

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 21<sup>st</sup> day of December, 2015, at the Cumberland County Board Conference Room:

Present: Lloyd Banks, Jr., District 2, Chairman  
Kevin Ingle, District 3, Vice-Chairman  
David Meinhard, District 4  
Parker Wheeler, District 5  
Vivian Giles, County Administrator | Attorney

Absent: William F. Osl, Jr., District 1

**1. Call to Order**

The Chairman called the meeting to order.

**2. Roll Call**

County Administrator, Vivian Giles, called the roll.

**3. Approval of Agenda**

On a motion by Supervisor Wheeler and carried unanimously, the Board approved the Agenda:

Vote: Mr. Osl – absent                      Mr. Banks – aye  
Mr. Ingle – aye                         Mr. Meinhard – aye  
Mr. Wheeler – aye

**4. Revisions to the Personnel Manual Section 13-27; Small Purchase Policy**

County Administrator, Vivian Giles, informed the Board that she is recommending the amendment to the county's small purchase policy in order to facilitate the soliciting of bids, primarily for vehicle and small equipment purchases, in order to increase competition and reduce costs for the county. She explained that on several occasions it has been difficult to get vendors to respond to RFPs, and when purchases are made under these conditions, often the best pricing is not realized.

On a motion by Supervisor Ingle and carried unanimously, the Board approved the recommended amendment to the Cumberland County Personnel Manual, Section 13-27: County Purchasing Policy:

**Section 13-27: County Purchasing Policy**

Purchases where the estimated total cost of the materials, equipment, supplies, shipping, insurance, construction, or services are not expected to exceed Fifty Thousand Dollars (\$50,000.00) may be awarded in accordance with the following procedures:

- a. Purchases from nongovernmental sources where the estimated total cost of the goods or services are \$20,000 or greater but less than \$50,000 may be made after soliciting a minimum of two (2) written quotations.
- b. Purchases from nongovernmental sources where the estimated total cost of the goods or services is \$2,000 or greater but less than \$20,000 may be made after soliciting a minimum of two (2) verbal

or documented telephonic quotations.

- c. Purchases where the estimated total cost of the goods or services is less than \$2,000 may be made upon receipt of at least one fair and reasonable price.
- d. Nothing in this section shall preclude the County Administrator from requiring more stringent procedures for purchases made under the small purchase method.

Vote:           Mr. Osl – absent                   Mr. Banks – aye  
                  Mr. Ingle – aye                   Mr. Meinhard – aye  
                  Mr. Wheeler – aye

**5. Adjourn -**

On a motion by Supervisor Wheeler and carried unanimously, the Board adjourned the meeting until the January 12, 2016 at 6:00 p.m. for a joint meeting with the Cumberland County Industrial Development Authority in the Circuit Courtroom of the Cumberland Courthouse.

Vote:           Mr. Osl – absent                   Mr. Banks – aye  
                  Mr. Ingle – aye                   Mr. Meinhard – aye  
                  Mr. Wheeler – aye

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Lloyd Banks, Jr., Chairman

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Vivian Giles, County Administrator/County Attorney