

**ANGIER BOARD OF ALCOHOL CONTROL
MINUTES
February 16, 2023, 6:30 p.m.
ANGIER BOARD ROOM**

A called meeting of the Town of Angier ABC Board was held on February 16, 2023 at the Angier Board Room.

Members Present and/or Participating:

Brian Hawley, Chairman
Howard Babbitt, Member
George Price Jr, Member
Tim Thompson, Member

Others Present:

Shawna Mason, General Manager of Product/Inventory Control

Brian Hawley, Board Chairman called the meeting to order at 6:30 p.m.

1. Tim Thompson, Board Member opened the meeting with a prayer.
2. All in attendance said the Pledge of Allegiance.
3. In an effort to avoid any possible conflicts, Chairman Hawley read the following ethics reminder:

In accordance with GS 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?

Chairman Hawley requested to be recused from new business #5 – employee pay.

4. Brian Hawley, Board Chairman opened the floor for additions to the agenda. Chairman Hawley requested that closed session in accordance with G.S. 143-318.11. (a)6 to discuss potential appointment and pay as new business item #6.

Board Action: The Town of Angier ABC Board voted unanimously to approve the agenda with the addition of closed session in accordance with G.S. 143-318.11. (a)6 as new business #6.

Motion By: Tim Thompson
Vote: 3-0, unanimous

5. Board Chairman, Brian Hawley opened the floor for the approval of the agenda with the addition of new business item #6.

Board Action: The Town of Angier ABC Board voted unanimously to approve the agenda with the addition of new business item #6.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

6. Board Chairman, Brian Hawley opened the floor for the consent agenda. The Board reviewed the January 12, 2023 called meeting minutes. There were no amendments requested.

Board Action: The Town of Angier ABC Board voted unanimously to approve the January 12, 2023 called meeting minutes.

Motion By: George Price Jr
Vote: 3-0, unanimous

7. Brian Hawley, Board Chairman opened the floor for an update on employee ethics training. Shawna Mason, General Manager of Product/Inventory Control informed the Board that there are only two employees that still need to complete the training.

8. Board Chairman, Brian Hawley opened the floor for an update on the SDS binder, CPR training, and safety inspection. Shawna Mason informed the Board that the SDS binder is compiled and just needs to be mounted on the wall. Ms. Mason informed the Board that she was still looking into options of places and pricing for the CPR training and safety inspection.

9. Brian Hawley, Board Chairman opened up the floor for discussion of the bids for flooring in the office. After discussion, the Board opted to table the discussion and request samples of the flooring.

10. Board Chairman, Brian Hawley opened the floor for discussion of racking for the warehouse. The Board received one quote for the racking and two quotes for the installation of the racking. The Board also approved for the General Manager to move forward in finding a ladder suitable for the racking with a budget of \$1,500.00.

Board Action: The Town of Angier ABC Board voted to proceed with the quote from Andrews & Hamilton in the amount of \$7,261.80 for the racking and installation.

Motion By: George Price Jr
Vote: 3-0, unanimous

11. Brian Hawley, Board Chairman opened the floor for the discussion of the registration for the NC ABC Association General Managers Conference. After discussion, the Board agreed to send two staff members and one board member.

Board Action: The Town of Angier ABC Board voted to send two staff members and one board member.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

12. Board Chairman, Brian Hawley opened the floor for discussion of potential future investments. The Board decided to table the topic.

Board Action: The Town of Angier ABC Board voted to table the discussion of potential future investments.

Motion By: Tim Thompson
Vote: 3-0, unanimous

13. Brian Hawley, Board Chairman opened the floor for discussion of the Q2 distributions. The Board voted to approve \$9,371.32 in law enforcement distributions to the Town of Angier Police Department, \$18,743.64 in library distributions to the Town of Angier, \$1,000 in alcohol education distributions to Sold Out, and to escrow \$12,120.25 in alcohol education distributions pending Chairman Hawley exploring an opportunity with Good Hope. The Board also discussed and approved an additional \$20,000.00 distribution to the Town of Angier Police Department earmarked for a K-9. The Board also approved an \$80,000.00 distribution to the Town of Angier General Fund.

Board Action: The Town of Angier ABC Board voted to approve \$9,371.32 in law enforcement distributions to the Town of Angier, \$18,743.64 in library distributions to the Town of Angier, \$1,000 in alcohol education distributions to Sold Out, and to escrow \$12,120.25 in alcohol education distributions pending Chairman Hawley exploring an opportunity with Good Hope.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Board Action: The Town of Angier ABC Board voted to approve an additional \$20,000.00 distribution to the Town of Angier Police Department earmarked for a K-9 and an \$80,000.00 distribution to the Town of Angier General Fund.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

14. Board Chairman, Brian Hawley requested that the agenda to be amended to add the approval to pay the invoice for legal representation as new business item #6 and to moved closed session to new business item #7.

Board Action: The Town of Angier ABC Board voted to approve the amendment to the agenda to add the approval to pay the invoice for legal representation as new business item #6 and to moved closed session to new business item #7.

Motion By: Tim Thompson
Vote: 3-0, unanimous

15. Brian Hawley, Board Chairman opened the floor for discussion of employee pay. The Board voted to recuse Chairman Hawley from the discussion to avoid a potential conflict of interest.

Board Action: The Town of Angier ABC Board voted unanimously recuse Board Chairman Brian Hawley from the discussion of employee pay to avoid a potential conflict of interest.

Motion By: George Price Jr
Vote: 3-0, unanimous

After discussion, the Board set a pay range of \$18-21 per hour for hourly employees based on the General Manager's discretion. The Board also increased the salary for the Customer Service Manager to \$50,193.00 and the salary of the General Manager to \$62,000.00. The Finance Officer salary cap was set at \$50,193.00 per year. New pay rates are effective as of February 16, 2023. The Board also voted to table the discussion of the creation of a fourth full-time position until the March meeting.

Board Action: The Town of Angier ABC Board voted unanimously to give the General Manager discretion to pay hourly employees up to \$21.00 per hour.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Board Action: The Town of Angier ABC Board voted unanimously increase the salary of the Customer Service Manager to \$50,193.00 per year.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Board Action: The Town of Angier ABC Board voted unanimously to increase the base salary of the General Manager to \$62,000.00 per year.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Board Action: The Town of Angier ABC Board voted unanimously to set a salary cap of \$50,193.00 per year for the Finance Officer position.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Board Action: The Town of Angier ABC Board voted to table the discussion of the creation of a fourth full-time position until the March meeting.

Motion By: George Price Jr
Vote: 2-1, Howard Babbitt voted against tabling the discussion

16. Board Chairman, Brian Hawley opened the floor for a motion to approve the payment of the invoice in the amount of \$1,600.00 from the legal representation for the Board.

Board Action: The Town of Angier ABC Board voted unanimously to approve the payment in the amount of \$1,600.00 to Hewett Law Group, P.A. for legal services provided to the Town of Angier ABC Board.

Motion By: George Price Jr
Vote: 3-0, unanimous

17. a. With no further business in open session, the Board entered into closed session in pursuant with G.S. 143.318.11. (a)6 for personnel matters at 8:00 p.m.

Board Action: The Town of Angier ABC Board voted unanimously to enter into closed session to discuss a personnel matter in accordance with G.S. 143-318.11. (a)6.

Motion By: George Price Jr
Vote: 3-0, unanimous

14.b. The Town of Angier ABC Board reconvened in open session at 8:39 p.m.

15. Brian Hawley, Board Chairman opened the floor for a motion to offer Margaret Sandrock the position of General Manager of Town of Angier ABC.

Board Action: The Town of Angier ABC Board voted unanimously to offer Margaret Sandrock the position of General Manager of Town of Angier ABC with a starting salary of \$62,000.00 per year and four weeks of vacation with an evaluation after 90 days beginning February 20, 2023.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

16. Board Chairman, Brian Hawley opened the floor for a motion to accept Shawna Mason, General Manager of Product and Inventory Control resignation effective April 1, 2023 with the contingency of leaving at an earlier date.

Board Action: The Town of Angier ABC Board voted unanimously to accept Shawna Mason, General Manager of Product and Inventory Control resignation effective April 1, 2023 with the contingency of leaving at an earlier date.

Motion By: Tim Thompson
Vote: 3-0, unanimous

17. Comments from the Board:

Board Member George Price Jr verified that Shawna Mason, General Manager of Product and Inventory Control was going to contact the flooring companies to request samples.

18. General Manager Report:

Shawna Mason, General Manager of Product and Inventory Control informed the Board that interviews were being conducted to fill the open hourly positions in the store.

19. Adjournment: With no further business, the meeting was adjourned at 8:43 p.m.

Board Action: The Town of Angier ABC Board voted unanimously to adjourn at 8:43 p.m.

Motion By: Howard Babbitt
Vote: 3-0, unanimous

Shawna Mason, General Manager

Brian Hawley, Chairman ABC Board