

**Windsor, North Carolina
October 6, 2025
REGULAR SESSION**

The Bertie County Commissioners met in Regular Session at 6:00 PM inside the Commissioners' room, 106 Dundee Street, Windsor, NC. This meeting was hosted partially in person and partially via Zoom (conference call). The following members were present or absent:

Present: Chair, Corey Ballance, Sr., District III
Vice-Chair, Lewis Hoggard, III, District I
Ronald "Ron" Roberson, District V
Vivian Saunders, District IV
Michael White, District II

Staff Present: County Manager, Juan Vaughan, II
County Attorney, Lloyd Smith
Clerk to the Board, Tonya Davis
Information Technology Director, Joe Wilkes
Network Administrator, Dashawn Clak

CALL TO ORDER

Chair Corey Ballance, Sr. called the meeting to order.

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Ronald Roberson gave the Invocation and led the Pledge of Allegiance.

PUBLIC COMMENTS

Eunice Ward shared her concerns regarding unsecured dangerous dogs in her yard.

Miles Davis expressed concerns about Bertie County missing out on state funding for port and harbor development compared to neighboring counties.

Lydra Freeman, the newly appointed jail administrator, provided an update on recent jail improvements and maintenance work. Ms. Freeman also reported successful sanitation and jail inspections with minor violations, thanking the Jail Board Commission for their efforts.

APPOINTMENTS AND REPORTS

1. Municipal Election Updates by Director LaToya Peele

Elections Director LaToya Peele provided details on the upcoming 2025 municipal election, including voter registration deadlines and early voting options for eligible residents.

2. Council on Aging Updates by Director Rebecca Stapleton

Council on Aging Director Rebecca Stapleton shared updates on the Council on Aging, highlighting partnerships, events, and services for seniors, while also addressing the impact of the government shutdown on meal services and in-home aid. Mrs. Stapleton stated that the government shutdown has affected the home delivered meals to Bertie County citizens because of the funding delays and asked for continued support from the County.

3. Update on Community Services Endeavors by Members of the Divine Nine Organizations

Members of the Divine Nine organizations, including Alpha Kappa Alpha Sorority, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, and Delta Sigma Theta Sorority, presented their community service initiatives and goals. The group also highlighted their national programs and community impact.

BOARD APPOINTMENTS

No appointments

CONSENT AGENDA

1. Approve the August 19, 2025 Open and Closed Session Meeting Minutes

Commissioner White made the **MOTION** to approve the August 19, 2025 Open and Closed Session Meeting Minutes. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a 5-0 vote.

2. Approve the August 19, 2025 Emergency Closed Session Meeting Minutes

Commissioner White made the **MOTION** to approve the August 19, 2025 Emergency Closed Session Meeting Minutes. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a 5-0 vote.

3. Approve the August and September 2025 Tax Release Journal

Commissioner White made the **MOTION** to approve the August and September 2025 Tax Release Journal. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a 5-0 vote.

4. Approve the August and September 2025 Register of Deeds Fees Report

Commissioner White made the **MOTION** to approve the August and September 2025 Register of Deeds Fees Report. The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a 5-0 vote.

*****OTHER ITEMS*****

DISCUSSION AGENDA (D)

1. Office Space Request

After a brief discussion from the County Commissioners, the Board agreed to allocate one additional office space to the Public Defender's Office, with the remaining spaces to be used at the County Manager's discretion.

Commissioner Roberson made the **MOTION** to allocate one additional office space to the Public Defender's Office, with the remaining spaces to be used at the County Manager's discretion. The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a **5-0** vote.

2. Proposed 2026 Commissioners Meeting Schedule and Holiday Schedule

The Board agreed to review the proposed 2026 Commissioners Meeting Schedule and the 2026 Holiday Schedule and will approve the schedules at the November 2025 Commissioners meeting.

3. Inclement Weather Policy

The Commissioners and County Manager discussed the three options for the Inclement Weather Policy that was provided by HR and Risk Management Director Nicole Boone. The three options were: Administrative Leave, Inclement Weather Leave, or for employees to use their available leave.

County Manager Vaughan stated that he did not want to take away any benefits from employees and suggested to maintain the current policy regarding employee leave during inclement weather closures which is Administrative Leave, with an option to require leave for extended closures of more than 5 days.

Commissioner Roberson made the **MOTION** to approve the use of Administrative Leave for the Inclement Weather Policy with an option to require leave for extended closures of more than 5 days. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a **5-0** vote.

4. Mayor's and Commissioner's Dinner, October 9, 2025 at the Colerain Volunteer Fire Department Training Center, 106 NC 45 (Main Street), Colerain, NC

County Manger Vaughan reminded the Commissioners of the Mayor's and Commissioner's Dinner that will be held on October 9, 2025 at 7:00 PM at the Colerain Volunteer Fire Department Training Center.

5. 2025 Community Outreach Festival, Evening light Church of God in Christ Jesus

County Manager Vaughan reminded the Commissioners of the 2025 Community Outreach Festival to be held on October 18, 2025 at 11:00 AM at the Evening Light Church of God in Christ Jesus.

COMMISSIONERS' REPORTS

Commissioner Roberson

Commissioner Roberson stated that he plans to attend the 2025 Community Outreach Festival at Evening Light Church of God in Christ Jesus and would like to see the citizens of Bertie County support the festival.

Vice-Chair Hoggard

Vice-Chair Hoggard encourages the citizens of Bertie County to attend Martin Community College to get a degree in a field of their choice.

Commissioner White

Commissioner White stated that he would like to inform the citizens that the tax bills have not been mailed yet due to software issues at the Tax Administrative Office. Commissioner White also announced that the Hope House is featuring a Haunted Forest on October 24 – 25, 2025.

Commissioner Saunders

Commissioner Saunders informed the citizens that the Tourism Development Board will have its next meeting on Tuesday, October 7, 2025.

Chair Ballance

Chair Ballance recognized the Blue Jay Recreation Department for the well planned and organized Bertie County's Forgotten Black and Native Patriots of the Revolutionary War program that was held on October 4 – 5, 2025. Chair Ballance stated that he attended the Aulander Harvest Festival that was held on October 4, 2025 and had a wonderful time.

COUNTY MANAGER REPORT

County Manager Vaughan reminded the Board of the planned Employee Appreciation Luncheon to be held on Thursday, December 4, 2025 along with the County's Spirit Week that is the week of December 1 – 5, 2025. County Manager Vaughan stated he would like to start having Quarterly Employee Awards and an Employee of the Year Award but would provide more information to the Board at a later time.

ATTORNEY REPORT

County Attorney Smith stated he is still in the process of researching and reviewing the Roanoke River Partners contract for the campsites at Bertie Beach.

PUBLIC COMMENTS

An East Carolina University student, Kaileigh, informed the Board about the "Bertie on the Move" project regarding the U.S. 17 corridor and would like to speak to them, the County Manager, and the Economic Development Director at a later date.

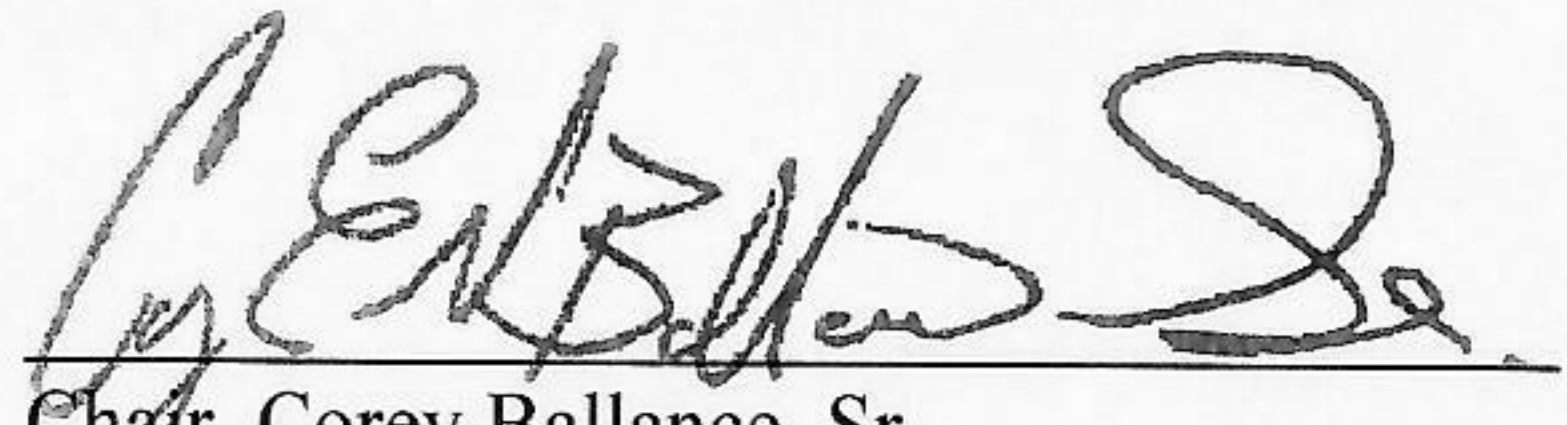
CLOSED SESSION

Commissioner White made the **MOTION** to enter into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3)(4)(6). The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a **5-0** vote.

Commissioner Roberson made the **MOTION** to re-enter into open session. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a **5-0** vote.

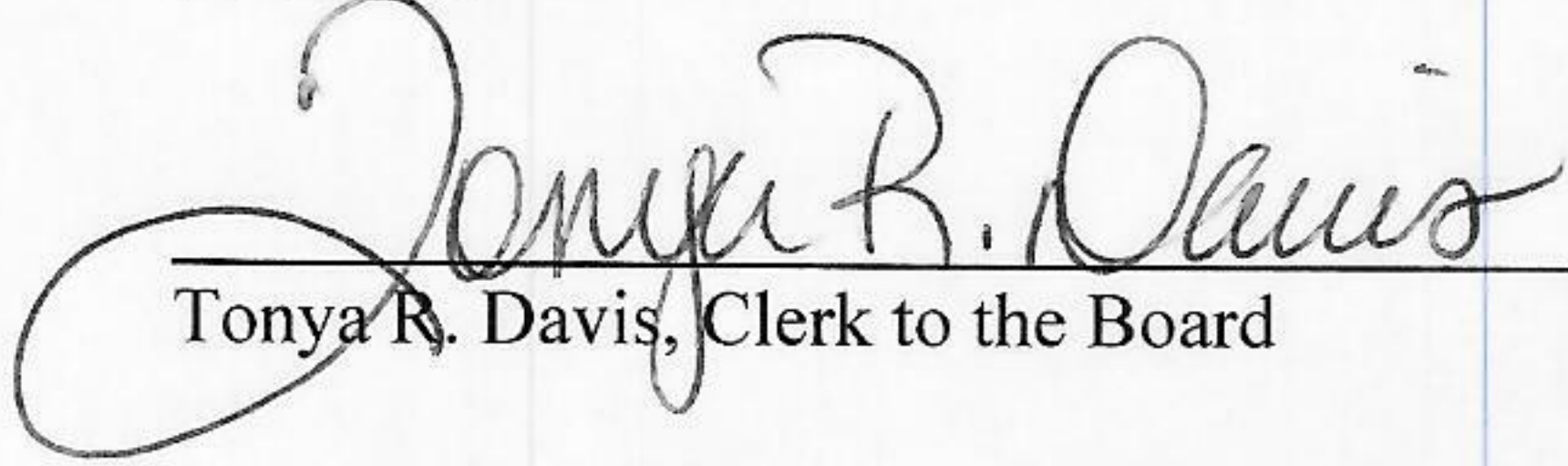
ADJOURN

Commissioner White made the **MOTION** to adjourn the meeting. The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a **5-0** vote.



Chair, Corey Ballance, Sr.
Bertie County Board of Commissioners

ATTEST:



Tonya R. Davis, Clerk to the Board