THE REGULARLY SCHEDULED MEETING OF THE
CRAWFORD COUNTY BOARD OF COMMISSIONERS
TUESDAY, 18 FEBRUARY 2014

THE MEETING OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS
WAS CALLED TO ORDER AT 6:02 P.M.

The following members were present: Mr. Dean Fripp (Chairman), Mr. Paul Chapman (Vice-Chairman), Mr. Frank Hollis, Mr. Bobby Blasingame, and Mr. John Thomas.

INVOCATION GIVEN BY MR. BOBBY BLASINGAME

AGENDA APPROVAL

Mr. Fripp asked for a motion to approve the agenda. Mr. Thomas made the motion to approve the agenda. Motion was seconded by Mr. Hollis. Motion carried 5-0.

FIRST ON THE AGENDA

Approval of Minutes:

Mr. Fripp asked for a motion to approve the minutes of the Regularly Scheduled Meeting of 4 February 2014. Mr. Blasingame made the motion to approve the minutes as written. Motion was seconded by Mr. Hollis. Motion carried 5-0.

SECOND ON THE AGENDA

Appearance: Mr. Alan O’Neal – Coroner

Mr. O’Neal stated at the last meeting of the Board he had been asked some questions that he was not prepared to answer at that time. He wished to answer those questions at this time.

He stated there had been discussions on how his pay had increased above the amount in the legislative act that set his pay. He stated he was entitled to the same cost of living and longevity increases that the Board of Commissioners had received. He went on to say the Board voted to increase his wages during a regularly scheduled meeting. He further stated he was entitled to back pay as those increases had not been applied in a timely manner.

Mr. O’Neal stated that the Local Legislation outlining his compensation states the County must provide him a vehicle. A vehicle was necessary as he may bring contaminants from a death
scene into the vehicle. He went on to say that his personal vehicle should not be exposed to those contaminates.

Mr. O’Neal stated the office he had been provided was not satisfactory. He would not occupy the office and the County needs to provide him office space that was on the level of an elected official. He said if the vehicle issue got resolved he was confident he could return to the Sheriff’s office.

There was significant and lengthy discussion by the Board regarding the issues and answers Mr. O’Neal provided.

Mr. Kelly stated the Coroner’s compensation is calculated one of two ways. First, pay shall be calculated by setting a base salary amount based on population. In this instance that amount would be $2,400.00 annually. When calculated in this manner various COLA’s (Cost of Living Allowances) and longevity increases would be made to that base amount.

The second way is by Local Legislation. This is done at the state level by the County’s State Representative or Senator. Mr. O’Neal’s pay was set in this manner at $12,000.00. Using this criteria the COLA’s and longevity increases do not apply.

Mr. Chapman stated the Board had recently increased the Coroner’s budget by $4,500.00 to outsource the handling of bodies. He went on to say that Mr. O’Neal’s requests were a moving target. He requested Mr. O’Neal tell the Board specifically what he needed in order to complete his duties as a Coroner.

Mr. O’Neal responded that he needed a quality vehicle and nicer office arrangements.

Mr. Chapman asked what type of vehicle.

Mr. O’Neal responded that he needs a vehicle nice enough that he could comfort individuals or family members of a decedent while on site. He stated a Cadillac would be nice.

After further discussion Mr. Fripp stated the Board would take his requests under advisement.

THIRD ON THE AGENDA

New Business: Budget Amendment - Senior Center

Mr. Kelly requested the Board consider amending the budget of the Senior Center as follows:

OAC (SENIOR CENTER) – BUDGET AMENDMENT 39200

<table>
<thead>
<tr>
<th>INCREASE BUDGET</th>
<th>52.2200 Building Maintenance</th>
<th>$ 4,754.78</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCREASE REVENUES</td>
<td>38.3900 Other Revenues</td>
<td>$ 4,754.78</td>
</tr>
</tbody>
</table>
Mr. Kelly stated the amendment reflects the cost of repairing water pipes and the associated water damage from the freezing weather. The revenue increase was due to the insurance settlement.

Mr. Chapman made the motion to approve the request. Mr. Hollis seconded and the motion carried 5-0.

**New Business: On-Call Policy**

Mr. Kelly requested the Board amend the Crawford County Personnel Manual as follows:

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**AMENDMENT – CRAWFORD COUNTY PERSONNEL POLICIES MANUAL**

**SECTION 509 – ON-CALL POLICY**

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**On-Call Policy for Crawford County, Georgia**

- **Purpose:** This policy describes the compensation benefits for all non-exempt employees who are officially required to be accessible by telephone, cell phone, or pager within a designated period to provide necessary services.

- **Policy:** Certain departments may make non-exempt positions eligible for on-call compensation when the employee is required to be on-call. The employee must be accessible and available for work upon being contacted via telephone, cell phone, or pager. The employee must be available to report to work within a reasonable time (one hour) after being contacted by the County, if needed. The employee must also be in a condition that allows him/her to resume duty.

- **Practices and Procedures:**
  1. The County Manager is responsible for placement of positions in on-call status. Each placement will be for a fourteen (14) day period. The “On-Call” list to be posted quarterly on the Administration bulletin board and the Road Department bulletin.
  2. Definitions:
     a. **On-Call:** A non-exempt employee is considered to be on-call when he/she is required by the County to be available for assignment during nontraditional work hours. This employee is required to inform the employer how he can be reached or carry a pager, radio, or cell phone for the duration of his or her time on-call. The County is the sole determiner of on-call status.
     b. Exempt administrative and professional employees are not eligible for on-call compensation.
     c. The employee must be accessible (able to respond within one hour) at all times when on-call and must immediately notify his/her supervisor if inaccessible.
     d. An employee, who is assigned to on-call status and cannot be reached or does not report within one hour of being contacted, may face disciplinary action.
     e. An otherwise eligible employee will not receive on-call compensation if performance of duties is an extension of the regular workday or work week i.e. regular overtime would apply.
     f. On-call assignments will be allocated among all eligible employees on a rotating basis.
  3. **Compensation**
     a. On-call compensation will be paid hourly @ a rate of 1.5 time’s normal hourly rate with a two hour minimum. Hours in excess of 2 hours will be paid at the overtime rate.
     b. An Employee will not be provided any additional compensation unless he/she is required to physically return to work. (Must be called in to work to be paid. No payment for being in “On-Call” statuses.
     c. The employee’s supervisor is responsible for monitoring on-call work hours.
  4. Recording On-Call time
a. When approved for on-call pay, the employee must note on their time sheet the hours and day that they were called in for duty. Supervisors are required to verify that this information is correct.

Mr. Kelly went on to say the aforementioned amendment affects the Roads, Grounds, and Shop Departments and describes their responsibilities and duties when required to be on call.

Mr. Hollis made the motion to approve the amendment. Mr. Thomas seconded and the motion carried 5-0.

**New Business:** 2014 LMIG Road Projects – Awards

Mr. Kelly stated the bids for the 2014 road projects had been tabulated as follows:

<table>
<thead>
<tr>
<th></th>
<th>COOL SPRINGS</th>
<th>CAUSEY</th>
<th>MT. PARAN</th>
<th>HORTMAN MILL</th>
<th>SMITH CHAPEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOMACK PAVING</td>
<td>47,785.00</td>
<td>76,443.84</td>
<td>76,534.75</td>
<td>69,524.40</td>
<td>148,574.80</td>
</tr>
<tr>
<td>GEORGIA ASPHALT</td>
<td>50,364.00</td>
<td>71,680.40</td>
<td>70,732.50</td>
<td>65,885.60</td>
<td>165,829.68</td>
</tr>
<tr>
<td>MIDDLE GA PAVING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REEVES CONSTRUCTION</td>
<td>66,605.00</td>
<td>86,548.08</td>
<td>91,734.72</td>
<td>77,211.20</td>
<td>210,458.52</td>
</tr>
<tr>
<td>ROBINSON PAVING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPPS BROTHERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DYKES GRASSING</td>
<td>50,532.00</td>
<td></td>
<td></td>
<td></td>
<td>115,002.76</td>
</tr>
<tr>
<td>MANN &amp; COMPANY</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>LITTLEFIELD CONST.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| ESTIMATE | 47,400 | 70,664 | 74,131 | 64,250 | 127,500 |

Mr. Kelly stated the bids that had the dark outline were the apparent low bids and asked the board to award those contracts to the associated paving company.

Mr. Thomas made the motion to award Womack Paving the Cools Springs Road Project, award Georgia Asphalt the Causey Road, Mt. Paran Road, and Hortman Mill Road projects, and award Dykes Grassing the Smith Chapel Road project. Mr. Chapman seconded and the motion carried 5-0.

**New Business:** Technical Assistance Letter – Save the Federal Road

“Save the Federal Road” is an initiative of the Georgia Department of Community Affairs and the Georgia Regional Commission to conserve and commemorate the Federal Road. The Federal Road played an historic role in the development of our nation and this initiative is designed to recognize those related sites in Crawford County.
Mr. Kelly requested the Board authorize a Technical Assistance letter be submitted to the Regional Commission on behalf of Crawford County to provide project support to this initiative.

Mr. Thomas made the motion to approve the request. Mr. Hollis seconded and the motion carried 5-0.

**New Business:** Recreation Board Request – Demolition of old Concession Stand

Mr. Kelly requested the Board allow the demolition of the old concession stand at Wallace Field. He went on to say the Recreation Board had requested the removal of the building as it has fallen into a state of disrepair and was no longer needed since the new concession area was constructed.

Mr. Chapman made the motion to approve the request. Mr. Thomas seconded and the motion carried 5-0.

**Adjourn:**

There being no further business, Mr. Fripp asked for a motion to adjourn the 18 February 2014 meeting of the Board of Commissioners. Mr. Hollis made the motion, seconded by Mr. Thomas. Motion carried 5-0 and the Board adjourned at 7:00 p.m.
APPROVAL OF MINUTES

THE REGULARLY SCHEDULED MEETING OF THE CRAWFORD COUNTY BOARD OF COMMISSIONERS
TUESDAY, 18 FEBRUARY 2014

Mr. Dean Fripp - Chairman

Mr. Paul Chapman - Vice Chairman

Mr. Frank Holliș

Mr. Bobby Blasingame

Mr. John Thomas

Attest - County Manager