

Bertie County, North Carolina
June 5, 2025
COMMISSIONERS' WORK SESSION

The Bertie County Board of Commissioners met for a Work Session on June 5, 2025 at 10:00AM inside the Commissioners Meeting Room, 106 Dundee Street, Windsor, NC. 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
 Assistant County Manager, David Scarborough
 Finance Director, Willie Mack Carawan
 Clerk to the Board, Tonya Davis
 Information Technology Director, Joseph Wilkes

CONVENE MEETING FROM MAY 22, 2025

Bertie County Budget Review Session

The Bertie County Commissioners held a budget work session to review the revised budget allocations and departmental adjustments across various County operations. The meeting covered discussions about building upgrades, contract renewals, and staffing concerns, with particular attention given to addressing a \$130,071 budget shortfall and exploring options to reduce expenses.

County Manager Vaughan presented changes made to various departments, including the Governing Body, Administration, Human Resources, Finance, Tax, Elections, and public buildings. Key adjustments included reductions in travel budgets, and the removal of a Human Resources software purchase due to budget constraints. The Board noted the helpfulness of the provided documents but pointed out some discrepancies in the calculation of overtime and salary figures. The conversation continued with a discussion about building upgrades, which were not detailed in the main budget document but could be provided separately.

The Board reviewed estimates for building repairs, with some uncertainty about the necessity and timing of certain projects. They also discussed a website upgrade and audiovisual equipment for the Commissioners' room, ultimately deciding to remove the audiovisual component to save money. The budget for several departments was examined, including Sheriff's Office, Emergency Management, and EMS, with adjustments made to salary line items and overtime allocations. County Manager Vaughan agreed to monitor overtime usage closely, particularly in the maintenance department.

The Board discussed several budget and contract matters, including the termination of a contract on June 30th and a new contract with Robin Payne, which proposes a monthly payment of \$4,500 (not to exceed \$54,000 annually) for up to 17 hours of work per week. The board expressed concerns about accountability and supervision of the contract, deciding that the County Manager would oversee it. The meeting also covered adjustments to various department budgets, including Economic Development, Cooperative Extension, Soil Conservation, and Veteran Services, with most showing slight increases.

The Board also focused on budget adjustments and funding allocations for various community events and programs. Key decisions included allocating \$1,000 for Juneteenth and \$1,000 for Equity Films, while removing funding for the Roxobel Festival and West Roanoke Missionary Baptist Association. There was a discussion about the actual budget cuts made to Social Services, with clarification that the savings were closer to \$209,000 rather than the initially reported \$250,000. The Board also reviewed adjustments to the Parks and Recreation budget, reducing it by \$10,000 and eliminating capital outlay for equipment.

The Board discussed a \$130,071 budget shortfall and explored options to address it, including potential cuts to employee benefits and unfilled positions. It also considered a \$75,000 expected revenue from a property sale, though this was not yet finalized. The discussion highlighted the need to balance budget constraints with maintaining essential services and employee benefits.

The Board discussed the need to reduce the budget by \$130,071, with suggestions to explore internal transfers and potential departmental restructuring to avoid hiring new staff.

The Board discussed the need to develop an inclement weather policy, and emphasized the importance of communicating the policy to employees once established.

It also addressed the challenges of the current budget, highlighting the need for community engagement and education about the county's financial situation.


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.

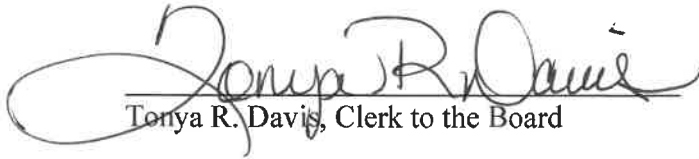
Commissioner Roberson made the **MOTION** to re-enter into open session. The **MOTION** was **SECONDED** by Commissioner White. The **MOTION PASSED** with a **5-0** vote.

ADJOURNMENT

Commissioner White made the **MOTION** to adjourn the meeting. The **MOTION** was **SECONDED** by Commissioner Roberson. 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