

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-195**

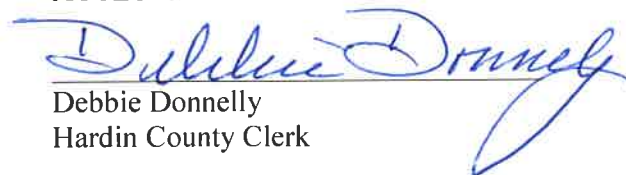
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to approve the following changes within the EMS Department:

1. The resignation of Bryan Morris, 56 hour EMT-Advanced, effective 19 November 2021.
2. The hiring of Tyler Veech, part-time EMT, at Grade 9, Step EOI, at \$14.88 hourly, with a uniform allowance of \$200 per fiscal year, effective 3 December 2021.
3. The hiring of Martin Baumgardner, part-time EMT, at Grade 9, Step EOI, at \$14.88 hourly, with a uniform allowance of \$200 per fiscal year, effective 3 December 2021.
4. The promotion of Carter Hicks from 56 hour EMT- Advanced, Grade 7, Step 2, to 56 hour Paramedic, Grade 9, Step 2, at \$15.48 hourly, with a uniform allowance of \$400 per fiscal year, effective 21 November 2021.
5. The promotion of Stephen Miller from part-time EMT, Grade 9, Step 3, to part-time Paramedic, Grade 13, Step 3, at \$19.20 hourly, with a uniform allowance of \$200 per fiscal year, effective 21 November 2021.

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 30 November 2021.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Debbie Donnelly  
Hardin County Clerk

**FISCAL COURT  
RESOLUTION NO. 2021 – 196**

**APPOINTING VIEWERS FOR ROAD CLOSING**

**Quail Roost Road (Undeveloped 60' Right-of-Way) at the end of Spring Meadow Drive and  
northeast of Lot 1A in Cedar Grove Acres, Section B, Radcliff, KY**

**WHEREAS**, a request has been made by Debbie & Paige Hardin to close a portion of Quail Roost Road (an undeveloped 60' right-of-way) at the end of Spring Meadow Drive in Radcliff, KY as dedicated on the Record Plat of Cedar Grove Acres, Section B, northeast of Lot 1A, and as recorded in the Office of the Hardin County Clerk in Plat Cabinet 1, Sheets 118B and 5166;

**WHEREAS**, KRS 178.070 requires the appointment of “viewers” to report and make a recommendation on the closure of a right-of-way;

**NOW, THEREFORE, BE IT RESOLVED**, by the Hardin County Fiscal Court, Commonwealth of Kentucky, that Charlie Allen, P.E., Hardin County Engineer, Dwight Morgan, Hardin County Road Supervisor and Adam King, AICP, Director of the Hardin County Planning & Development Commission, are hereby appointed as “viewers” pursuant to KRS 178.070 to carefully inspect and study the proposed closing described as, “a portion of Quail Roost Road (an undeveloped 60' right-of-way) at the end of Spring Meadow Drive in Radcliff, KY being northeast of Lot 1A in Cedar Grove Acres, Section B” and report their findings to the Hardin County Fiscal Court.

**ADOPTED** by the Hardin County Fiscal Court, Commonwealth of Kentucky, in Regular Meeting, on this 30<sup>th</sup> day of November 2021.

  
HARRY L. BERRY  
HARDIN COUNTY JUDGE/EXECUTIVE

**Attested by:**

  
DEBBIE DONNELLY  
HARDIN COUNTY COURT CLERK

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-197**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to appoint the following individual to the Hardin County Public Library Board for a four-year term beginning January 1, 2022 and ending December 31, 2025:

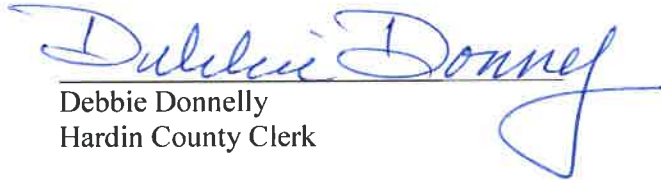
**Jerisia Lamons**  
188 East Tophill Terrace  
Elizabethtown, Kentucky 42701

**ADOPTED** by the Hardin County Fiscal Court in its regular meeting of 30 November 2021.



Harry L. Berry  
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly  
Hardin County Clerk

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-198**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to approve the following changes within the Road Department:

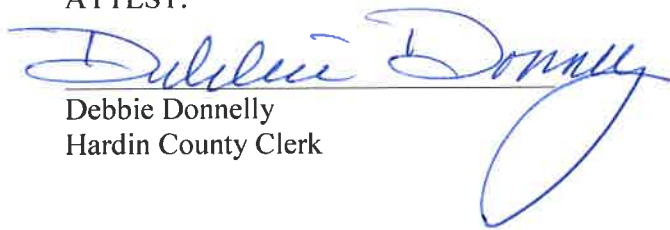
1. The hiring of Joseph Yates, Mechanic, Grade 10, Step 5, \$17.25 hourly, effective 22 November 2021.

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 30 November 2021.



Harry L. Berry  
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly  
Hardin County Clerk

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-199**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve the following job description within the Finance Department:

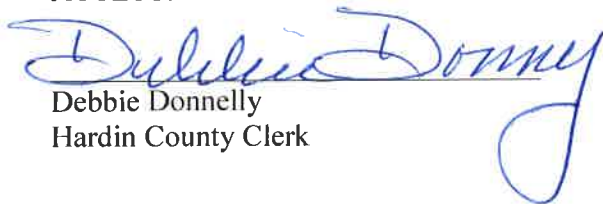
1. Occupational License Tax Coordinator

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 30 November 2021.



Harry L. Berry  
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Occupational License Tax Coordinator**

**Pay Grade 17**

STATUS	
<b>Date:</b> November 30, 2021	<b>Department:</b> Finance
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> Treasurer/ Finance Director
<b>Supervisory Responsibility:</b> None	

### **Job Summary**

The purpose of this position is to accept, process and maintain information regarding occupational tax. Assists other employees with the completion of tasks. The person holding this position must have a thorough knowledge of all aspects of bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

### **Major Essential Duties**

- Applies knowledge of the County's occupational tax ordinance in administering the County's tax collection procedures
- Process Occupational Tax Questionnaires and issue County Tax Numbers
- Verify Net Profits License Fee Returns OL-S using tax payer Federal Tax return information
- Review all Employer's Quarterly License Fee Returns
- Administer occupational tax policy to determine Nexus within the District
- Determine apportionment of adjusted business income
- Process refund applications
- Maintain confidentiality of all applicable information and documents associated with each licensee account
- Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to tax compliance
- Writes receipts and maintain account history as needed
- Assist business in filling out forms and applications
- Answers inquiries over the phone and in person regarding ordinance and regulations

### **Minor Essential Duties**

- Provide tax information to auditors during audits
- Maintain files and spreadsheets on all Taxpayers
- Compile year-end reports as needed
- Attend workshop and classes on regulations that govern county policies and procedures

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess a thorough knowledge of computers, calculators, typewriters, as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

#### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

#### ***Mathematical Skills***

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

#### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

#### ***Certificates, Licenses, Registrations***

- A Valid Kentucky Driver's License

***Other Knowledge and/or Skills***

- Ability to operate standard office machines
- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Ability to use the computer for accounts payable, records and correspondence
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable

**Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to type, handle papers, etc.

**Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems



- Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: November 30, 2021  
Status Box Change:



Harry L. Berry  
Hardin County Judge/Executive

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-200**

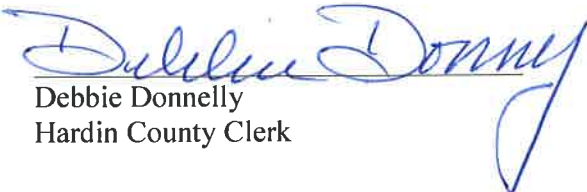
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to approve the following changes within the E-911 Department:

1. The change of status of Wesley Thornhill from 56 hour Paramedic, Grade 9, Step 4, to Telecommunicator, Grade 9, Step 4, at \$16.11 hourly, effective 21 November 2021.
2. The resignation of Jalisa Fleisher, Telecommunicator, effective 19 November 2021.

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 30 November 2021.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Debbie Donnelly  
Hardin County Clerk



# Hardin County Fiscal Court

Judge/Executive Harry L. Berry

P.O. Box 568, Elizabethtown, Kentucky 42702

Magistrates

Roy Easter  
Doug Goodman  
Lisa Boone  
Fred Clem, Jr.  
Bill Wiseman  
E.G. Thompson  
Ronnie Goodman  
Garry King

Daniel London  
Deputy Judge/Executive  
Lisa Pearman  
Treasurer/ Finance Director

## EMPLOYMENT END FORM

Employee JALISA FLEISHER

Employee Number 1796

Please accept this form as notice of my resignation from employment. The main reason that I am resigning is (please check only one):

- New Job/Better Pay, Benefits
- Unhappy with Supervision
- Family Responsibilities
- Schedule Conflict
- Other (Please list) \_\_\_\_\_
- No advancement opportunities
- Medical Problems
- Unhappy with Job Duties
- Retirement
- Termination for not meeting minimum hour requirement

Additional Comments:

EMPLOYEE ADVISED THAT THIS JOB IS NOT FOR HER

Effective Date: 11.19.2021

Last day worked: 11.19.2021

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Abbecca Brandy 11/23/21  
Human Resources \_\_\_\_\_ Date \_\_\_\_\_

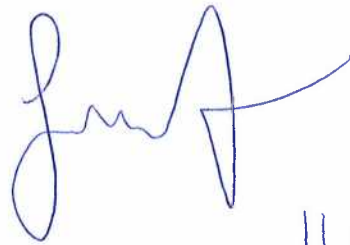
MG Bowman 11.19.21  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**This resignation was verbally given to me on \_\_\_\_\_ Supervisor Initials \_\_\_\_\_**

November 19, 2021

To whom it my concern today 11/19/2021, I would like to resign as a Hardin county 911 Telecommunicator. I appreciate the opportunity to learn this job and I thank you all for your patience.

- Jalisa M. Fleisher



11/19/21

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-201**

**BE IT RESOLVED**, to transfer from FY 2021-2022 Budget Accounts per the attached Journals:

Budget Transfers dated 11/18/2021  
Budget Transfers dated 11/30/2021  
Interfund Cash Transfers dated 11/30/2021

**ADOPTED**, by the Hardin County Fiscal Court in its regular meeting of 30 November 2021.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Debbie Donnelly  
Hardin County Clerk

Date 11/18/2021

Transfer

**AN APPROVAL relating to the transfer of budgeted appropriations thereof.  
Whereas Hardin County, Kentucky has realized unbudgeted appropriations.  
Be it so ordered by Hardin County of the Commonwealth of Kentucky:**

**Section One: Current Fiscal Year: 2021-2022**

**The budget for the Current Fiscal Year is amended to:  
Increase / Decrease the appropriations of the following fund(s)  
to include unbudgeted appropriations for:**

Fund	Account	Description	Transfer In	TransferOut
General	01-5120-521-002	FROM: 01-9100-521 GEN. ADMIN. SER. -PROPEI	7,076.91	
	01-9100-521-	TO: 01-5120-521-002 FIRE DEPT -LIFE/DISABILI		7,076.91
			7,076.91	7,076.91

Date 11/30/2021

Transfer

**AN APPROVAL relating to the transfer of budgeted appropriations thereof.  
Whereas Hardin County, Kentucky has realized unbudgeted appropriations.  
Be it so ordered by Hardin County of the Commonwealth of Kentucky:**

**Section One: Current Fiscal Year: 2021-2022**

**The budget for the Current Fiscal Year is amended to:  
Increase / Decrease the appropriations of the following fund(s)  
to include unbudgeted appropriations for:**

Fund	Account	Description	Transfer In	TransferOut
General	01-5020-344-	TO: 01-5020-399 CORONER -PRE-EMPLOYMENT \		24.00
	01-5020-399-	FROM: 01-5020-344 CORONER -PAUPER BURIALS	24.00	
	01-5075-399-	FROM: 01-5076-507 COMM. SUPPORT -CONTRIB	24.00	
	01-5076-507-	TO: 01-5075-399 ECON. DEV. -PRE-EMPLOYMEN		24.00
	01-5085-315-	FROM: 01-5085-411 OCP -BLDGS. & GDS-CUSTC	9,200.00	
	01-5085-334-	TO: 01-5085-336-001 OCP -BLDGS. & GDS-M&R		7.58
	01-5085-336-001	FROM: 01-5085-334 OCP -BLDGS. & GDS-MAINT	7.58	
	01-5085-411-	TO: 01-5085-315 OCP -BLDGS. & GDS-CONTRAC		9,200.00
	01-5140-315-	TO: 01-5140-413 EMS -COMPUTER EQUIPMENT		2,210.23
	01-5140-413-	FROM: 01-5140-315 EMS -CONTR. SERV. W/ PRI	2,210.23	
	01-5205-385-	FROM: 01-5205-402 ANIMAL CARE & CNTRL -KEI	700.00	
	01-5205-402-	TO: 01-5205-385 ANIMAL CARE & CNTRL -VETER		700.00
Road	02-6105-457-	FROM: 02-6105-471 ROAD DEPT -SALT	4,124.00	
	02-6105-471-	TO: 02-6105-457 ROAD DEPT -PIPE		4,124.00
			16,289.81	16,289.81

**Interfund Cash Transfers Journal**  
**HARDIN COUNTY FISCAL COURT**  
*INTERFUND CASH TRANSFERS DATED 11-30-2021*  
*All Funds*  
*From: 11/30/2021 To: 11/30/2021*

Transfer	Check	Date	Account	Description	Debit	Credit
00000011		11/30/21	01-1000- -	TRANSFER TO Jail		400,000.00
00000011		11/30/21	01-4909- -	TRANSFER TO Jail	400,000.00	
00000011		11/30/21	03-1000- -	TRANSFER FROM General	400,000.00	
00000011		11/30/21	03-4910- -	TRANSFER FROM General		400,000.00
Transfer Totals					800,000.00	800,000.00
Grand Totals					800,000.00	800,000.00



**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-202**

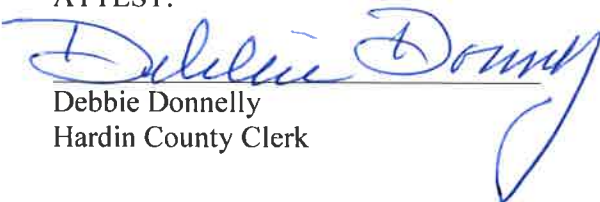
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry with the concurrence of the Resources and Community Support Committee, to accept the bid of Swift Roofing of Elizabethtown for the Hardin County History Museum Roof Replacement in the amount of \$43,640.00.

**BE IT FURTHER RESOLVED**, to pay invoices for the total amounts.

**ADOPTED**, by the Hardin County Fiscal Court in its regular meeting of 30 November 2021.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Debbie Donnelly  
Hardin County Clerk



# Hardin County Fiscal Court Bid Evaluation

**Bid #** 2021-033

**Bid Item:** Hardin Co History Museum Roof Replacement

**Bid Opening:** November 15, 2021 at 1:00 PM EST

**Court Date:** November 30, 2021

<b>Company</b>					<b>Total Bid Price</b>
Swift Roofing of Elizabethtown					\$43,640.00
Double D Roofing					\$44,560.00

Hardin County Fiscal Court received two (2) bids. Swift Roofing of Elizabethtown is the best evaluated bid having no exceptions to the bid documentation. It is the recommendation to award Bid Number 2021-033 to Swift Roofing of Elizabethtown for the Hardin Co History Museum Roof Replacement in the amount of \$43,640.00

**PUBLISHED**  
**NEWS ENTERPRISE**  
**SUNDAY, NOVEMBER 7, 2021**

**INVITATION FOR BID**

The Hardin County Fiscal Court requests bids on the following item. Bids must be received in the office of the Hardin County Judge/Executive, Hardin County Government Center, Third Floor, 150 N. Provident Way, Suite 314, Elizabethtown, Kentucky 42701. All bids must be received by 1:00P.M. on November 15, 2021 at which time bids will be opened in the Fiscal Court Meeting Room, Hardin County Government Center, 150 N. Provident Way, Suite 317, Elizabethtown, Kentucky 42701. Bids must be in sealed envelope with the words "Sealed Bid HARDIN COUNTY HISTORY MUSEUM ROOF REPLACEMENT", the date and time that the bid is to be opened, prominently displayed on the front of the envelope.

**HARDIN COUNTY HISTORY MUSEUM  
ROOF REPLACEMENT**

For additional information, contact John Bowen, Senior Maintenance Technician, at [jbowen@hcky.org](mailto:jbowen@hcky.org)

The right is reserved to accept or reject all or any part of any bid and to waive any informality in any bid.

This advertisement was paid for by Hardin County Fiscal Court using taxpayer dollars in the amount of \$114.79.