

Town of Rich Square
Board of Commissioners Regular Meeting Minutes
Tuesday, November 19, 2024 – 11:00 am
Town Administrative Building

The Rich Square Board of Commissioners held their regular meeting in the Town Administrative Building at 109 North Main St, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order 11:23am.

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

Commissioner Charles Eason was absent.

Town officials in attendance were Clerk Alayna Balmer, Finance Officer Chiquita Howard, and Attorney Jarrette Pittman.

Agenda

The first discussion was regarding the Clerk attending a three-day Master Clerks Academies training in Beaufort, NC from November 20th – 23rd. Prior to this meeting Commissioners Bryant, White, and Joyner all agreed via individual phone calls, in hopes to save time and money spent on calling a formal meeting, that she was allowed to attend this training after mentioning it in and throughout early October. Commissioners Cary and Eason both agreed that the decision should be made formally in a meeting. Commissioner Cary and Mayor Newcombe both pointed out that the Clerk has already attended two training courses this year and other board members should consider prioritizing the Finance Officer's educational development as she is also in need of training. They suggested drafting a training policy putting in place an annual training cap for individual town employees. They also added that the specific training is most likely offered on a yearly basis and can be registered for in advance. Commissioner Cary stated that she felt there could have been more advanced notice, specifically thirty days or more, for this training so the entire board could be aware of and respond to the request in a timely manner. Commissioners Joyner moved and White seconded to approve the Clerk for her attendance in the three-day training session. Commissioner Bryant was for the motion and Commissioner Cary was opposed.

The next discussion was the Town's Holiday schedule. Judy Collier of Northampton County Chamber of Commerce invited the Board and Town Clerk to attend their Christmas Get Together event on December 5th at 5:30pm. After explaining to Ms. Collier that the Town's regular meeting is scheduled for that day at 6pm, she asked to know if the Commissioners were willing to reschedule the regular meeting for earlier during the day so that they could join them that evening. Commissioner Cary and Commissioner Bryant seconded the motion to change the regular meeting time for the December meeting to 11am instead of 6pm which makes the regular meeting a special meeting. The motion passed unanimously. While on the topic of regular/special meetings, the Clerk asked for future references that Town Hall be closed for the meetings scheduled to take place in Town Hall as phone calls and water customers hinder her and Mrs. Howard's ability to focus on the details discussed during the meeting.

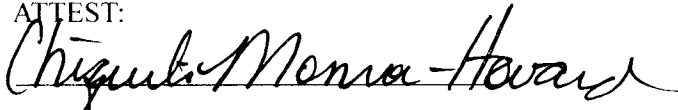
Last on the agenda for discussion was the Clerk's NCID account access. The State now requires local government RFQs to be posted on their electronic vendor portal, however, the only way to access this portal is to have administrative access to the town's NCID account. As Ms. Balmer is a part of the Selection Committee for the Town's AIA Award Procurement, she is responsible for advertising the RFQ electronically and in the newspaper. Ms. Balmer doesn't have an account with NCID, however, Mrs. Howard does as she submits the Powell Bill report for the town through that account. The Mayor asked if the Clerk would be willing to be responsible for submitting the Powell Bill report from this point on to have account access therefore removing Mrs. Howard's access. Ms. Balmer expressed that she would not be comfortable handling the Powell Bill report and pointed out that Mrs. Howard already had experience posting RFQs electronically and wouldn't mind doing that as well as continuing to submit the Powell Bill report. Commissioner Cary moved, and Commissioner White seconded to have Mrs. Howard remain an administrator for the town's NCID account and post the RFQ electronically only. The motion passed unanimously.

Commissioner Cary moved, and Commissioner Bryant seconded to adjourn the November 19 Special meeting. The motion passed unanimously, and the meeting adjourned at 12:05 pm.



Victoria Newcombe, Mayor

ATTEST:



~~Alayla Balmer, Clerk~~

Chiquita Monroe-Howard
Acting Clerk