

REGULAR MEETING OF TOWN COUNCIL

AGENDA

October 19, 2022

RULES FOR PERSONS ADDRESSING COUNCIL

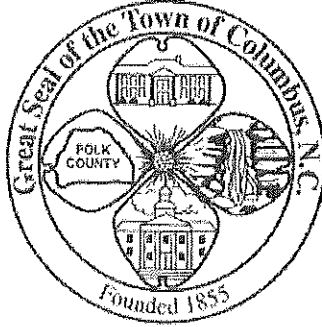
1. Each speaker will identify himself or herself by giving his or her **name and place of residence**.
2. Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
3. Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of ten (10) total minutes**. Each group is encouraged to designate a single spokesperson for their group.
4. Each speaker will confine himself or herself to the general question before the Council and avoid irrelevant comments.

REGULAR COUNCIL MEETING

(5:00 PM)

1. Invocation
2. Pledge of Allegiance
3. Public Comments
4. Agenda Adoption
5. Approve Consent Agenda *(All matters listed are considered to be routine and non-controversial by Town Council and will be enacted by one motion. There will be no separate discussion unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.)*
 - a. August 18, 2022 Regular Meeting Minutes (5)
 - b. September 15, 2022 Regular Meeting Minutes
(All minutes were not ready at this time but will be sent out Monday)
6. Consideration of a Donation to the Feed the Foothills Chamber of Commerce Event (6)
7. Consideration of a Policy Regarding Working From Home (7)
8. Reports
 - a) Council Members Report
 - b) Planning Board Minutes (8)
 - c) Managers Report (9)
 - d) Public Works Report (10)
 - e) Police, ABC, and Fire Department Reports (11)
 - f) Discover Columbus (12)
 - g) Fourth of July (13)
9. Adjourn

Please do not forget that the Meeting is Wednesday at 5:00 PM



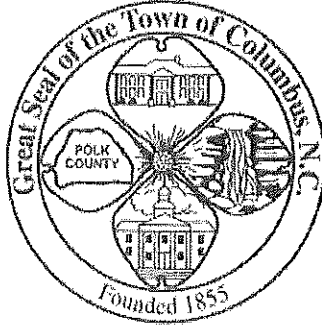
MEMORANDUM FOR TOWN COUNCIL MEETING

To: Mayor & Town Council
From: Timothy J. Barth, Town Manager
Re: Consideration of a Donation to the Feed the Foothills Chamber of Commerce Event
Date: October 19, 2022

Last year the Town gave a \$1,000.00 donation to the Feed the Foothills Chamber Event. I believe the Chamber of Commerce believed this would be an ongoing donation each year. I believed it was a one-time donation, so I did not include it in the budget.

Catina Gray, President of the Foothills Chamber of Commerce, will be at the meeting to answer questions about the event, which occurred September 24.

If you have any questions or concerns, please do not hesitate to contact me.



MEMORANDUM FOR TOWN COUNCIL MEETING

To: Mayor & Town Council
From: Timothy J. Barth, Town Manager
Re: Consideration of a Policy Regarding Work From Home
Date: October 19, 2022

At the very beginning of the Covid Pandemic work from home became something that was needed as an option in order to keep getting things done for the Town. With vaccinations and better treatments, work from home is not needed right now.

There are emergency situations where work from home might be necessary, but those situations are very rare. The best course of action will be to have a very restrictive policy dictating working from home. The following is a first draft for your consideration.

Work from Home

The town understands the need in certain rare circumstances where work from home may be necessary for one or more Town Employees. Before any employee does perform Town Work at home for which that employee is compensated, they must first provide written permission from the Town Manager. The employee wishing to perform work from home must request permission at least 5 days in advance and specifically state what activities they will be undertaking and how long they expect to be working, explain why working from home is preferable to normal business hours and explain how this helps the Town.

If you have any questions or concerns, please do not hesitate to contact me.

1 **COLUMBUS PLANNING BOARD & BOARD OF ADJUSTMENTS**
2 **Minutes of Regular Meeting**
3 **Tuesday, August 2, 2022**

4
5 The Town of Columbus Planning Board and Board of Adjustments met on Tuesday, August 2,
6 2022, at 6:00 p.m. in the Columbus Town Hall Council Chambers.

7
8 **Roll Call:** Catherine Elliott, Chair
9 Jimmie Buell
10 Mark Blanton
11 Virginia Greene
12 Ernie Kan, Voting Alternate Member

13
14 **Staff Present:** Timothy J. Barth, Town Manager
15 Daisy Trejo, Customer SVC

16
17 The meeting was called to order at 6:02 p.m. A roll call was taken, and the chairman
18 acknowledged all present except Marshall Watkins.

19
20 **Public Comment**
21 There was no public comment.

22
23 **Approval of the minutes of the July 12, 2022, Regular Planning Board Meeting**

24
25 Mrs. Elliott made a motion to approve the July 12, 2022, Planning Board minutes as written. Mr.
26 Blanton seconded, and the motion carried unanimously.

27
28 Mrs. Elliott made a motion to add an agenda item to the meeting regarding 64 Peniel Road. Mr.
29 Blanton seconded, and the motion carried unanimously.

30
31 **64 Peniel Road-Property**

32 Danielle Freudenthal, the property owner of 64 Peniel Road, was present at the meeting. Ms.
33 Freudenthal asked what the town would allow. Ms. Freudenthal added that the property is a 20-
34 acre lot, and they thought of creating some. Mrs. Elliott stated that one of the concerns in the
35 property is that the committee did not want many driveways coming out of Peniel Road due to
36 concerns of speed limit and traffic.

37 Ms. Freudenthal added that she has talked to Mr. Barth about using the sewer right away in the
38 back of the property for an entrance and exit. Mrs. Elliott asked if they had an engineer looking
39 at the property. Mrs. Danielle stated no engineer had looked at the property. Ms. Freudenthal
40 wanted to wait to talk to the Planning Board first. Mrs. Kan said Peniel is a highway, and the
41 state must approve the driveways. Mr. Barth added that if the property owners do a road where
42 there is already a curve cut or a sewer line maintained by the town, he does not think there
43 should be an issue with the state. Mrs. Kan stated to talk to the state before they start planning
44 anything regarding the property's future. Ms. Freudenthal added if people can pull into the
45 existing driveway and then continue to the right, there would be a possibility for 3-4 lots. Mrs.
46 Elliott asked what the property is zoned. Mr. Barth stated it is zoned R-2, which is medium

47 density residential which allows a quarter acre lots if you have water and sewer, but if you have
48 only water or sewer services, then it's a 15,000 square foot lot. Mr. Barth added property owners
49 need to hire someone to look at the land and see what the elevation is and maybe bring one of the
50 public works from Columbus to talk over water and sewer connections. Mrs. Freudenthal stated
51 she would speak to the state and see what available options she has. Mrs. Freudenthal asked what
52 the committee was looking for concerning homes. Ms. Buell added to go by Holly Hill Dr and
53 look around to see more houses like that and get an idea of some houses around the town. Mrs.
54 Elliott asked if the city or state would maintain the sewer right away. Mr. Barth stated property
55 owner would need to ask permission from the city, and the town will probably have suggestions
56 on how to keep up with it. Mr. Barth said to let him call an organization that has DOT engineers
57 and find out who the property owners will need to talk to.

58

59 Consideration of Rules for Food Trucks

60 Ms. Buell stated the ordinance does not necessarily state food trucks; It says stand. Ms. Buell
61 added maybe change the wording to a food truck. Mr. Blanton said the language would need to
62 be specific because the snow cone is not a food truck. Mrs. Kan stated to look at businesses we
63 have in town and protect them. Mrs. Kan added the businesses here are paying taxes where
64 mobile food trucks are not. Mrs. Elliott asked when the Mountain View food truck was in front
65 of the post office did they paid or filed for a permit. Mr. Barth added that the town did not know
66 food would be sold at the event. Mrs. Greene asked what kind of civil fine food trucks can get if
67 they do not follow the town's ordinance. Mr. Barth added the issue would be more civil. Mr.
68 Blanton asked if food vendors need a 180-day permit and if they have another license for the 4th
69 of July festival. Mr. Barth added that the 4th of July has its permit for food vendors. Mrs. Greene
70 asked who keeps up with the 180-day permit. Mr. Barth stated there are not enough vendors that
71 use the 180-day permit period. Mrs. Elliott said it needs to be under control. Mrs. Kan stated
72 food truck pay taxes in their designated counties. Mr. Blanton stated the taxes on reportable
73 income. Ms. Buell added Tryon ordinance states that the property owner must sign the food truck
74 location. Ms. Buell added the ordinance states that food trucks have a valid health permit and be
75 placed in a conspicuous location for public inspection. Mrs. Kan added that she would like to add
76 to the food truck ordinance parking accommodation. Mrs. Elliot added that trash receptacles
77 should be added to the ordinance for food trucks to take their trash. Mr. Barth said to add the
78 whole section of food trucks into the town's ordinance. Mrs. Elliot added she would like to use
79 the Tryon ordinance as a temple for future food truck ordinances. Mrs. Elliott stated to look at
80 the ordinances from the Town of Tryon and see what they need to add and delete from it, and
81 next meeting, they will talk about it and make it fit for the town's regulations.

82

83 Board Member Comments

84 Mrs. Elliott added the sign from Samco Properties located at Food Lion was moved and placed
85 on the big sign space. Mrs. Elliott stated she would like to see the same thing happening in
86 Columbus Commons. Mrs. Kan asked if Mr. Barth had checked in with Taco Bell to fix the
87 sidewalk. Mr. Barth added that he had not contacted them. Mrs. Elliott asked if Town Council
88 approved the Steps to Hope proposal. Mr. Barth stated yes, it had been approved. Mrs. Kan
89 stated the property in 60 Courthouse needs some treatment. Mr. Barth stated he would send a
90 letter to the property owner. Mrs. Elliott added that the zoning signs need to be ordered, and the
91 Board of Adjustment needs to be recorded.

92 There being no other business to discuss, Mrs. Elliott made a motion to adjourn. Mr. Blanton
93 seconded, and the meeting was adjourned at 7:08 PM.

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Catherine Elliott, Chairman

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Daisy Trejo, Customer SVC

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1 **COLUMBUS PLANNING BOARD & BOARD OF ADJUSTMENTS**
2 **Minutes of Regular Meeting**
3 **Tuesday, September 6, 2022**
4

5 The Town of Columbus Planning Board and Board of Adjustments met on Tuesday, September
6 6, 2022, at 6:00 p.m. in the Columbus Town Hall Council Chambers.

7
8 **Roll Call:** Catherine Elliott, Chair
9 Jimmie Buell
10 Mark Blanton
11 Virginia Greene
12 Marshall Watkins
13 Ernie Kan, Voting Alternate Member
14

15 **Staff Present:** Timothy J. Barth, Town Manager
16 Daisy Trejo, Customer SVC
17

18 The meeting was called to order at 6:02 p.m. A roll call was taken, and the chairman
19 acknowledged all present.
20

21 **Public Comment**
22 There was no public comment.
23

24 **Approval of the minutes of the August 2, 2022, Regular Planning Board Meeting**

25
26 Mrs. Elliot made a motion to table the minutes until next meeting. Mr. Blanton second and the
27 motion carried unanimously.
28

29 **Consideration of Rules for Food Trucks**

30 Mrs. Elliot stated she had brought Transylvania Ordinance and Saluda permit for the food truck
31 ordinance. Mrs. Elliott added she had made a list to put in the ordinance for the town, such as
32 zone, setbacks and separations, power, possibly hours, waste receptacles, and signage. Ms. Buell
33 added that the board needs to think if they will allow a food truck to set up at any time or a
34 specific time. Mr. Blanton stated he would like the idea of a food truck to move at the end of the
35 day. Mr. Watkins said he does not think the board should choose where and where not can a food
36 truck be put because if a business is having an event, they might want to have some food trucks.
37 Mr. Watkins added that 80% of the electricity from food trucks comes from generators. The
38 board made these changes, please see the attachment.
39

40 **Board Comments**

41 Ms. Buell stated the McDonald's light is exceptionally bright. Mrs. Kan added that the signs
42 from Samco are still there, and smaller signs from Mel and Lo's have been placed all around.
43 Mrs. Kan said at the corner of the church, there is a lot of businesses signs from South Carolina.
44 Mr. Barth stated he would look at it and take care of it. Mrs. Elliott said next Planning Board
45 meeting is on October 4.
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Catherine Elliott, Chairman

Daisy Trejo, Customer SVC

October 19, 2022 Town Manager's Report

Prepared for Columbus Town Council

Friday October 14, 2022

- 1) **Retail Recruitment:** I met with a company called retail strategies last Wednesday regarding the land near the former Milliken Plant on the eastern edge of Town. The company is called Retail Strategies and I plan to have more discussions that may lead to a proposal about how they might be able to help market that land.

- 2) **Next Town Council Meeting:** The next regularly scheduled Town Council meeting is Thursday November 17. Would you like to move it to Wednesday November 16?

Columbus Police Department

Monthly Activity Report

September 2022

Calls Answered

Wrecks	8
Alarm Calls	7
Domestic	0
Suspicious Vehicles	3
Suspicious Person	12
Assist Fire/EMS	1
Larceny	5
Stranded Motorists	2
Disturbance	1
Involuntary Commitments	1
Breaking & Entering	0
Suicide Threat	0
Hit and Run	0
Stolen Vehicle	0
Total Calls Answered:	914

Premise Checks

Residence Checks	185
Business Checks	11,724
Church Checks	535
Total Checks	12,444

Charges

Speeding Citations	55
No Operators License	11
Driving While License Revoked	8
Drug Charges	4
Uninsured Motorists	9
Careless & Reckless Driving	9
Registration Violations	63
Open Container	1
Total Charges	258
(Traffic & Criminal)	

Arrests

Felony Arrests	7
Misdemeanor Arrests	9
DWI	1
Fugitives Arrested	5
Total Arrests	22

Requested to Assist Sheriff's Office, City Police Departments & Other Agencies

Calls	10
Hours	3.16

Community Patrols – 393

Training Topics

Initial Radar Class
Radar Recertification
Mandatory In-service

Total Training Hours: 60

COLUMBUS POLICE DEPARTMENT

Department Head Report

October 19th, 2022 Council Meeting

Scott Hamby, Chief

- Statistical Data
- The Columbus Police Department ordered over \$5,700.00 worth of equipment through the Governors Highway Safety Program in October. This will not cost the tax payers of Columbus anything. The equipment order was: driver license readers, blood test kits, in-car Printers, and in-car printer paper.
- On October 7th, members of the Columbus Police Department participated in “Coffee with a Cop” at McDonalds.
- October 9th, members of the Columbus Police Department helped judge the annual Girl Scouts Derby Race held on North Peak Street.
- October 12th, the 2006 Ford Explorer was put up for auction on Govdeal. The bidding will end on October 26th.
- The Homecoming Parade with be held on October 21st starting at 5pm. The parade will leave Hampton Street and proceed to the high school.
- The Veterans Parade with be held on November 11th. The Parade is expected to start from Park Street at approximately 10:30am. The parade will follow the route and travel to Veterans Park. The Veterans Day Ceremony will start at 11am at Veterans Park.

Town of Columbus
Minutes of the ABC Board
August 24, 2022

Chair Hamby called the meeting to order at 4:02pm. In attendance were Board Chair Kelly Hamby, Board Member David Thompson, Board Member Cindy Gibson, Store Manager Diane Fields, Councilwoman Becky Kennedy, Town Manager Tim Barth, and Asst. Town Clerk Shana Atkins.

Regular Meeting

1. Agenda Adoption:

Chair Hamby made a motion to approve the agenda, seconded by Board Member Gibson. Motion carried.

2. Public Comments

There were no public comments.

3. Ethical Statement & Minutes

Board Member Gibson read the following ethical statement:

"In accordance with GS 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearance 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?"

Chair Hamby responded no. Board Member Gibson responded no.

4. Consent Agenda

- a) Approve minutes for July 13, 2022.
- b) Approve minutes for July 28, 2022.
- c) Approve and Seal Closed Session minutes for August 3, 2022.
- d) Approve Open Session minutes for August 10, 2022.
- e) Approve and Seal Closed Session minutes for August 10, 2022.

5. Manager's Report

General Manager's Report for Aug 24, 2022 - by Diane Fields

STAFF

Took the team to Dalton Distillery in Asheville to see how it is done. They gave us a free tour and tasting. Then Dalton Distillery agreed to do an in-store tasting.

Personnel Policy manual. Will the Board be reviewing my thoughts and confirming the policy in the next few weeks? Related to that question, I would like to request that I can give employees who have been here for at least a year one week of their position's standard hours as paid time off. It does not affect the budget as we would pay them for those hours when worked anyway. I know ABC does not offer medical insurance. However, assuming the town has a group insurance plan, could we possibly offer the option to purchase the town's group insurance as they should get a reasonable rate. Most of our staff does not qualify for Medicare, Medicaid or Obama care.

Delivering Products to LBD's (MIX Bev)

I have insured both my car and my van to allow me to make deliveries.

Sharon has her vehicle insured as a commercial vehicle to allow her to also make deliveries.

Sent my plan for how to handle delivering to LBD's to the board for their review.

Working with Joshua of FINTECH to set up our system to allow LBD's to pay for orders before we deliver them. Completed the enrollment form. They are doing some testing with Bright's Creek. (Bright's Creek is already a user of Fintech for other products.) After FINTECH is finished, Carolina Data will do their magic and then some testing on depositing to our checking account.

FINANCE

I received a notice that we didn't pay our full tax on our E-500E Combined General Rate Sales and Use Tax Return. They say we owe \$669.76. I do not have a copy of this return for June. I believe Monica did the taxes from home while she was out. Normally (as far as I can tell), she submitted it online, there was an ACH transaction on our checking account, and then she sent me a copy of the return along with a check request. The check request noted that it was paid via ACH and that I should mail a copy of the return in to the state – which I normally did. Because the amount drawn on our account matches the amount the state said we paid, I wanted to see the return to try and figure out why they had a different amount than what we paid. Since I cannot find a copy of the return, I requested a copy from the state. They told me I have to do this in writing, so I mailed a request to them on Tuesday, August 23, 2022. I will take up to 20 days to get a response. In the meantime, if we do not pay the difference, we will accrue fines and interest. I called NCDOR on Monday 8/22/2022 to see how to get a copy of the return, and the agent started out telling me we are behind over \$9,000. I remember Monica saying that she has been arguing with them for months. We have copies and check numbers for payments made but they say we didn't make them. I need to get a list of what they say we are outstanding on and see what I can find in the FY 21/22 files.

Waiting for Checks for August invoices including Truck dated 8/1/22 and Truck 8/15/22.

Need Tax checks for July 2022.

Need Sales reports for July 2022.

Did not get journal entry pages with June sales Register reports. I created a page for each day that shows

the date and sales information I have in my database. Not the same but something to attach register tapes to. There were some other days in FY21/22 with the same problem but I haven't had a chance to locate those yet.

Worked with Shana today to learn how to enter the sales receipts into their system to try and help them catch up.

AUDIT

Put the FY 21/22 paperwork in bankers boxes and took to the town chambers. This included Quarterly ABC Catalogs, register tapes, Daily Sales reports and Invoice/check stub files. It also includes a contract we entered with Carolina Data.

Gave Terry Anderson the Inventory report for the audit.

I forgot I needed to include sales receipts for LBD's. We got those together and Kelly picked them up.

I thought Monica had the insurance information. Kelly called to ask me about it and I remembered that Monica sent me an email about it. I located that email and sent it to Kelly.

Kelly with through the list of things we need to provide for the audit and I believe I now have provided everything that I have at the store.

TASTINGS

Scheduled a tasting with End of Days Distillery for September 9 th 3 - 6

Scheduled a tasting with Bogue Sound – A.P. Connely whiskey – for September 16 th 4 – 7.

Scheduled a tasting with Dalton Distillery of Asheville for September 29 - 4 – 7.

OTHER:

Parts for our new PC/Server have been received by Carolina Data. I kind of held them off until August because of year-end inventory and the audit. Anytime you replace or update technology, you have bugs to work through so I wanted to have important year end things done before installing new equipment. It will be done by the end of August according to Carolina Data.

ABC Chairman Hank Bauer called me and said that if Saluda Inn wants to order from us, they need to call him on his cell phone and he will change them to us.

Was accepted as a member of the Membership Committee of the NC Association of ABC Boards. Helps make the state aware of Columbus ABC.

Researched issue with Notice of Tax Assessment. It is for the E500E tax return. Will be contacting NCDOR regarding

David Thompson reported that Saluda Inn has been assigned to us for ordering their products. I haven't seen or spoken with Bev yet, but will be doing that soon so we can get them set up in our computer.

6. Financial Report

Complete financials for May, June not available. The financials for July not available. Manager Tim Barth informed the Board that a former employee will be helping the Town with Financials.

7. Approve invoices/Sign checks

Board approved and signed invoices/checks.

8. Announcements

Audit has been scheduled for August 29.

September meetings are scheduled for September 14 and 28 @ 4pm.

9. Adjourn

The meeting is adjourned at 6:15pm.

Town of Columbus
Minutes of the ABC Board
September 14, 2022

Chair Hamby called the meeting to order at 4:00pm. In attendance were Board Chair Kelly Hamby, Board Member David Thompson, Board Member Cindy Gibson, Store Manager Diane Fields, and Asst. Town Clerk Shana Atkins.

Regular Meeting

1. Agenda Adoption:

Chair Hamby made a motion to approve the agenda, seconded by Board Member Gibson. Motion carried.

2. Public Comments

There were no public comments.

3. Ethical Statement & Minutes

Board Member Gibson read the following ethical statement:

"In accordance with GS 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearance 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?"

Chair Hamby responded no. Board Member Gibson responded no. Thompson responded no.

4. Consent Agenda

- a) Approve minutes for September 14, 2022.

Chair Hamby made a motion to approve the consent agenda, seconded by Board Member Thompson.

5. Manager's Report

STAFF

- I request that we put the Personnel Manual on the agenda for one of the November board meetings.
- Did quarterly one on ones with staff.
- Reworked staff schedules to prepare for delivering to our LBD's.
- One employee may be off for a while due to a family member with health issues. I am looking for a part time person to fill in while during this time. I plan to make this a "temp to perm" position. I need someone willing to work primarily weekends in the store. If they work out well, I would like to keep them on so I can have two people available on delivery day and order day when things get going. Employee that may need some time off, normally works 10 hours a week which is very helpful in filling in a couple of spots where I need someone in the store.
- I will be out of town September 24 – 26 and Oct 1 – Oct 6. The staff is ready to cover while I am away. I will have my cell phone if they need help with anything. We do have a truck coming on October 3; but, I helped the assistant manager receive all of our trucks for the past 3 months so she should be good. I let her do the receiving and I just was there for questions and moral support.

Delivering Products to LBD's (MIX Bev)

- Saluda Inn called on 9/19/2022 to get set up for delivery. I added her to our BOSS system and contacted FINTECH to find out how she gets an account. I gave her the info and she will call them. Once she is in their system, we can connect with the Inn. She will be making a small order this week and will probably come in the store for that. After that she will place larger orders.
- Bright's Creek made their first FINTECH purchase and it appears to have gone well.

FINANCE

• INVOICES

- Processed, Posted and mailed checks for the first truck of September plus August taxes.
- Entered 9/19/2022 truck invoices in my database to allow me to print check requests.

• DUKE ENERGY

- Our KWH numbers are going down. Usage has dropped 294kw this August over last August.
 - I think our savings are due to our actions:
 - Stockroom Manager installed a bug sweep on the bottom of the back door to help block air.
 - Mike installed a closer on the stock room door.
 - Staff is maintaining a warmer temperature in the store in the summer.
 - We installed the LED lights in the stock room.

• CHECKING

- I researched several months of our checking account and located as many auto drafts as I could find. I sent the list to Shana.

• PAYROLL

- Daisy sent me a report she needs to fill out. I'm not sure if it is for the audit or something that she needs to routinely do. She didn't have some of the information regarding staff positions, contracted help, temporary help etc. So I sent her what information I have on that.

• TAXES

- On 9/21/2022 I received a call from Heather Aldrich NCDOR regarding the July E500E taxes. Upon researching I found that I submitted those on Sept 6. Notified Kelly and Shana that I haven't received them yet.
- Ran out of time to research the taxes
 - The state agent has told me we are behind over \$9,000. I remember Monica saying that she has been arguing with them for months. She said we have copies and check numbers for payments made but they say we didn't make them. I received a list of what they say we are outstanding on and I will research this. I will follow up with this when I catch my breath.

- **SALES REPORTS**

- Sharon and I will went downtown to help enter sales receipts in the general ledger. We encountered an error that turned out to be a problem in BOSS on August 15th. Carolina data has fixed the issue, we have run the reports, and now we can resume entering sales data.

- **FINTECH**

- Shana set up a GL Account for Delivery fees.
- Added programming to my database for screens, tables, queries and reports to account for FINTECH payments and Delivery Fees.
- Found out that FINTECH fees appear as a check on the BOSS Sales History Report. That total is included in the credit card sales total. Also found the FINTECH fee shows up under the LBD sales on the register tapes.
- I have documented how to use FINTECH and how customers can sign up to use it. It has taken several tries to get all the information we need to know, but it is working so far.

AUDIT

- I received an email from Terry asking for a date when they can expect to receive the trial balance and other information needed for us to complete the audit procedures for the ABC Board. I responded that I do not have an answer at this time. I forwarded on to Monica, Kelly and Tim.

TASTINGS

- Tasting with Bogue Sound – A.P. Connelly whiskey went well.
- Tasting with Dalton Distillery of Asheville is set for September 29th from 4 – 7.
- Met with the sales rep from Weldon Mills – NC – and he set us up for a tasting here on November 11th from 3 - 5.

ORDERING PRODUCTS

- The assistant manager and stockroom manager were able to use our new system to complete our next truck order.

OTHER:

- On 9/27/2022, Carolina Data installed our new PC/Server. It is set up and running. There are a few little bugs we are working through. Some things we had set up on the original PC as bookmarks need to be set up on the new server.
- I finally got the last pieces of the puzzle to setting up an LBD to pay through FINTECH. Once complete, it is easy. We did a FINTECH payment for Brights Creek on 9/20/22. I documented the entire procedure of how to add an LBD to our system and how to set them up for delivery and FINTECH.
- I still need to document the follow-up process for FINTECH. I need to have the reporting piece in place for Shana. We get a flock of emails from FINTECH so I hope to organize that soon.

- I was accepted as a member of the Membership Committee of the NC Association of ABC Boards. This helps make the state aware of Columbus ABC. I attended a virtual meeting of the committee on Thursday, 9/22/2022.
 - We discussed boards that were members last year but did not renew this year.
 - We also saw a list of boards that did not renew since 2020.
 - Three of the committee members are putting together a presentation regarding the association and the benefits of belonging to it to present to the Board members of those who have chosen not to renew. When the presentation is ready, we will be requesting to get on the agenda of those board meetings to update them on the association and its benefits and see if they would like to join again.
 - The association president – Lucius Jones – advised us that at their latest board meeting:
 - They decided to try and create associate memberships for distilleries to facilitate better communication with them.
 - The fee structure for boards to join the association is being reworked to make it fairer and less costly for smaller boards.
 - I don't have the list of lapsed boards yet, but I did notice that Boone is on the list. So is Rutherfordton.
- I checked online at the NCABC website and I see that Green River BBQ is still assigned to the Columbus ABC store permit wise. Will try to follow up on this.
- On further permit checking, I see that Orchard Inn was assigned to Asheville. Should have been to us. I never knew to look there, but recently found out. Not sure what to do about that. I don't see how they could be assigned to Asheville when they are in Polk County. I hate to stir waters but this should be straightened out. Saluda BBQ too.
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7. Approve invoices/Sign checks

Board approved and signed invoices/checks.

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Personnel Manual will be added to one of the November meetings.

9. Adjourn

The meeting is adjourned at 5:24pm.

Town of Columbus
Minutes of the ABC Board
September 28, 2022

Chair Hamby called the meeting to order at 4:00pm. In attendance were Board Chair Kelly Hamby, Board Member David Thompson, Board Member Cindy Gibson, Store Manager Diane Fields, and Asst. Town Clerk Shana Atkins.

Regular Meeting

1. Agenda Adoption:

Chair Hamby made a motion to approve the agenda, seconded by Board Member Thompson. Motion carried.

2. Public Comments

There were no public comments.

3. Ethical Statement & Minutes

Board Member Gibson read the following ethical statement:

"In accordance with GS 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearance 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?"

Chair Hamby responded no. Board Member Gibson responded no. Thompson responded no.

4. Consent Agenda

- a) Approve minutes for September 28, 2022.

Chair Hamby made a motion to approve the consent agenda, seconded by Board Member Gibson.

5. Manager's Report

STAFF

- I am still looking for a part time person to fill in while an employee is taking some time off. I plan to make this a "temp to perm" position. I need someone willing to work primarily weekends in the store. If they work out well, I would like to keep them on so I can have two people available on delivery day and order day when things get going.
- I will be out of the store from Monday Oct 3 through Thursday Oct 6. I will be here on Friday the 7th.

LB&B News

- Graham Thompson (Vice-President of LB&B) will be the point of contact going forward for any operational questions or concerns. He is unresponsive to email or phone messages.
- Sept 19th truck was 1 ½ hours late with no notice and had only 1,100 cases on it. There were 5 stops on the manifest. We were told we had to order 1,200 cases between the stores that want weekly trucks in order to get a truck.

Delivering Products to LBD's (MIX Bev)

- Saluda Inn called on 9/19/2022 to get set up for delivery. I added her to our BOSS system and contacted FINTECH to find out how she gets an account. I gave her the info and she will call them. Once she is in their system, we can connect with the Inn. She will be making a small order this week and will probably come in the store for that. After that she will place larger orders.
- Bright's Creek made their first FINTECH purchase and it appears to have gone well.

FINANCE

• INVOICES

- Processed, Posted and mailed checks for the first truck of September plus August taxes.
- Entered 9/19/2022 truck invoices in my database to allow me to print check requests.

• DUKE ENERGY

- Our KWH numbers are going down. Usage has dropped 294kw this August over last August.
 - I think our savings are due to our actions:
 - Stockroom Manager installed a bug sweep on the bottom of the back door to help block air.
 - Mike installed a closer on the stock room door.
 - Staff is maintaining a warmer temperature in the store in the summer.
 - We installed the LED lights in the stock room.

• CHECKING

- I researched several months of our checking account and located as many auto drafts as I could find. I sent the list to Shana.

• PAYROLL

- Daisy sent me a report she needs to fill out. I'm not sure if it is for the audit or something that she needs to routinely do. She didn't have some of the information regarding staff positions, contracted help, temporary help etc. So I sent her what information I have on that.

• TAXES

- On 9/21/2022 I received a call from Heather Aldrich NCDOR regarding the July E500E taxes. Upon researching I found that I submitted those on Sept 6. Notified Kelly and Shana that I haven't received them yet.
- Ran out of time to research the taxes
 - The state agent has told me we are behind over \$9,000. I remember Monica saying that she has been arguing with them for months. She said we have copies and check numbers for payments made but they say we didn't make them. I received a list of what they say we are outstanding on and I will research this. I will follow up with this when I catch my breath.

- **SALES REPORTS**

- Sharon and I will went downtown to help enter sales receipts in the general ledger. We encountered an error that turned out to be a problem in BOSS on August 15th. Carolina data has fixed the issue, we have run the reports, and now we can resume entering sales data.

- **FINTECH**

- Shana set up a GL Account for Delivery fees.
- Added programming to my database for screens, tables, queries and reports to account for FINTECH payments and Delivery Fees.
- Found out that FINTECH fees appear as a check on the BOSS Sales History Report. That total is included in the credit card sales total. Also found the FINTECH fee shows up under the LBD sales on the register tapes.
- I have documented how to use FINTECH and how customers can sign up to use it. It has taken several tries to get all the information we need to know, but it is working so far.

AUDIT

- I received an email from Terry asking for a date when they can expect to receive the trial balance and other information needed for us to complete the audit procedures for the ABC Board. I responded that I do not have an answer at this time. I forwarded on to Monica, Kelly and Tim.

TASTINGS

- Tasting with Bogue Sound – A.P. Connelly whiskey went well.
- Tasting with Dalton Distillery of Asheville is set for September 29th from 4 – 7.
- Met with the sales rep from Weldon Mills – NC – and he set us up for a tasting here on November 11th from 3 - 5.

ORDERING PRODUCTS

- The assistant manager and stockroom manager were able to use our new system to complete our next truck order.

OTHER:

- On 9/27/2022, Carolina Data installed our new PC/Server. It is set up and running. There are a few little bugs we are working through. Some things we had set up on the original PC as bookmarks need to be set up on the new server.
- I finally got the last pieces of the puzzle to setting up an LBD to pay through FINTECH. Once complete, it is easy. We did a FINTECH payment for Brights Creek on 9/20/22. I documented the entire procedure of how to add an LBD to our system and how to set them up for delivery and FINTECH.
- I still need to document the follow-up process for FINTECH. I need to have the reporting piece in place for Shana. We get a flock of emails from FINTECH so I hope to organize that soon.

- I was accepted as a member of the Membership Committee of the NC Association of ABC Boards. This helps make the state aware of Columbus ABC. I attended a virtual meeting of the committee on Thursday, 9/22/2022.
 - We discussed boards that were members last year but did not renew this year.
 - We also saw a list of boards that did not renew since 2020.
 - Three of the committee members are putting together a presentation regarding the association and the benefits of belonging to it to present to the Board members of those who have chosen not to renew. When the presentation is ready, we will be requesting to get on the agenda of those board meetings to update them on the association and its benefits and see if they would like to join again.
 - The association president – Lucius Jones – advised us that at their latest board meeting:
 - They decided to try and create associate memberships for distilleries to facilitate better communication with them.
 - The fee structure for boards to join the association is being reworked to make it fairer and less costly for smaller boards.
 - I don't have the list of lapsed boards yet, but I did notice that Boone is on the list. So is Rutherfordton.
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