

**Town of Rich Square  
Board of Commissioners Special Meeting  
Wednesday, March 27, 2024 – 12:00 pm  
Rich Square Administrative Building**

The Rich Square Board of Commissioners held a special meeting in the Town Administrative Building located on Main Street in Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order at 12:01pm.

Elected officials in attendance were Mayor Victoria Newcombe, Commissioner Raymond Joyner, Commissioner Larry Godwin, Commissioner Linwood Bryant, and Commissioner Charles Eason.

Town officials in attendance were Town Attorney Cecelia Jones, Finance Officer Chiquita Howard, Clerk Alayna Balmer.

Tom Monte was present via Zoom.

**AGENDA**

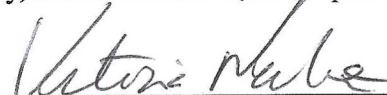
1. ARPA Discussion. Tom Monte reviewed the ARP Funds that the Town had received. It was approximately \$270,000. He indicated that most towns were using the funds for revenue replacement because it simplified the accounting process. He requested that the Town Attorney prepare a Grant Project Ordinance formally codifying how the funds were used.
2. Budget Workshop. Mr. Monte led the budget workshop and presented the Commissioners a Budget Report from 7/1/2023 through 2/29/2024. He noted that certain line items needed to be adjusted in next year's budget, namely administration salaries, legal fees, and professional fees. He asked if the Town expected any other unplanned expenses. Mayor Newcombe noted that the Land Use Plan needed to be done as soon as possible and that would cost roughly \$8,000. Further, she explained that Town Hall may need a printer. Mr. Monte noted that certain budget amendments needed to be completed before April 5, 2024.
3. Budget Amendments. To ensure the Town of Rich Square is in compliance with all financial reporting, Commissioner Godwin moved, and Commissioner Bryant seconded, to allow the Finance Officer to seek approval from the Mayor to reallocate funds up to \$15,000 within a department for the 2023-2024 budget year. The motion was approved unanimously.
4. Satisfaction of Deed of Trust. The Town Attorney explained that a closing attorney in Greenville, NC had contacted her because he was working on a closing on 1021 Maggette Street, Rich Square, NC. There was an outstanding Deed of Trust on the property. The Town of Rich Square is named as the Lender, but the document was created by Roanoke Electric Cooperative. In her experience, the Town Attorney explained that these "loans" were given by Roanoke Electric Cooperative for borrowers to update their homes for energy

efficiency improvements. The deed of trust is dated May 21, 2004 and the final due date was 10 years after the date of the deed of trust. The Town Attorney requested that the Board authorize the Mayor to execute the Satisfaction of the Security Instrument, which would satisfy the deed of trust recorded in Book 842, Page 558, Northampton County Registry. Commissioner Byrant moved, and Commissioner Godwin seconded, to authorize the Mayor to execute the Satisfaction of the Security Instrument, which would satisfy the deed of trust recorded in Book 842, Page 558, Northampton County Registry. The motion passed unanimously.

5. Administration Commissioner Role Description. Revisions were made to the description since the last regular board meeting. Commissioner Godwin moved, and Commissioner Bryant seconded, to approve the Administration Commissioner description as presented. The motion passed unanimously.

**ADJOURN**

Commissioner Charles Eason moved, and Commissioner Linwood Bryant seconded, to adjourn the meeting. The motion passed unanimously, and the March 27, 2024 special meeting adjourned at 1:15 pm.

  
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Victoria Newcombe, Mayor

ATTEST:

  
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Alayna Balmer, Clerk