

**Town of Rich Square**  
**Board of Commissioners Regular Meeting Minutes**  
**Thursday, April 3, 2025 – 6:00 pm**  
**Town Annex Building**

The Rich Square Board of Commissioners held a regular meeting in the Town's Commissioners Meeting Room at 112 East Jackson St, Rich Square, North Carolina. Mayor Victoria Newcombe called the meeting to order at 6:00 pm.

Elected officials in attendance were Mayor Victoria Newcombe, Commissioner Ennis Williams, Commissioner Charles Eason, Commissioner Reggie White, Commissioner Raymond Joyner, and Commissioner Peggy Cary.

Town officials in attendance were Town Clerk Christine Bass, Police Chief Smith, and Attorney Jarrette Pittman via phone.

**Invocation**

Commissioner Joyner provided the invocation.

**Public Comment**

Alease Wilkins: Inquired about the status of the paper shredding event to be held in Rich Square. Mayor Newcombe advised that was Commissioner Bryant's request and he is no longer on the Board. She advised it was not budgeted but would check into the cost.

Citizens: Questioned when the bulk pick up will begin and will all the debris be picked up all over town. Citizens asked that the clean up week be advertised more so that all citizens can be aware that it is happening. Mayor Newcombe stated that clean up week is scheduled for April 7<sup>th</sup> through 11<sup>th</sup>, 2025. She said it was posted at the post office, town hall, website, and on face book. Citizens asked if it can be included on the water bills as well. Ms. Bass stated she will make sure it is on the bills for the next time.

**Approval of the Agenda**

Commissioner Eason made a motion to approve the agenda. The motion was seconded by Commissioner White. All in favor, motion carried.

**Consent Agenda**

Commissioner White made a motion to approve the minutes from the Special Called Meeting and Closed Session Minutes held on February 27, 2025 with any corrections. The motion was seconded by Commissioner Eason. All in favor, motion carried.

**Agenda**

- a. Mayor Newcombe swore the newly selected Commissioner Ennis Williams into the vacant commissioner seat. He will finish out previous Commissioner Bryant's term.
- b. Mayor Newcombe appointed Commissioner Williams as the commissioner to the Police Department.
- c. Board reviewed and approved to accept the Resolution of Tentative Award for engineering services for the Water System AIA & the Sewer System AIA from Engineering Services, P.A. Mayor Newcombe explained the resolution to the Board. Commissioner White made a motion to accept the Resolution of Tentative Award for engineering services for the Water System AIA & the Sewer System AIA from Engineering Services, P.A. The motion was seconded by Commissioner Cary. All in favor, motion carried.
- d. Board reviewed and approved to adopt the Capital Project Ordinance for the Phase 4 Water System Improvements Project. Mayor Newcombe explained the ordinance to the Board.  
Commissioner Eason made a motion to adopt the Capital Project Ordinance for the Phase 4 Water System Improvements Project. The motion was seconded by Commissioner White. All in favor, motion carried.
- e. Board reviewed and approved to adopt the Capital Project Ordinance for the WWTP Improvements Project. Mayor Newcombe explained the ordinance to the Board. Commissioner White made a motion to adopt the Capital Project Ordinance for the WWTP Improvements Project. The motion was seconded by Commissioner Eason. All in favor, motion carried.
- f. Board to approve the cost for the training of the Harris financial software for new town clerk Christine Bass. Commissioner White asked why Mrs. Howard was not trained. Ms. Bass stated per Harris employees Mrs. Howard was not and would not make herself available to be trained. Commissioner Eason said that Mr. Monte was supposed to train Mrs. Howard on the software. He said nothing against Ms. Bass but Mrs. Howard did not get trained then Ms. Bass does not get trained by Harris Software.  
Commissioner Eason made a motion to table the matter. Commissioner White seconded the motion. Commissioners Eason, White, and Joyner voted yes, and Commissioner Cary voted no. Motion carried.
- g. Board to review and approve the Contract for Town Fire and Emergency Services from Incorporated Municipality. Attorney Pittman spoke on the matter. He said there is currently no contract between Rich Square Volunteer Fire Department and the Town of Rich Square (RSVFD). He said the RSVFD is asking for \$10,000 for each year moving forward. The Board suggested tabling the matter. Commissioner Eason asked why the RSVFD is asking for \$10,000. The Board asked Attorney Pittman to check with other towns our size as to what their donation is to their volunteer fire departments.  
Commissioner Eason made a motion to table the matter. Commissioner White seconded the motion. Motion carried.

- h. Board to approve having Tom Monte, Certified Public Accountant (CPA) for Carr, Riggs, & Ingram to get the bank reconciliations completed from September 2024 to March 2025 in order be able to supply the quarterly report that is due to the NC Treasury Department by April 15<sup>th</sup> with no extensions permitted. Mayor Newcombe stated we need to get the town's financial report up to date. The board asked who has been doing the bank reconciliations in the past. Ms. Bass replied the Carr, Riggs, & Ingram got the bank reconciliations done up to September 2024 and Mrs. Howard was to keep them updated. Mayor Newcombe stated that we need the third party to complete the bank reconciliations for checks and balances. Commissioner Cary stated that she asked Ms. Balmer and Mrs. Howard multiple times if they needed anything. She said all I got was backlash or no response, and they never stated that they needed assistance. Mayor Newcombe stated that the commissioners need to come check in with office staff and help with issues. She said the Mayor cannot direct the staff. Commissioner White said the mayor needs to be mayor and commissioners need to be commissioners. Commissioner Cary said I have been there several times. Commissioner Eason replied it brings us back to the issue of training. There was more Board discussion on the matter. Commissioner Eason made a motion to approve a having Tom Monte CPA for Carr, Riggs, & Ingram to get the bank reconciliations completed from September 2024 to March 2025 in order be able to supply the quarterly report that is due to the NC Treasury Department by April 15<sup>th</sup> deadline. The motion was seconded by Commissioner White. Motion carried.

Mayor Newcombe then brought back the request for training of the Harris Software for new Town Clerk Ms. Bass. Commissioner Williams questioned if the training was necessary. He then asked if the training would assist Ms. Bass in helping to get the needed work completed.

Commissioner Cary made a motion to approve the Harris Software training for the new Town Clerk, Ms. Bass. The motion was seconded by Commissioner Williams. All in favor, motion carried.

- i. Board to approve the close out of all accounts at PNC Bank. The Board stated that those accounts were supposed to be closed out a long time ago by Board approval then. Commissioner White made a motion to close out all the PNC Bank accounts as soon as possible. The motion was seconded by Commissioner Cary. Motion carried.

### **Old Business**

No old business to discuss

### **Staff & Council Reports**

- a. Police Chief Report - Chief William Smith stated that the funeral home was broken into about a week ago. He said on March 13<sup>th</sup> he, Marshalls, and deputies served search warrants and made arrests. He said they could not find the Rich Square Police Department's information on the town's website. He also said there is no information about the W/S department on the website as well. Mayor Newcombe said that she was

not aware that the information had been removed from the website and will check on it. She asked if any Board member would assist in helping with the website.

Chief Smith said the stop light at the intersection of Main and Jackson is going to be a very big safety issue. He said he received a 911 call about several almost collisions. He said he was advised by NC DOT that Mayor Newcombe called to have the lights reconfigured to slow down traffic. Mayor Newcombe said the reason for that was an attempt to slow down the speeder. She said that she will call them to see if they can reset the lights.

Chief Smith said his radar and taser certifications have expired and there is no training line item in the budget due to budget cut. Chief Smith said it is almost summer time and citizens are complaining about deputy coverage. He said policing is important and we need the deputies to help to cover the town. He said I need support from the Board to provide the money needed for training, certifications, and deputy coverage. End of report.

- b. Police Commissioner Report – Commissioner Williams thanked everyone for their support. He said I see the vision and want to work together to make the vision happen. End of report.
- c. Water/Sewer ORC report – Jeffrey Long reported that the contractor has completed the sludge removal and the other contractor is working on the aerators in the lagoon, the bar screen and garbage monster.  
Jeff Long said this is clean up week and people are taking advantage of the Town by emptying whole houses and putting the trash for us to pick up from these vacant houses. He said we need to come up with a plan to make citizens know this is to help with some items not to clean up everything for them. He said we need to let them know there will be a fee to handle all the extra trash. End of report.
- d. Water/Sewer Commissioner report – No report
- e. Street Commissioner report – Commissioner Eason welcomed Commissioner Williams. He gave Ms. Bass his street light outage report. He said he has reached out to three companies for quotes on street repairs. Mayor Newcombe stated there are some sidewalks that need attention they came from the walking audit that was completed several months ago. Commissioner Eason said he will look into the report. End of report.
- f. Recreation and Events Commissioner report – No report
- g. Finance Officer report – No report.
- h. Town Clerk report – Christine Bass went over the information from Relay 4 Life and the ribbon cutting. End of report.
- i. Administrative Commissioner report – Peggy Cary said CPTA is offering a grant for transportation for seniors in Rich Square. She said the applications are available at the town hall. She thanked Ms. Bass for the work she has been doing. End of report.

- j. Mayor's report – Victoria Newcombe said the last Land Use Plan meeting was held on March 27, 2025. She said several citizens attended. She said the next meeting will be held on April 17, 2025, at 5:30 pm. She said working on newsletter and we need public input to assist in getting the Land Use Plan moved to the next step. She said we are working on an inventory of the abandoned house in town limits. She said the 1<sup>st</sup> Mobile Market showed up on Tuesday through the Cooperative Extension. She said it is a pay as you go program and they will be here each Tuesday from 10:00 am to 11:30 am.


**Closed Session**

Commissioner White made a motion to go into closed session for personnel. The motion was seconded by Commissioner Joyner. All in favor, motion carried.


Commissioner Eason made a motion to return to open session. The motion was seconded by Commissioner Cary. All in favor, motion carried.

**Adjournment**

Commissioner Cary moved, and Commissioner Joyner seconded the motion to adjourn the April 3, 2025 regular meeting. The motion passed unanimously, and the meeting was adjourned at 8:31 pm.

  
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Victoria Newcombe, Mayor

ATTEST:

  
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Christine Bass, Town Clerk