

**Town of Rich Square  
Board of Commissioners Special Meeting  
Friday, August 9, 2024 – 10:00 am  
Town Administrative Building**

The Rich Square Board of Commissioners held their special meeting in the Town Annex Building at 109 N Main St, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order 10:30 am.

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

Commissioner Raymond Joyner and Commissioner Peggy Cary were absent.

Town officials in attendance were Clerk Alayna Balmer, Town Attorney Cecelia Jones, Maintenance Supervisor Jeff Long, Chief of Police William Smith and Finance Officer Chiquita Howard.

**Agenda**

Commissioner Bryant moved to approve the August 1 regular meeting minutes seconded by Commissioner Eason. The motion passed unanimously.

**Consent Agenda**

The clerk presented the board with information on the AIM (Accounting Instruction & Mentorship) program and the MAS (Municipal Accounting Services) program upon the request of the Mayor, which were suggested by Natalie Rountree the Accounting and Financial Management Advisor for the NC State Treasurer. These programs help improve the financial health of towns that haven't historically had the resources and support available needed to thrive and promote better accountability and reliability for smaller governments including accounting training from NCLM staff.

The Mayor began discussing the cemetery status. The attorney clarified that based on the information received from the Mayor and the older town ordinances, while the town doesn't own the cemetery, it is the town's responsibility financially. This means the finance officer collects invoices for maintenance, manages the cemetery fund, and enforces the fee schedule. The attorney suggested speaking with an accountant to circumvent financial setbacks.

Commissioner Godwin explained that there are two contracts for the WWTP bid project that the town has received two bids for. Since both bids are over the budget for the project, engineers with Engineering Services, PA will decipher whether the town should reduce the bio-solids removal quantities and/or cut back on certain spending costs for both contracts as much as possible.

The Mayor began discussing the next section of ordinances to review. The attorney explained that the most recent section of ordinances that has been reviewed is the business section. The only two sections left to adopt into the business section of the updated ordinances are the juvenile curfew for those under 18 suggested by Chief Smith, and the business registration requirement. The curfew was tabled for open discussion at the next regular meeting. She also suggested that the next section of ordinances to begin

working on be nuisance abatement. This entails appointing an official zoning administrator as Commissioner Cary is just the temporary spokeswoman for the enforcement of the zoning ordinances.

The next topic of discussion was the LGC (Local Government Commission) audit appeal and the audit. Commissioner Godwin, the Mayor, and Finance Officer all attended a meeting regarding the LGC appeal where the late audit report violation was waived due to unconcise reporting requirements given by the LGC. The Mayor mentioned that to get back on track there needs to be a group dedicated to compiling the audit documents so that they can be completed. For that group to access the financial information, there needs to be a full conversion to a different software since the number of people who can access the current software is limited. The Clerk will get quotes from software systems that surrounding small towns are using starting with Southern Software.

Next was an invoice received from a resident for the inspection of a sewer line they requested prior to informing the Maintenance Supervisor of any sewer issues. The board agreed that the responsibility to pay the invoice belongs to the resident as the issue was not introduced to the town until after the inspection service. Jeff Long informed everyone that if there was an emergency water/sewer issue and town employees are unreachable, the number to call would be the non-emergency police line at (252) 574-1041.

The Mayor briefed the board on the Walnut Street Drainage Project. The Mayor got in contact with Kevin Varnell, the engineer for the project, and he explained that the project isn't quite finished yet but the work that has been done so far has been successful with a little improvisation.

Lastly, Commissioner Godwin suggested that the town adopts an inclement weather policy that corresponds with the county's inclement weather schedule if it hadn't been done already. The board also discussed adding more holidays to the holiday leave section of the personnel policy, like Juneteenth.

### **ADJOURN**

Commissioner Bryant moved, and Commissioner Eason seconded, to adjourn the meeting. The motion passed unanimously, and the August 9 Special Meeting ended at 12:07 pm.

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Victoria Newcombe, Mayor

ATTEST:

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Alayna Balmer, Clerk