

**Town of Rich Square**  
**Board of Commissioners Regular Meeting Minutes**  
**Thursday, October 2, 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 Joyner, and Commissioner Peggy Cary.

Town officials in attendance were Town Clerk Christine Bass and PWD Jeff Long.

**Invocation**

Commissioner Charles Eason provided the invocation.

**Public Comment**

Debbie Williams – Mrs. Williams asked a question to Commissioners Eason and Joyner. She stated since you are not seeking re-election will you still attend monthly town meetings? She said in the time I have attended the meetings none of the former commissioners that I have noticed come to sit in on the meetings even though they are still a part of Rich Square. She said it seems as if they have divorced themselves from monthly attendance. End of public comment.

**Approval of the Agenda**

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

**Consent Agenda**

Nothing on the Consent Agenda.

**Agenda**

- a. Coming before the Board was Elsa Swenson, Senior Manager for Martin, Starnes, & Associates CPA Firm to present the completed fiscal year end audit for June 30, 2022. Ms. Swenson had a power point presentation that was not able to be viewed due to not having the capability to show presentations in the Board Room. She went through all the highlights within the 2020 Audit and we tried to line the pages up as to what she was talking about. Ms. Swenson said it was a clean audit opinion. Ms. Swenson gave Ms. Bass a copy of her presentation for the minutes and if any commissioner would like a copy (see attached).
- b. Board to review the Financial Performance Indicators of Concern (FPIC) from the FY End June 30, 2022 Audit and the Board must reply to the LGC within 60 days. Mayor Newcombe asked the Board for volunteers to assist in getting the response completed before the 60 day deadline. Ms. Bass read the email from Martin, Starnes, & Associates

as to the FPIC's that needed a written response. There was some discussion and Commissioners Cary and Eason agreed to assist with the written response for the FPIC's.

- c. Board to review and discuss the letter from the NC Treasury Department in reference to the Town continuing to be on the Unit Assistance List (UAL) for not having its fiscal year end audits filed and current. Ms. Bass advised the Board that the NC Treasury Department has scheduled a meeting on October 15, 2025 at 1 pm. She explained that she and Mayor Newcombe will be present for the meeting.
- d. Board to review and approve the applications received to date for the establishment of the Town of Rich Square's Planning Board as required by the Town Charter. Mayor Newcombe explained the reason for the need of the Planning Board and what duties and services the Planning Board would provide for the Town. She explained the need for the Planning Board is to make sure the Town can continue to due code enforcement and make sure the Town's Zoning Ordinances were up to date and in compliance. Commissioner Williams made a motion to approve the applications received to date for the establishment of the Town of Rich Square's Planning Board as required by the Town Charter. The motion was seconded by Commissioner Cary. All in favor, motion carried.
- e. Board to review and approve the design that is to be placed on the new water tower that will be located at 333 E Jackson Street on Town property contingent on funding in the Phase 4 Water Project. There was some discussion. Commissioner White made a motion to approve the design that is to be placed on the new water tower that will be located at 333 E Jackson Street on Town property contingent on funding in the Phase 4 Water Project. The motion was seconded by Commissioner Williams. All in favor, motion carried.
- f. Board to review and approve the Budget Ordinance Amendment #1 for fiscal year end June 30, 2026. Ms. Bass went through the budget amendment and advised that the amendment was the result of having to reduce the operating budget for the General Fund which covers administration, Police, Street, and Powell Bill departments. Commissioner Eason made a motion to approve the Budget Ordinance Amendment #1 for fiscal year end June 30, 2026. The motion was seconded by Commissioner White. All in favor, motion carried.

### **Old Business**

Commissioner Eason asked if the property owner of 800 Creecy Street had made the repairs to or new when they would be making the repairs to their sewer line. Mayor Newcombe said that she recently had spoken to Ms. Greatheart and that she advised that she will be working on getting the line repaired as soon as possible. She said no date or timeline was indicated.

Commissioner Eason requested that a 2<sup>nd</sup> notice be mailed to 200 Judith Street reference to the bushes and limbs needing to be cut back for the safety of the citizens that drive up Judith to Drew Street. He said he read the letter and asked that another letter be sent to thank them for what was done and too asked if they can cut it back some more. Ms. Bass said she will work with PWD to follow up with the request. End of old business.

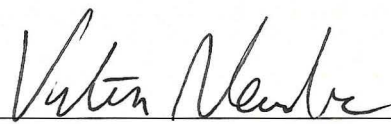
### **Staff & Council Reports**

- a. Police Chief Report – Chief Smith was not present. No report.
- b. Police Commissioner Report – Commissioner Williams gave his report. He said that the Town needs to figure out what we need to do about the food truck operating until 4 am on a Friday night. He said there were several complaints reference to the noise that night. Commissioner Williams said that the CCORS will be holding a candidate voting forum on October 23, 2025 at the Creecy Gym. He asked for all to attend. Commissioner Williams said that he just learned that Northampton County is also on the Units Assistance List by the NC Treasury Department and has been for a few years. End of report.
- c. Water/Sewer ORC report –Jeffrey Long said the WWTP Improvement project was 99.5% complete just waiting on a few minor things. He said that the samples from Waypoint have been coming back and showing improvements in the parameters being sampled each month. He said that the contract has completed cutting the square notch so the free board of the lagoon would increase. He explained the reason for more free board is to allow for the lagoon to be able to handle a major influx of water due to a major weather event that would bring in a great amount of rain and the WWTP would be able to handle the incoming flow. He said the town has not had to worry about any spills occurring since he has been here. He said at this time all the aerators are working properly. End of report.
- d. Water/Sewer Commissioner report – No report.
- e. Street Commissioner report – Commissioner Eason passed the street lights outage report down to Mayor Newcombe. He said per LD Masonry it would be in the town's best interest to do an entire street and not to do a portion at a time. He said the entire street has several issues and it would cost more money to break it up and do pieces or portions at a time. He said that GFL is trying to figure out a way to create a route so that they work on trying not to make too many turns of the shoulders in the Creecy, Roberts Road, and Smallwood Streets area.  
Mayor Newcombe advised the Board that a property owner has purchased a lot off Pine Street and is requesting road access. She said the decision has not been finalized, this is all will have to be reviewed by our Zoning Administrator Dennis Patton, PWD Jeff Long, and Street Commissioner as well as the final approval to come before the Board of Commissioners. She did advise that if the Town decides to improve on any street or add any streets it would have to be funded out of the General Fund and we would need to make sure we have the funds to support the same. She did state this would be something that would be covered with Powell Bill funding and asked the Board to read the printed notice on how Powell Bill Funds can be used. End of report.
- f. Recreation and Events Commissioner report – Commissioner Joyner said that the Fun Day event went well and there was only one issue that had to be dealt with. He said the whole purpose of the event is to bring the town citizens together to fellowship with one another. There was more discussion. End of report.

- g. Finance Officer report – Ms. Bass went over the Revenue & Expenditure report for fiscal year 2025-2026 with the Board. She said the Budget amendment will be updated and reflect on next month’s Revenue & Expenditure Report. She said the revenues are coming in and are being applied to the correct line item and invoices are being paid out of the proper line item. She said we will have a better operating budget this year and the Board will be able to see where the funds are being spent more effectively and more efficiently. Ms. Bass went over the W/S Department report with the Board. She said the W/S Department is working to make sure that their department does its part in making sure revenues are coming in. End of report.
- h. Town Clerk report – No report.
- i. Administrative Commissioner report – Peggy Cary said thank you to everyone working in the town hall office. She said they are moving in the right direction to make sure the Town is operating and functioning properly. End of report.
- j. Mayor’s report – Victoria Newcombe said Rich Square Rockers are holding a Fall Harvest event at the RSVFD on October 24<sup>th</sup> from 4 pm to 6 pm. She said all are welcome and this is a free event. Please come out to enjoy the activities. Mayor Newcombe said that CCORS are working to get together a Christmas Parade Committee. Mayor Newcombe said I would like to create a calendar of all events that are going to be held this holiday season. Please let me know if you are planning to hold an event that you would like to have listed on the calendar. End of report.

**Adjournment**

Commissioner Eason moved, and Commissioner White seconded the motion to adjourn the October 2, 2025 regular meeting. The motion passed unanimously, and the meeting was adjourned at 7:17 pm.

  
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Victoria Newcombe, Mayor

ATTEST:

  
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Christine Bass, Town Clerk