

Durham County ABC Board

**Minutes of the Special Meeting
November 13, 2013, 4:00 p.m.**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, Durham, NC 27707. The purpose of the meeting was to consider a personnel matter and a policy matter. Notice of the date, time, location and purpose for the meeting was published on November 5, 2013.

Wayland Burton, Board Chair, called the meeting to order. Board members Deidre Guion and Rufus Sales were present. Attorney George W. Miller was also present. Matthew Champeau, Assistant Warehouse Manager for Durham County ABC, was also in attendance.

Conflict of Interest Review and Declaration

Mr. Burton read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items that were known to be coming before the Board and, if so, does any Board member having a conflict wish to recuse him/herself from deliberating and voting on the matter. All Board members verbalized that they do not have a conflict. Mr. Burton indicated that the Conflict of Interest Review and Declaration would be reviewed again once the agenda for the closed session was reviewed.

Mr. Burton reported to the Board that he approved the repairs necessary to the warehouse receiving loading dock to ensure there was no interruption in distribution of supplies to stores during the holidays and the repairs were performed. During the reparation of the dock, severe problems were discovered and there is a need for further repair/replacement as soon as possible.

Mr. Champeau reported to the Board the need to replace the mechanical dock leveler indicating that the life of the dock mechanism has expired and that the problem is primarily missing brackets making the dock unsafe and no longer usable. Mr. Champeau obtained four proposals for installation of a new mechanical dock leveler of which two were rejected due to estimated length for the installation being four to six weeks. Of the two proposals remaining, each estimating seven to ten days for installation and similar costs, only one company, Arbon, responded to a request for references. Mr. Champeau performed a reference check and received positive feedback from Arbon customers and therefore recommends the Board approve Arbon's proposal.

The Board had a general discussion with Mr. Champeau regarding Arbon's services, timeline of equipment availability and installation and product capabilities.

Dr. Guion motioned to accept the recommendation as presented and go forward with the purchase of the loading dock leveler system from Arbon for an amount up to \$5,000. Mr. Sales seconded the motion and the Board approved without objection.

Mr. Burton requested that Mr. Champeau contact Lee Keatts to authorize payment up to \$5,000 and immediately start paperwork in order that the loading dock be in working order promptly.

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The Board considered going into closed session to discuss a personnel matter and a policy matter. Mr. Sales made a motion for the Board to go into closed session per G.S. § 143-318.11(a): (3) consult with attorney and (6) personnel matters. Dr. Guion seconded said motion and the Board approved without objection.

The Board returned to open session at 4:57.

There being no further business, at 5:00 p.m., Mr. Sales motioned for the meeting to adjourn. The motion was seconded by Dr. Guion and the Board approved without objection.

Approved By:  _____
Wayland Burton, Board Chair

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