate top. Unit sits on locking casters.	\$893.75	\$893.75
6	Signs and More:		
1	Custom Wall Mount Sign Panel	\$154.00	\$154.00
1	Custom Gondola Sign Panel, "T" post with double sided panels	\$210.00	\$210.00
1	Premium Items Sign	\$70.00	\$70.00
2	Shopping Cart, Grey	\$147.00	\$294.00
1	Set Shopping Baskets, Hand held style, w/stand	\$67.00	\$67.00
1	Special Paint Set-Up Charge from mfg. (Our cost)	\$276.00	\$276.00
1	Laminate St Lip Charge from shelving mfg. (Our cost)	\$55.00	\$55.00

SHEET 3 of 3

QUANTITY	DESCRIPTION	EACH	TOTAL
1	Managers Office		
1	Laminate Counter top 88" x 4" x 10' long w/rip drawer	\$525.00	\$525.00
1	Two Drawer File Cabinet with lock	\$281.25	\$281.25
1	Steel Countertop Support	\$25.00	\$25.00
12	Storage Shelving		
12	POVSC-2448 Wide Span Storage Shelving Unit/4	\$41.85	\$502.20
18	POVSC-2448 Wide Span Storage Shelving Shelf Deck Kit	\$65.70	\$1,182.60
2	POVSC-2449 Wide Span Storage Shelving Shelf Deck Kit	\$61.05	\$122.10

*FUTURE TOTAL: \$56,398.00
*FUTURE: \$1,775.00
*INSTALLATION: \$5,885.00
6.75% NC/FRA/NC/CTY. TAX: \$4,322.57
TOTAL: \$68,580.57

QUANTITY	DESCRIPTION	EACH	TOTAL
1	OPTIONAL - COVID SCREEN AT SERVICE COUNTERS 17" long Tempered Glass Safety Shield, aluminum framing frame, tempered glass, 2 - 6" wide section and 1 - 5" wide section	\$1,155.00	\$1,155.00

NOTES:

*The extremely unstable price of steel in the worldwide market makes a guaranteed pricing for more than a few months impossible. The prices contained herein are figured using the current steel exchange given to us by the manufacturer and are for shipments made prior to March 31, 2021. Shipments after that date will be subject to the steel surcharge in effect at that time.

Design Plus Store Fixtures, Inc.
5631 Carrion Drive
Knox, NC 28110
704-521-7799 Fax: 704-821-8828

CUSTOMER: Youngsville ABC
New Store

DATE: 1/18/21
2:42 PM 1 of 1

RECEIVED ESTIMATE

QUANTITY	DESCRIPTION	EACH	TOTAL
2711	Sales Area and Office LVP Sis. Fl. Luxury Vinyl Plank, Harbor Plum, Color TBD WPC core with urethane buffer, commercial grade 10 mil wear layer, click installation, 100% waterproof.	\$3.05	\$8,288.55
2	Entrance Carpet Tile Ceres Performance Tiles Top "Color TBD" carpet tile	\$145.60	\$291.20
7	Base Mount and Transition Strips LVP Square Edge Platform Transition	\$18.80	\$131.60
1	Two to Two Vinyl Reducer Strip, 3" x 12" long, Color "TBD"	\$16.00	\$16.00
5	Interlocking Vinyl Cove Base Mould, 120" per carton, Color "TBD"	\$24.75	\$123.75

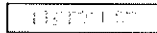
*FUTURE TOTAL: \$8,514.10
*FUTURE: \$125.00
*INSTALLATION: \$3,685.00
6.75% NC/FRA/NC/CTY. TAX: \$585.74
TOTAL: \$12,909.84

*Installation includes an allowance of \$150 for floor prep. Additional prep if required will be added to final invoice.




Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

Design Plus Store Fixtures, Inc
5631 Cannon Drive
Monrovia, NC 28110
704-821-7799 Fax 704-821-6823



CUSTOMER: Youngsville ABC
New Store

DATE: 1/18/21
SHEET: 1 of 1

QUANTITY	DESCRIPTION	EACH	TOTAL
14	Sales Area Trac Lights		
3	R38WH Juno Single Circuit Trac, 8', White	\$39.60	\$118.80
2	R38WH Juno Single Circuit Trac, 4', White	\$27.50	\$55.00
5	R38WH Juno Single Circuit Trac, 4', White	\$21.25	\$106.25
1	R38WH Juno Conduit from above End Feed, White	\$9.00	\$9.00
15	R20WH Juno Flexible Angle Connector, White	\$19.60	\$294.00
31	R23WH Juno Straight Connector, White	\$3.55	\$110.05
	DP-KLJ25A-DW40W LED Trac Light Fixture, 3000 Lumens, White	\$102.70	\$3,183.70
3	DP-KGR3RW Round Trac Light Fixture with LED flood lamp	\$27.30	\$81.90
20	Sales Area Suspended 16-Bay Lights		
	DP-HBA-8013L High Bay LED Light, black w/aluminum reflector, 13,000 lumens 4000K	\$177.50	\$3,550.00
			
7	Non-Sales Area Suspended 16-Bay Lights		
	DP-HBA-8013L High Bay LED Light, black, no reflector 13,000 lumens 4000K	\$137.50	\$962.50
3	Non-Sales Area Lights		
	DP-K0000019489 2' x 4' Backlit LED Flat Panel Light, 4000K, 4422 Lumens	\$85.80	\$257.40

ITEM TOTAL: \$8,832.75
FREIGHT: Included
6.75% NC/FRAKLEIN CTY. TAX: \$596.21
*INSTALLATION: By Others
TOTAL: \$9,428.96

*Installation by project E.C.

Cordeiro noted that Patterson was still waiting on an answer about the mandatory distribution. Member David inquired about signage, especially concerning the signage on the sales floor. Cordeiro stated he didn't think there were specific requirements for the signage other than local zoning regulations. Member David asked if the signage was included in the quotes and Chairman Houser stated there was some indoor signage included. Cordeiro explained the landlord may be able to suggest a company for the signage on the building. He stated there was a possibility of getting the landlord to pay for it. Cordeiro stated there was also a monument sign at the entrance and along Capital Boulevard. The landlord will help with that as well.

Chairman Houser stated he wanted to move forward with applying for the new location with the NC ABC Commission, but they were still waiting on that last bit of information.

The next item on the agenda was New Business. There was no New Business.



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The next item on the agenda was Reports and Other Business.

Stanley noted that employees were wearing their masks. When asked, Stanley stated she was looking into how much of the cleaning and disinfecting supplies were on hand. She noted the employees were disinfecting the terminal and other areas. Cordeiro stated there was still a large supply of antibacterial wipes at Town Hall and he would have some delivered to the ABC Store.

Chairman Houser noted he enjoyed the feedback in emails from Stanley.

Patterson noted she was still waiting on the ABC Commission to confirm the figure for the calculation of the minimum distribution.

Patterson stated the contractor that installed the plexiglass around the register at the ABC Store was never paid because he did not turn in his W9. She explained that with the end of the year and 1099's being issued, she has voided the check. Patterson stated that she has told the contractor that she will reissue the check once he turns in his W9, noting that he has not yet responded. She stated she wanted to keep the ABC Board informed of the situation. Cordeiro stated the contractor will get in touch if he wants his money and Patterson stated she would leave it sitting in Accounts Payable for a bit. She will write another check once she receives the W9.

Chairman Houser stated he has been reading the emails sent by Laurie Lee with the NC ABC Commission regarding the sales price for the property and the net profits. He got the impression the only thing the ABC Board is responsible for is the percentage due to the Town but not for the police and education percentages. Cordeiro agreed, noting it was good news. He stated he was still working on getting the information from the auditors so the Town can forgive the additional money from last year, with the hopes those funds can be netted against this year's payables. Cordeiro hoped it would be less confusing this way, but he will defer to the auditors.

Stanley stated she has spent a week in the ABC Store and so far everything has been positive. She noted they implemented new time clock software this week so that she can get a handle on payroll percentages and labor costs. Stanley stated she was working with S Pritchett on the February schedule. When asked, Patterson felt the new system would be more efficient. She stated she has linked the time clock software to QuickBooks. She explained she won't be able to use this system until the payroll schedule change was implemented. Patterson explained how the current pay cycles worked, noting the



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upcoming schedule would make things easier. Stanley explained she spoke with L Pritchett regarding the pay schedule and how hours were forecasted. She stated that process will change the pay period to actual hours worked and she needed about six weeks to implement the new scheduling. Stanley noted there will be a paycheck that will be for a shorter schedule, but the following paycheck will be for a longer schedule before the pay cycle evens out. The February 19th payroll will be the last to use projected hours. Patterson stated they could possibly offer the full-time employees the option to use vacation, so they won't receive a shortened paycheck. Stanley stated she would work with them on it.

Stanley stated she has been working on the warehouse as there are safety concerns. She noted boxes were stacked approximately ten high and there was no room to maneuver. Stanley stated the warehouse was inefficient, so she was working on organizing the area. Chairman Houser stated they had offered to install shelving in the warehouse, but L Pritchett had stated she didn't want them. Stanley stated she didn't want to put too much money into the current store if there wasn't going to be a good return. However, she does want to address some of the problems. Chairman Houser didn't think shelving would be expensive so they may want to move forward with that. Stanley stated that may help with some of the items in the back but getting boxes off the floor isn't going to help as they have over 700 cases and only room for about 300 cases. She stated they have rearranged some to gain some space.

With the new meeting schedule, Hurd stated agendas will go out the Thursday before the ABC Board Meeting. Agenda items need to be in by the end of the day on Wednesday, no later than noon on Thursday. She stated the next meeting would be February 16th and the agenda packets will include minutes from both meetings in January. Hurd stated she will be in Clerk School the week of February 15th and will miss the February 16th ABC Board meeting. She stated minutes will be done based on the recording.

Hurd stated she and Cordeiro had researched expiration dates for ABC Board appointments. Based on that research, we have discovered that term expiration dates should be based on the creation of the ABC Board, not on when the Member was appointed. Hurd stated she has set the expiration dates accordingly and wanted to get any feedback from the ABC Board. She noted she will present this information to the Town Board during their February Board Meeting. Hurd stated there were two vacancies with term expiration dates in a year and half. This may help draw in someone that isn't sure about serving a 3-year commitment. She noted this will give someone a chance to decide



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if they like serving on the ABC Board. Cordeiro agreed with Hurd and noted the ABC Board would be grateful to have more volunteers.

Mr. Cavanaugh asked for information regarding the term expirations for his record. He inquired about the timeline for recruiting as those vacancies can't stay open indefinitely. If needed the ABC Board can be brought back down to three members, then shifted back to five once someone is ready to serve. Cordeiro stated both Boards were recruiting as quickly as they can. When asked, Hurd and Cordeiro stated October was the first meeting without Members Sam Hardwick and Mary Margaret Norman. Mr. Cavanaugh stated he would look at it again next month.

The next item on the agenda was Closed Session. Chairman Houser stated there was no reason to go into Closed Session.

The meeting adjourned at 9:28am upon a motion made by Member David, seconded by Chairman Houser and passed unanimously.



Town of Youngsville

A RESOLUTION FORGIVING AMOUNTS PAYABLE BY THE YOUNGSVILLE BOARD OF ALCOHOLIC BEVERAGE CONTROL RELATING TO MANAGEMENTS SERVICES RENDERED BY THE TOWN IN FISCAL YEAR 2020

WHEREAS, the Town of Youngsville (Town) and Youngsville Board of Alcoholic Beverage Control (ABC Board) entered into a management and services agreement on June 7, 2019; and

WHEREAS, at the end of the term enumerated in the aforementioned agreement the ABC board owed the Town a sum of forty-eight thousand dollars (\$48,000.00) for services rendered under that agreement; and

WHEREAS, it has been determined to be in the Town's best interest to forgive the aforementioned sum.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF TOWN OF YOUNGSVILLE RESOLVES:

Section 1. That the forty-eight thousand dollar (\$48,000.00) amount recorded in the ABC Board's financial statements as payable to the Town for the fiscal year ended on June 30, 2020 – to the extent that amount is associated with services rendered by the Town to ABC Board in connection with its management and services agreement – shall be forgiven.

Section 2. That the town's budget be amended to accommodate the forgiveness of the foregoing amount.

This resolution is effective upon its adoption this 11th day of February 2021.

The motion to adopt this resolution was made by _____,

seconded by _____ and passed by a vote of _____ to _____.

Fonzie Flowers, Mayor

ATTEST:

Emily Hurd, Town Clerk

Town of Youngsville resolution dated February 11, 2021
A RESOLUTION FORGIVING AMOUNTS PAYABLE BY THE YOUNGSVILLE BOARD OF
ALCOHOLIC BEVERAGE CONTROL RELATING TO MANAGERMENTS SERVICES RENDERED BY THE
TOWN IN FISCAL YEAR 2020

This is to certify that this is a true and accurate copy of Resolution No. _____
adopted by the Town of Youngsville Board of Commissioners on the 11th day of February 2021.

Emily Hurd, Town Clerk

Date