



**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.

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.

<p>V. NEW BUSINESS:</p> <p>B. PROPOSED FY 21-22 ANNUAL BUDGET</p>

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.

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