

**TOWN OF RICH SQUARE
BOARD OF COMMISSIONERS
MINUTES FROM REGULAR MEETING HELD**

January 4, 2024 at 6:00 pm in the Town Annex Building Board Room

Prepared By: Cecelia D. M. Jones

The Town of Rich Square Board of Commissioners met on Thursday, January 4, 2024 at 6:00 pm in the Town Annex Building Board Room located at 112 East Jackson Street, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order at 6:00 pm and Commissioner Godwin gave the invocation.

Elected officials present were Commissioner Linwood C. Bryant, Commissioner Charles Eason, Commissioner Larry Godwin, Commissioner Raymond Joyner, Mayor Victoria Newcombe, and Commissioner Peggy Cary.

Town Officials present were Town Attorney Cecelia Jones, Maintenance Supervisor Jeffrey Long, Town Employee Alayna Balmer, and Police Chief William T. Smith.

Public Comment

Debbie Williams requested information about what the Commissioners intended to accomplish during their term of office.

Michael Vick made comments about safety within the town limits and added that he did not feel like safety was an issue for 6pm regular meetings.

Approval of Agenda

Commissioner Godwin moved, and Commissioner Bryant seconded, to approve the Agenda. The motion to approve the Agenda passed unanimously.

Approval of Consent Agenda

1. Approval of Minutes from December 2023 Regular Meeting Held December 7, 2023

The Mayor reviewed the item on the Consent Agenda. Commissioner Eason moved, and Commissioner Joyner seconded, to approve the Consent Agenda, which consisted of the Minutes from December 7, 2023 meeting. The motion passed unanimously.

New Business

Christmas Bonuses. Commissioner Godwin moved, and Commissioner Bryant seconded, to approve the Christmas Bonus Schedule as presented herein starting with December 2024. The motion passed unanimously.

CHRISTMAS BONUS SCHEDULE

Christmas Bonuses will be given during the month of December to full and part-time employees of the Town and in amounts according to the employee's length of employment with the Town of Rich Square as follows:

<u>Length of Employment</u>	<u>Amount of Christmas Bonus</u>
Less than a year	\$50
After one (1) year anniversary date but before five (5) year anniversary date	\$200
After five (5) year anniversary date but before ten (10) year anniversary date	\$400
After ten (10) year anniversary date	\$600

Commissioner Eason moved, and Commissioner Bryant seconded, to enter into Closed Session pursuant to N.C.G.S. Section 143-318.11(a)(6) to discuss personnel matters. The motion passed unanimously, and the closed session began at approximately 6:48 pm.

Chief Smith, Jeff Long, and Alayna Balmer were present for the closed session. The first personnel matter discussed was the Clerk's job description, potential pay, and the benefits of any new clerk attending UNCSOG Clerk School. The second personnel matter discussed was the need for an "Office Manager" at Town Hall, Commissioner Godwin's resignation as "Office Manager", and renaming that unpaid, volunteer position "Administration Commissioner." The third personnel matter discussed was providing oversight, training, and support to the Town Finance Officer, particularly considering the incident on 12/27/2023. Ensuring bills were timely paid by the Finance Officer was discussed. The need for training in completing budget amendments and holding budget workshops was discussed. The Commissioners and Mayor expressed a desire to support the Town Finance Officer and the Clerk in obtaining any necessary training. The final personnel matter discussed was the need to hire a cleaning crew/individual for town buildings on a monthly basis. A tentative consensus was reached that cleaning services were needed, and the Mayor and the Administration Commissioner would explore options to hire an individual or company to clean the town buildings monthly in an effort to properly maintain the Town's property and to keep Town employees from having to leave their normal duties to clean town facilities.

Commissioner Godwin moved, and Commissioner Eason seconded, to leave closed session and resume the regular meeting at approximately 7:46 pm. The motion passed unanimously, the closed session ended, and the open meeting resumed at 7:46 pm.

Resumption of the Regular Meeting

Upon resumption of the regular meeting at 7:46 pm, Commissioner Eason moved, and Commissioner Bryant seconded, to appoint Commissioner Peggy Cary as the Administration Commissioner. The motion passed unanimously.

Commissioner Godwin moved, and Commissioner Bryant seconded, to hire Alayna Balmer as Clerk for the Town of Rich Square effective immediately. The motion passed unanimously.

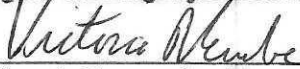
Commissioner Bryant moved, and Commissioner Eason seconded, that the Police Chief, and not the Finance Officer, take the Town's deposits to the bank at least two times per month. The motion passed unanimously.

Commissioner Bryant moved, and Commissioner Godwin seconded, that a letter be drafted and provided to the Town's financial institution to effectuate adding the new Mayor and removing the past Mayor as an authorized signatory on the Town's financial accounts. The motion passed unanimously.

Commissioner Godwin moved, and Commissioner Eason seconded, that Alayna Balmer, in her new position as Clerk, be paid \$19.00/hour and be considered for a pay increase upon successful completion of Clerk School with the UNCSOG/her becoming a Certified Municipal Clerk. The motion passed unanimously.

Adjourn

Commissioner Godwin moved, and Commissioner Eason seconded, to adjourn the meeting. The motion passed unanimously, and the January regular meeting adjourned at approximately 8:04 pm.


Victoria Newcombe, Mayor

ATTEST:

Alayna Balmer, Clerk

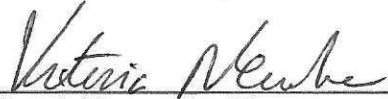
Commissioner Godwin moved, and Commissioner Bryant seconded, to leave closed session and resume the special meeting at approximately 12:08 pm. The motion passed unanimously, the closed session ended, and the special meeting resumed at 12:08 pm.

Resumption of the Special Meeting

Upon resumption of the special meeting at 12:08 pm, the Attorney reviewed her tasks to complete prior to the next regular meeting.


Adjourn

Commissioner Godwin moved, and Commissioner Bryant seconded, to adjourn the special meeting. The motion passed unanimously, and the January 22, 2024 special meeting adjourned at approximately 12:11 pm.



Victoria Newcombe, Mayor

ATTEST:



Alayna Balmer, Clerk