

**Town of Rich Square**  
**Board of Commissioners Regular Meeting Minutes**  
**Thursday, November 7, 2024 – 6:00 pm**  
**Town Annex Building**

The Rich Square Board of Commissioners held their regular meeting in the Town Annex Building at 112 E Jackson St, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order 6:00pm and Commissioner Charles Eason gave the invocation.

Elected officials in attendance were Mayor Victoria Newcombe, Commissioner Peggy Cary, Commissioner Raymond Joyner, Commissioner Linwood Bryant, Commissioner Appointee Reginald (Reggie) White and Commissioner Charles Eason.

Town officials in attendance were Town Attorney Jarrette Pittman, Finance Officer Chiquita Monroe-Howard, Town Clerk Alayna Balmer and Chief of Police William Smith.

Maintenance Supervisor Jeff Long, Public Works employees Anthony Powell and Sheldon Greene were also present.

**Public Comment**

Eddice Askew introduced to the board the guidelines for the upcoming Town Christmas Parade taking place on December 7<sup>th</sup> beginning at Roberts Road. She mentioned the changes that will be made for this year's parade comprises the use of barricades and candy booths instead of distribution of loose candy for more efficient child safety measures. She also added that the Concerned Citizens of Rich Square, the Mayor, and herself have conspired to host a "Christmas on the Square" event that will take place December 6<sup>th</sup>.

**Approval of Agenda**

Commissioner Eason moved, and Commissioner Joyner seconded the motion to approve the Agenda with corrections if any. The motion passed unanimously.

**Approval of Consent Agenda**

1. Approval of Minutes from October 22, 2024, Special Meeting
2. Approval of Minutes from October 30, 2024, Special Meeting

The Board reviewed the items on the Consent Agenda. Commissioner Eason moved, and Commissioner Joyner seconded to approve the Consent Agenda. The motion passed unanimously.

**New Business**

The first item on the agenda was the appointment of a Commissioner to fill the vacancy left by Larry Godwin. Ms. Balmer explained that there were two methods for filling board vacancies, one by nomination and ballot and the other by motion-and-vote. She added that the nomination-and-ballot method was the preferable method according to Robert's Rules of Order which is a manual of parliamentary procedure that the Town adopted. Commissioner Eason moved, and Commissioner Joyner voted to use the motion-and-vote method. Commissioners Eason, Bryant, and Joyner voted to appoint Reginald White to fill the vacancy, and Commissioner Cary voted to appoint Marcia Majett to fill the

**Town of Rich Square**  
**Board of Commissioners Regular Meeting Minutes**  
**Thursday, November 7, 2024 – 6:00 pm**  
**Town Annex Building**

The Rich Square Board of Commissioners held their regular meeting in the Town Annex Building at 112 E Jackson St, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order 6:00pm and Commissioner Charles Eason gave the invocation.

Elected officials in attendance were Mayor Victoria Newcombe, Commissioner Peggy Cary, Commissioner Raymond Joyner, Commissioner Linwood Bryant, Commissioner Appointee Reginald (Reggie) White and Commissioner Charles Eason.

Town officials in attendance were Town Attorney Jarrette Pittman, Finance Officer Chiquita Monroe-Howard, Town Clerk Alayna Balmer and Chief of Police William Smith.

Maintenance Supervisor Jeff Long, Public Works employees Anthony Powell and Sheldon Greene were also present.

**Public Comment**

Eddice Askew introduced to the board the guidelines for the upcoming Town Christmas Parade taking place on December 7<sup>th</sup> beginning at Roberts Road. She mentioned the changes that will be made for this year's parade comprises the use of barricades and candy booths instead of distribution of loose candy for more efficient child safety measures. She also added that the Concerned Citizens of Rich Square, the Mayor, and herself have conspired to host a "Christmas on the Square" event that will take place December 6<sup>th</sup>.

**Approval of Agenda**

Commissioner Eason moved, and Commissioner Joyner seconded the motion to approve the Agenda with corrections if any. The motion passed unanimously.

**Approval of Consent Agenda**

1. Approval of Minutes from October 22, 2024, Special Meeting
2. Approval of Minutes from October 30, 2024, Special Meeting

The Board reviewed the items on the Consent Agenda. Commissioner Eason moved, and Commissioner Joyner seconded to approve the Consent Agenda. The motion passed unanimously.

**New Business**

The first item on the agenda was the appointment of a Commissioner to fill the vacancy left by Larry Godwin. Ms. Balmer explained that there were two methods for filling board vacancies, one by nomination and ballot and the other by motion-and-vote. She added that the nomination-and-ballot method was the preferable method according to Robert's Rules of Order which is a manual of parliamentary procedure that the Town adopted. Commissioner Eason moved, and Commissioner Joyner voted to use the motion-and-vote method. Commissioners Eason, Bryant, and Joyner voted to appoint Reginald White to fill the vacancy, and Commissioner Cary voted to appoint Marcia Majett to fill the

vacancy. By majority vote, Commissioner White was appointed to fill the board vacancy and Mayor Newcombe proceeded to administer the North Carolina Constitutional oath.

The next item was the appointment of a Town Attorney. Commissioner Eason moved, and Commissioner Cary seconded to appoint Attorney Jarrette M. Pittman as the Town Attorney. The motion passed unanimously.

The third item on the agenda was the appointment of a Mayor Pro Tem as Larry Godwin also filled that role. Commissioner Bryant moved, and Commissioner Eason seconded to appoint Commissioner Cary as the Mayor Pro Tem. The motion passed unanimously.

Mayor Newcombe then introduced Rose Lewis, Director of J.W. Faison Senior Center, who presented the current services and activities offered to those aged 60 and up.

The next item on the agenda was the October 16<sup>th</sup> Walk Audit report presented by Rosie Flores of Northampton County Cooperative Extension.

Mayor Newcombe introduced a letter from NCDEQ regarding the WWTP Improvement Contract bids that were awarded to subcontractors Merrell Bros, LLC and Enviro-Tech Unlimited Construction Services, LLC in September of this year. This letter approves the subcontractors and their bids and allows them to begin construction on the town's Wastewater Treatment Plant.

Next was the selection of a committee to oversee the AIA (Asset Inventory Assessment) Grant Procurement process with the help of the project administrator James W. Luster. Mayor Newcombe explained that the committee will consist of either the entire governing board, three or more members of the governing body, or a combination of governing body and town staff. Commissioner White, and Jeff Long volunteered to be a part of the selection committee and upon the request of the Mayor, Ms. Balmer also joined the committee.

The last item under New Business was the Finance Officer's monthly report.

### **Old Business**

Commissioner Eason asked for an update on the signs and barricades that were discussed in the last regular meeting. Chief Smith informed everyone that he is currently waiting to receive a quote on the high-water signs, no littering signs, no parking signs and barricades from a business in Ahoskie.

### **Staff & Council Reports**

Chief Smith reported that it's hunting season so residents should expect to hear gunshots near Roberts Road and Drew Avenue and don't need to be too alarmed by them. He also reported an influx of breaking and entering reports, the most recent one being on Cooke Circle. He encouraged everyone to keep their doors locked and to turn their cars off while leaving them unattended.

Commissioner Eason shared his streetlight outage report and added that the sidewalks that are in poor conditions Rosie Flores mentioned in her walk audit report would be repaired using Powell Bill funds come the springtime.

Jeff Long reported that the Wastewater Treatment Plant monthly test results have consistently followed the State's permit guidelines. Mr. Long also expressed his gratitude for having Commissioner White back on the board as Commissioner and the Public Works Department Head.

Commissioner Joyner had no report.

Commissioner Cary reported the training that was held on October 22<sup>nd</sup> with NC Treasurer employees was successful and informative of the roles and requirements of the governing board. She added that she met with the Finance Officer and Clerk to discuss some concerns she had regarding their performance, and as the Administrative Commissioner, will be working closely with town staff to fulfill State regulatory requirements.

At 6:55pm Commissioner Eason moved, and Commissioner Joyner seconded to go into Closed Session for personnel purposes. The motion passed unanimously.

**CLOSED SESSION - N.C.G.S. Section 143-318.11(a)(6) - Personnel**

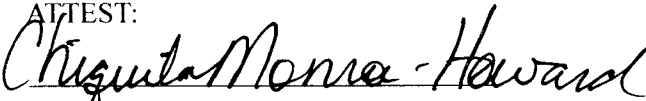
**ADJOURN**

Commissioner Eason moved, and Commissioner Joyner seconded, to adjourn the meeting. The motion passed unanimously, and the November regular meeting adjourned at 8:11pm.

  
\_\_\_\_\_

Victoria Newcombe, Mayor

ATTEST:

  
\_\_\_\_\_

Alayna Balmer, Clerk

Chiquita Monroe-Howard  
Acting Clerk