

Warren County ABC Board Minutes For February 2018

The Warren County ABC Board met on February 1, 2018 at 9:00 am in the conference room of the Norlina ABC Store. Attending the meeting was board chairman Victor Hunt, board members Steve Pelfrey and Clarence Jones, former finance officer Susan Brown, finance officer Jamie Williams, general manager Larry Spruill, and Michael Kilian of Kilian Engineering, Inc.

The Meeting was called to order by Mr. Hunt and the Conflict of Interest Disclaimer was read.

Next the chairman asked for a motion to adopt the agenda for today's meeting .A motion was made by Mr. Jones and seconded by Mr. Pelfrey.

Next the chairman asked for a moment to review the amended minutes. Mr. Pelfrey, at this point, brought to the boards attention that amendments made that would change the outcome of decisions voted on by the board should be done so with caution. A motion was then made by Mr. Pelfrey to adopt the amended minutes and seconded by Mr. Jones.

Next Michael Kilian gave an update on the progress of the Lake Gaston Store. Mr. Kilian said he was pleased with the progress thus far and depending on the weather conditions we are to meet our goals for being in the store by April 2018.He went on to say that Secure Solutions of Roanoke Rapids, North Carolina had been awarded the contract for the Lake Gaston Store's security concerns. Steve Potter is the owner of the company. The board voiced its approval of the contract with Secure Solutions. With Secure Solutions being awarded the contract for \$7937.48, the amount of \$10,780.00 would be taken from Danco's contract to cover the security concerns of the Lake Gaston Store Project. \$11,000.00 had been budgeted for the security concerns by the board.

Next Mr. Kilian discussed the change order needed to move the entrance of the driveway and asked the board to approve the change. He also expressed to the board that any change in moving the entrance is contingent on getting Mr. Gray, owner of the bordering property to sign an easement agreement. Mrs. Brown said that attorney Al Thompson, who is representing the board in this matter, would work on getting an easement agreement signed by Mr. Gray. The motion was made by Mr. Pelfrey and seconded by Mr. Jones for the change order concerning the entrance.

Lastly Mr. Kilian informed the board that the contract for the phone service will be awarded next month.

Next the board asked the general manager if the board could be sure of having a complete inventory count by the next meeting. The general manager said that it will be ready by the next meeting. The finance officer said she has received permission from the Halifax County general manager to watch how inventory is being taken at one of its stores and also receive some training on the use of the scanner.

Next the finance officer presented the board with a policy on how the system would handle overages and shortages occurring at the cash registers. The board briefly reviewed the policy and a motion was made by Mr. Pelfrey and seconded by Mr. Jones to approve the policy.

The board next looked at the advertisement to be run in the Warren Record newspaper to hire part time

staff. The board suggested that the general manager starting now should have all new part -time employees sign off on an agreement saying they agree to the terms required to be employed by the Warren County ABC System and that a copy of this be placed in their personnel file. The motion was made by Mr. Pelfrey and seconded by Mr. Jones.

Lastly the board spoke briefly about updating the employee manual and linking a performance matrix to employee raises or bonuses.

With no other business the board adjourned at 11:45 am.

Respectfully submitted by

Larry C. Spruill: General Manager
Warren County ABC Board