

**Windsor, North Carolina  
September 29, 2025  
WORK SESSION**

The Bertie County Commissioners met in a Work Session at 10:00 AM 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  
Ronald "Ron" Roberson, District V  
Vivian Saunders, District IV  
Michael White, District II

Staff Present: County Manager, Juan Vaughan, II  
Assistant County Manager, David Scarborough  
Assistant County Attorney, Jonathan Huddleston  
Clerk to the Board, Tonya Davis  
Information Technology Director, Joe Wilkes

## CALL TO ORDER

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

## **INVOCATION & PLEDGE OF ALLEGIANCE**

Commissioner Vivian Saunders gave the Invocation and led the Pledge of Allegiance.

## **Contracts & Policy Discussions**

## **Contract for Aging Services Provided Through the Older Americans Act & State Appropriated Funds from the NC Division of Aging**

County Manager Vaughan provided the Board with the Contract for Aging Services Provided Through the Older Americans Act & State Appropriated Funds from the NC Division of Aging. County Manager Vaughan informed the Board that there is a local match of \$1,219.00.

Commissioner Roberson made the **MOTION** to approve the Contract for Aging Services Provided Through the Older Americans Act & State Appropriated Funds from the NC Division of Aging with a local match of \$1,219.00. The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a **5-0** vote.

## **Cashie River Impoundment Study Contract**

Assistant County Attorney, Jonathan Huddleston, provided an updated contract for the Cashie River Empowerment Study to the Board.

Vice-Chair Hoggard asked if there was any collaboration with the Town of Windsor and the County. County Manager Vaughan and Attorney Huddleston both stated “No, not in this contract”.

Commissioner White made the **MOTION** to approve the Cashie River Empowerment Study Contact. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a **5-0** vote.

#### **TGOW/Camping reservations Contract with Roanoke River Partners**

Assistant County Attorney Huddleston informed the Board that he has reviewed the contract but he believes that it needs to be fleshed out. Attorney Huddleston stated that he was concerned with the term of the contract being 25 years and would like it see a shorter term. Other concerns were that the contract states 50% of the funds collected would be paid to Roanoke River Partners and Attorney Huddleston questioned if it is primitive camp sites only or does it include the RV campsites as well.

Vice-Chair Hoggard asked what county department could take on the reservation process other than using Roanoke River Partners. County Manager Vaughan stated that it would fall under the Recreation Department.

Chair Balance stated that the attorneys should go forward with investigating this further.

The Board agreed to have the county attorneys further review the contract and research similar agreements in the area.

#### **Internal Controls Policy**

Willie Mack Carawan provided the Board with an Internal Control Policy and stated that the only change was to include posting project reports on Bertie County's website rather than the U.S. Treasury site, and moved the implementation date to January 1st.

The Board addressed their concerns with the county being on the unit assistance list, noting they've been on it since 2019 due to fund balance issues and late audits.

Commissioner White made the **MOTION** to approve the Internal Control Policy and to include posting project reports on Bertie County's website rather than the U.S. Treasury site, and moved the implementation date to January 1st. The **MOTION** was **SECONDED** by Vice-Chair Hoggard. The **MOTION PASSED** with a **5-0** vote.

Commissioner Saunders asked if a coach was assigned to the county and if they are being utilized. County Manager Vaughan stated Yes, they are in communication with Mrs. Roundtree.

Mr. Carawan stated that he has a conference call with the coach that afternoon. Commissioner Saunders and Roberson are interested in attending any meetings scheduled with the coach, County Manager, and the Finance Director. Chair Balance asked Mr. Carawan to gather information on dates available for in person meetings or virtual.

#### **Board Appointments**

##### **Tri-County Airport Authority**

Commissioner Roberson made the **MOTION** to appoint Economic Development Director, Allison Browning, and reappoint Kenneth Perry to the Tri-County Airport Authority Board. The **MOTION** was **SECONDED** by Commissioner White. The **MOTION PASSED** with a **5-0** vote.

### **Economic Development Board**

Commissioner White made the **MOTION** to appoint Mary Davis, Patricia Ferguson, Carl Bond, Crystal Godwin, Mike Neal, Alan Mizelle, Tim Bazemore, and Vivian Saunders to the Economic Development Board. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a **5-0** vote.

### **Tourism Development Authority Quarterly Report by Chair Laura Orsini**

Tourism Development Authority Chair Laura Orsini presented the Board with the quarterly TDA report and asked the Board for approval to expand the TDA board from 7 to 11 members that would include Brianne Godwin, Kate Jordan, Gregory Gilliam, and Latrice Hines-Miller. Ms. Orsini stated that the drafted TDA Bylaws were sent to Attorney Huddleston for review. Ms. Orsini mentioned that the TDA was looking into developing welcome centers throughout the county.

Commissioner Roberson asked Ms. Orsini how long the terms are for the members of the TDA. Ms. Orsini informed Commissioner Roberson that the bylaws have not been finalized yet but usually the terms are 1 – 3 years. Ms. Orsini is the only one at this time who serves a 2-year term.

Commissioner Roberson made the **MOTION** to expand the TDA Board from 7 members to 11 members and to appoint Brianne Godwin, Kate Jordan, Gregory Gilliam, and Latrice Hines-Miller to the TDA Board. The **MOTION** was **SECONDED** by Commissioner White. The **MOTION PASSED** with a **4-0** vote. Commissioner Saunders recused herself from voting since she is on the TDA Board.

### **IT Department Updates by Director Joe Wilkes**

IT Director, Joe Wilkes, provided an update on existing infrastructure improvements, major technology upgrades, cybersecurity enhancements, and ongoing projects to modernize technology across county departments.

### **Recap of Inclement Weather Policy Options by HR & Risk Management Director, Nicole Boone**

Human Resources and Risk Management Director, Nicole Boone, presented three options for the Inclement Weather Policy that included an administrative leave, inclement weather leave, and using existing leave.

The Board reviewed and discussed options for Bertie County's Inclement Weather Policy. Commissioner White raised concerns about the cost implications of providing paid leave, particularly for long-term employees who continue to accrue sick and vacation leave. The Board agreed to consider implementing a 3-day cap on inclement weather leave that does not accrue. The Board discussed how to handle situations where employees are required to work during adverse weather conditions, particularly for those in 24-hour provisions. They also addressed concerns about how to compensate employees who are called in to work when others stay home and the need to communicate any changes to employees and decided to schedule a work session to further discuss and finalize the policy.

Chair Ballance instructed Ms. Boone to research how surrounding counties handled inclement weather leave for essential employees

### **Project Updates from Assistant County Manager David Scarborough**

Assistant County Manager David Scarborough, who is leaving his position after four years of service, highlighted various accomplishments during his tenure, including improvements in affordable housing, flood mitigation projects, and the development of a countywide performance evaluation tool.

Mr. Scarborough provided updates on ongoing projects such as the 911 Communication Center construction, the Emergency Management Grant, and the Fire Service District Commission. Financial and operational updates related to the animal shelter project, county-owned properties, and surplus trailer sales were discussed.

Chair Ballance asked Mr. Scarborough if there was enough money in the budget for the animal shelter. Mr. Scarborough stated yes, but additional items will be needed.

Chair Ballance thanked Mr. Scarborough for his service to Bertie County and for everything that he has done for the county and its citizens.

### **Discussion of County Owned Properties**

#### **Properties in Aulander**

County Manager Vaughan notified the Board that he was waiting to receive the deed for the Aulander School property from the Bertie County Board of Education. Once the deed is received, the County Manager will take it to the Register of Deeds office to have it recorded and will then add the property to the surplus list.

County Manager Vaughan informed the Board that the person who had submitted a bid of \$75,000.00 for the old Food Pantry building had reduced his bid to \$65,000.00. County Manager asked the Board if they would like to accept the \$65,000.00 bid or collect other bid offers.

Commission Roberson made the **MOTION** to accept the \$65,000.00 bid for the old Food Pantry building and to advertise in the newspaper to see if there are any upset bids. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a **5-0** vote.

#### **Trailer Camper Bids**

Attorney Huddleston updated the Board on the trailer camper bidding process. County Manager Vaughan stated that after speaking with Attorney Huddleston, the bidding process should include sealed bids going to Pritchett, Cook & Birch.

Commission White made the **MOTION** to approve the trailer camper bidding process with the additional step of the sealed bids going to Pritchett, Cook & Birch to ensure transparency and fairness. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a **5-0** vote.

**Consideration of Funding Request for Local Re-entry Council**

County Manager Vaughan informed the Board that the Local Re-entry Council has asked if the county would approve funding of \$7,000.00 to support the council through December 31, 2025, after learning that state funding had been reduced.

Commission Roberson made the **MOTION** to approve funding of \$7,000.00 to support the Local Re-entry Council through December 31, 2025. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a **5-0** vote

**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 Commissioner Saunders. The **MOTION PASSED** with a **5-0** vote.

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

**OTHER ITEMS AS NEEDED**

Commissioner Roberson stated that he and Anthony Rascoe had visited the Public Defender's office and they need the additional space for their employees.

Chair Ballance suggested that all of the Commissioners walk through the Public Defender's office to see for themselves if there is a need for additional space or not.

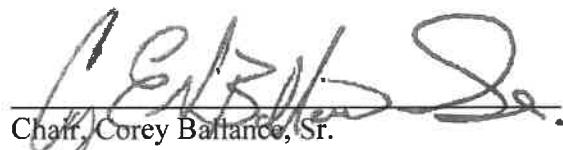
Commissioner Roberson left the meeting at 3:10 PM.

Commissioner White made the **MOTION** to approve the Republic Service contract. The **MOTION** was **SECONDED** by Commissioner Saunders. The **MOTION PASSED** with a **4-0** vote.

Vice-Chair Hoggard requested that a Deputy Sheriff be at each Commissioner's meeting moving forward.

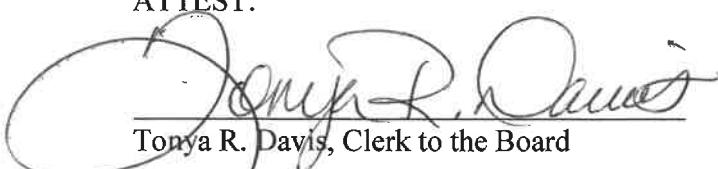
**ADJOURN**

Vice-Chair Hoggard Roberson made the **MOTION** to adjourn the meeting. The **MOTION** was **SECONDED** by Commissioner Saunders. 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