



**MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE ABC BOARD HELD
MONDAY, JANUARY 25, 2021, 2:00 P.M. ELECTRONICALLY VIA ZOOM**

PRESENT Linda Samarotto, Chairman
VIA ZOOM: Bob Cassano, Board Member
MaLee Keller, Board Member
Peter O'Leary, Board Member
Richard Sayles, Board Member
Commissioner John Kilby, Council Liaison

ABSENT: John D'Ambra, Store Manager

I. CALL TO ORDER

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

II. AGENDA ADOPTION

Mr. Richard Sayles made a motion to approve the Agenda, as presented. Ms. MaLee Keller seconded and the motion carried 5-0.

III. ADOPTION OF THE NOVEMBER MEETING MINUTES

Mr. Peter O'Leary made a motion to approve the December, 2020 ABC Board Minutes as presented. Mr. Bob Cassano seconded and the motion carried 5-0.

IV. CONFLICT OF INTEREST STATEMENT

There were no conflicts of interest to discuss.

V. UNFINISHED BUSINESS:

**A. CONTINUED DISCUSSION AND POSSIBLE ADOPTION OF THE ABC
PERSONNEL POLICY AND PROCEDURE MANUAL AND ABC CODE OF ETHICS**

ABC Board members discussed the ABC Board Personnel Policy and the Local ABC Board Code of Ethics. This item was deferred until the next meeting to allow board members to

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review these documents. Chairman Linda Samarotto stated she would ask Store Manager John D'Ambra to provide a copy to all board members.

VI. NEW BUSINESS:

A. EMPLOYEE HOURS WORKED, TAKING OF MINUTES, AND MONTHLY REPORTS

ABC Board members discussed employee timecards. Mr. Cassano noted that there have been concerns raised as to whether ABC Store employees are actually working the times that are being documented. Chairman Samarotto felt that logging their time in by computer would be the best method and board members agreed. ABC Store Accountant Debi Choi stated that JoinHomebase is a free online program that allows people to sign in and out of to keep track of timesheets, hours, and schedules. Mr. O'Leary mentioned that he uses a program called QuickBooks Point of Sale which has an option to track hours and timesheets as well. It was noted that any program used should be set up so that only the manager can log in and make edits to employees' timecards. Mr. Cassano questioned viewing the video surveillance of the inside of the Store. Chairman Kilby stated that he did not know how much history is kept and stored that could be viewed. Mr. Cassano and Chairman Samarotto agreed to volunteer and review surveillance from the Store's cameras. The Board held discussion on payroll checks and who signs those checks. Ms. Choi suggested the Board consider direct deposit for the employees and mentioned that this is a service she provides and is available at no additional cost. Commissioner Kilby recommended that the ABC Store Manager or appointed board member and Town of Lake Lure Finance Director Sam Karr be the designated signatures needed for payroll checks. This is currently in place now.

Chairman Samarotto made a motion to appoint Town of Lake Lure Finance Director Sam Karr and ABC Store Manager John D'Ambra or appointed board member to continue signing the payroll checks. Mr. Cassano seconded the motion and the motion carried 5-0.

The Board continued discussion on payroll checks and who signs those checks. Ms. Choi noted that employees are paid every other week and she generates their checks. She stated she receives employees' timecards by fax, generates the payroll online, and Store Manager John D'Ambra prints and signs the checks, but she was uncertain of who else signed the checks. Chairman Samarotto mentioned that she would visit the ABC Store tomorrow and speak with the Store Manager to discuss the payroll checks and make sure that all regulations are being followed.

Mr. Cassano requested the details of how many hours of vacation, sick, and holiday pay employees accumulates each year. Chairman Samarotto noted that it would be documented in the Policy and Procedure's Manual and she would make sure that the board members all get a copy. She pointed out that the Town's Attorney has reviewed the current policy and has provided recommendations for the Board to consider. Ms. Keller suggested reviewing the Town

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Attorney's recommended Policy and making any necessary edits before adopting. Commissioner Kilby suggested that board members review the draft policy with the Town Attorney. Town Clerk Michelle Jolley agreed to assist with making copies of the current policy and the Attorney's recommended policy to provide to each board member.

VI. NEW BUSINESS:

B. STORE MANAGER MEDICAL BENEFITS

ABC Board members discussed medical benefits for the ABC Store Manager. Mr. O'Leary questioned what the Personnel Manual states about benefits. Ms. Choi noted that Mr. D'Ambra typically works 32 hours a week. Mr. O'Leary did not feel comfortable voting on this without knowing what is in the Policy Manual. Chairman Samarotto suggested continuing this discussion at a later time to allow everyone time to review this information in the Policy Manual.

VI. NEW BUSINESS:

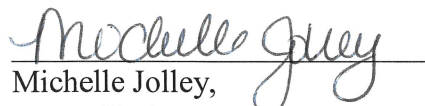
C. PAYROLL CHECKS AND AUTHORIZED SIGNATURES

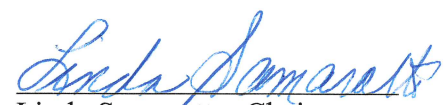
ABC Board members discussed this item previously in the meeting under "New Business A."

VII. ADJOURN THE MEETING

With no further business, Bob Cassano made a motion to adjourn the meeting at 3:05 p.m. Mr. Peter O'Leary seconded and the motion carried 5-0.

ATTEST:


Michelle Jolley,
Town Clerk


Linda Samarotto, Chairman