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**Town of Rich Square  
Board of Commissioners Special Meeting  
Thursday, April 18, 2024 – 1:00 pm  
Rich Square Annex 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 1:02 pm and Commissioner Joyner gave the invocation.

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

Town officials in attendance were Town Attorney Cecelia Jones and Clerk Alayna Balmer.

**AGENDA**

Mayor Newcombe introduced the finalized agreement created by Ben Farmer between the town and Upper Coastal Plain Council of Governments regarding the Comprehensive Plan. The total of services will be roughly \$8,500 and she informed the board that the process of the digitization of the town's zoning maps will begin around May of this year and end no later than the end of the Fiscal Year in 2025. This will make the zoning maps available for review online. Commissioner Godwin made and Commissioner Joyner seconded the motion to accept the agreement between the town and UCPCOG. The motion passed unanimously.

Mayor Newcombe presented the completed Application for a Special Order by Consent with DEQ. She clarified that the application was just the first step in the process of coming into compliance with DEQ and EPA regulations. Commissioner Eason moved, and Commissioner Godwin seconded the motion to approve the application. The motion passed unanimously.

The next item on the agenda was the onboarding of Andrew Harris as a financial consultant. Upon the request of the Mayor, the town attorney developed a contract for the hiring of the independent contractor essentially describing the terms of agreement as a \$125/hr pay rate, for 5 hours a week, unless written approval of additional hours is provided by the Mayor, and the lack of liability on the town for any negligence on behalf of Andrew Harris. The contract further explains that Mr. Harris is not an employee of the town, the contract can be terminated at any time with a 7-day written notice in advance, and that Mr. Harris is required to submit invoices to receive compensation within 30 days of providing said invoice. Commissioner Godwin moved, and Commissioner Eason seconded to approve the contract. The motion passed unanimously.

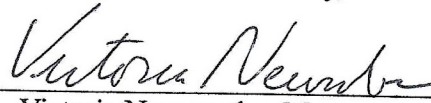
The next item on the agenda was the Employee Performance Evaluation form compiled by the town attorney at the request of the Board. The town's personnel policy requires the completion of annual employee evaluations by department heads for their subordinates and by the Board for the department heads. Commissioner Eason moved, and Commissioner Joyner seconded to adopt the Employee Evaluation Performance form.

Mayor Newcombe introduced a list of current board role assignments and matters needing immediate commissioner assignments. The list shows that Mr. Bryant is the Police Commissioner, Ms. Cary is the Administration and Revitalization Commissioner, Mr. Godwin is the Public Works Commissioner and oversees the Lagoon Project/AIA Grant involving the Special Order by Consent Application, Mr. Eason is the Street & Sidewalks Commissioner, and Mr. Joyner is the Events Commissioner. After discussion of additional role assignments, it was decided that Commissioner Eason will continue to attend County Commissioner Board meetings on behalf of Rich Square when he can. The commissioners will review the updated Code of Ordinances, and each commissioner and/or department head will take photos of town property in preparation of disaster recovery.

The final item discussed was the responses to questions received by residents during public comment periods in previous regular meetings. The Mayor raised the concern of Commissioners providing answers to citizens in a timely manner. The attorney mentioned that there was time allotted for answering the questions received in public comment period during the staff reports period of a regular meeting.

**ADJOURN**

After further discussion, Commissioner Larry Godwin moved, and Commissioner Linwood Bryant seconded, to adjourn the meeting. The motion passed unanimously, and the April 18, 2024, special meeting adjourned at 2:49 pm.

  
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Victoria Newcombe, Mayor

ATTEST:   
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Alayna Balmer, Clerk