

Town of Rich Square
Board of Commissioners Special Called Meeting Minutes
Tuesday, September 23, 2025 – 1:03 pm
Town Annex Building

The Rich Square Board of Commissioners held a special called 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 1:03 pm.

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

Town officials in attendance were Finance Officer/Town Clerk Christine Bass, Police Chief Smith, and PWD Jeff Long.

Invocation

Commissioner Raymond Joyner gave the invocation.

Agenda

Mayor Newcombe handed the floor over to Finance Officer Christine Bass. Ms. Bass stated that since this has been an issue as to what the duties of the Finance Officer is supposed to be, please look at the Coates' Canons NC Local Government Law post through the UNC School of Government. Attorney Kara Millonzi gives an excellent detail of what the finance officer is responsible of getting done on a daily basis. She said along with this are policies that must be updated and put in force by the Board such as internal controls, cash handling, credit card processing, and many more. She asked the board to please review and if they had any questions, she would be glad to clarify.

Ms. Bass asked the Board to look at the email dated September 12, 2025 with the topic of Formula for sales and use tax revenue. She said as you can see, they will be withholding \$50,250 from the potential sales and use tax distribution that the town will receive over the next 12 months. She said therefore we need to reduce the projected sales and use revenue line item by \$50,250 and find line items that we can reduce in order to make the budget balance out. She said that she has already spoken with PWD Jeff Long seeing that he is over the W/S, Streets, and Powell Bill funds. She said the W/S department is also responsible to cover the costs for the annual audit and accounting fees. She said I have spoken with Chief Smith as to where we can reduce some line items in order to make the budget work with the reduced revenues being received. She said there are some additional adjustments that need to be made to the budget because she was not aware of some items that needed to be covered until it was brought up by receiving an invoice or just plain over-sight by her part. She asked the board to look at the Revenue & Expenditure Statement that show the budget as of September 18, 2025. She explained that because the town was invited to participate in the NCLM AIM Program that the Aim Program is going to assist the town with approximately \$40,000 for the completion of the 2023 Audit. She referenced the Revenue & Expenditure report that shows the addition of the AIM - Grant Funding line item being added. She showed where the \$50,250 was taken from the sales

and use tax line item. She advised all the money received for the Fun Day Event was \$230 and that line item has been adjusted. She went through the Expenditures for the Administration department line by line and explained the decrease or increase of several line items. She explained the fees related to the 2022 audit are a remainder of \$6,325; printing of the 2022 Audit books is \$350; the cost for the 2023 Audit is not to exceed \$50,000; and monthly CPA Services are not to exceed \$30,000. She stated the total to be covered for Auditing and accounting services is \$86,675 and is to be split between the General Fund and the W/S Fund. She advised that there are website costs and we approximated \$2,600 from the general fund; she advised that Dodson Pest control has a contract wherein they bill every other month and that would be approximately \$700 for each W/S and General Funds; and we all forgot about the election that would cover the mayor's seat and all 5 commissioners' seats which is approximately \$2,500. Ms. Bass went through the Police expenditures and advised that no money will be coming out of the deputy contract services line item but that Chief Smith needed to make sure that he schedules within his budgeted line item. She said for the past 12 weeks Chief has used 1216.50 hours for deputy coverage and was only budgeted for 984 hours therefore he is already 232.50 hours over budget. Ms. Bass continued onto the Street department expenditures. She asked if there were any questions or recommended changes that needed to be addressed for the General Fund Budget before we move onto the W/S Fund Budget. There were none at that time and Ms. Bass went through the W/S fund expenditure line items. Ms. Bass stated that all these changes will be presented to the Board during the October regular scheduled Board Meeting wherein there will be a budget amendment that will reflect the changes to the current years budget.

Ms. Bass asked the Board to look at the email from the USDA specialist wherein the report for the past 3 years have not been filed as required by the funding agency for the loan that was taken out by the W/S Department and that the town was in a non-monetary default of the loan. She said she has spoken to the representative and is working on getting her the information that she is requesting.

Chief Smith said that he recently spoke with Representative Rodney Pierce in reference to finding money to assist towns with getting their audits caught up.


Chief Smith said that this past Friday and Saturday there was a food truck set up in the grocery store parking lot from 7 pm to 1:30 am which caused several citizens to be out and gathering. He said he received several noise complaints from the crowd that had gathered. He asked for the Board to look at setting regulations for food trucks to be able to set up and the time frame they are allowed to operate. He said that Right Stop closes at 12 midnight and leaves at 1 am on the weekends and will do his best to reduce the deputies time in town. Mayor Newcombe said we will check with the UNC School of Government to see if they have regulations for food trucks already established that need little to none tweaking to help them fit our small town. Chief Smith said there will be a Tracks Training in Raleigh that I need to attend before the first of the year in order for me to be able to process accident reports online. He said we will no longer be able to submit a written accident report.

Chief Smith asked if the town still was going to try to get Southern Software for its financial software. Ms. Bass replied we can not get new software until our audits are up to date. He said that he is using RMS Police Pak for his software and it would make sense for the town to do the same.

Commissioner Eason asked about Powell Bill funds. He asked the Board if it would be better to wait on getting any quotes or repairs done since the funds available to be used is about half of what was allocated. Mayor Newcombe said we have several other items that may need Powell Bill funds to help with as well. She said we have people wanting to build new homes that do not have street access and we have businesses that want to develop on land that also has no street access as well. She said we have to make sure that we address all issues and handle them appropriately. The Board made a suggestion to hold the funds once they are received and see what can be done when the next allocation is received.

Adjournment

Commissioner Williams moved, and Commissioner Joyner seconded the motion to adjourn the September 23, 2025 Special Called meeting. The motion passed unanimously, and the meeting adjourned at 2:25 pm.



Victoria Newcombe, Mayor

ATTEST:



Christine Bass, Town Clerk