

**AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON TUESDAY, DECEMBER 15, 2020 AT 9:00 A.M.**

**COMMISSIONERS PRESENT: GENE McCONNELL, PRESIDENT; CARL HEVENER AND CAROLE HARTMAN**

**COUNTY EMPLOYEES PRESENT: KAREN PITSENBARGER, COUNTY ADMINISTRATOR; ELISE WHITE, COUNTY CLERK; BRUCE MINOR, OEM DIRECTOR; APRIL MALLOW, PROSECUTING ATTORNEY ELECT**

**PUBLIC PRESENT: SHAWN STINSON, THE PENDLETON TIMES; JOHN HURST, ATTORNEY WITH MOTLEY RICE; DAYNE DAVIS; PCECDA**

Minutes of the December 1, 2020 meeting of the County Commission, on motion of Carl Hevener, were unanimously approved.

John Hurst, attorney with Motley Rice, reported on the class action opioid lawsuit. On motion of Gene McConnell, vote unanimous, the Commission went into Executive Session at 9:10 a.m. On motion of Gene McConnell, vote unanimous, the Commission came out of Executive Session at 9:35 a.m. No decisions were taken in Executive Session.

Maintenance:

The Commission reviewed the Request for Proposal (RFP) for the office/storage building. Carole Hartman recommended that we require whomever does it that they add the County as an additional insured. Dates also need to be updated. Carole motioned to conditionally approve with corrections and changes, vote unanimous.

There have been some concerns with the snow removal contract. There has been excessive use of salt and the 911 center was not plowed until 10:00 a.m. on Monday, December 14. Karen Pitsenbarger said that she had already discussed with the owner about the salt usage. He also stated that someone had evaluated the 911 center lot at 8:00 a.m. and there was less than 2 inches of snow at that time. Their contract states that they may begin to plow when there is more than 2 inches of snow on the ground. Gene McConnell stated that the priority needs to be at the Community Building in front of the rescue/fire squad bays.

No representative from the Pendleton County Health Department attended the meeting.

Diana Mitchell, 911 Director, was unable to attend the meeting.

Dayne Davis, PCECDA board member, presented the Commission with the updated job description for a director. The Commission discussed that the prospective candidate be periodically evaluated to confirm that progress is being made. Dayne mentioned that their preference would be for a full-time director instead of a part-time director. He stated that the EDA would be able to handle any travel expenses, but would need the Commission to fund the salary for at least the first three to five years. Gene McConnell made a motion, to move forward and fund a full-time EDA director for three years with a starting salary of \$50,000 with county benefits and with the opportunity to increase the salary by meeting the goals and objectives listed. Carole Hartman seconded the motion but would like to see a complete written package of job description, goals and objectives. Carl Hevener abstained. Gene added that if after two years no progress has been made, would need to look at possible termination.

On motion of Carole Hartman, vote unanimous, the Commission adopted the emergency services drug policy with modifications.

## **PENDLETON COUNTY Emergency Services ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY**

The Pendleton County policy regarding Emergency Services is to provide and maintain an environment free of substance abuse. Pre-employment drug and alcohol testing will be conducted of all applicants who accept an offer of employment for a position that requires them to answer or respond to emergency calls from the public as a telecommunicator or in person and includes any person who is required to carry a firearm in the performance of their duties.

### **Definition of Substance Abuse**

Substance abuse occurs when an individual misuses a legal, prescribed drug or uses illegal drugs. The misuse of alcohol also constitutes substance abuse.

### **Comments**

Pendleton County will not hire current users of illegal drugs. The responsible use of alcohol or prescription drugs will not be a bar to employment. Applicants who have a record of substance abuse but can provide certifiable proof of successful completion of a certified substance abuse treatment program will be considered for employment.

Employees will be subject to disciplinary action, up to and including termination, for any violation of this policy. Such violations include, but are not limited to, using or possessing illegal drugs; misusing prescription drugs, narcotics and/or alcoholic beverages; and possessing, dispensing, distributing, or illegally manufacturing or selling such substances. Employees, their possessions, County issued equipment, and containers under an employee's control are always subject to search and surveillance while on County premises or while conducting County business.

Any employee who is using and may be affected by the use of legal drugs or prescribed narcotics during work hours must obtain a written statement from the prescribing physician that advises whether the employee is approved to perform their job. The employee must report this fact along with the physician's recommendation to their Administrator/Supervisor. A determination will then be made as to whether the employee should be able to perform the essential function of the job safely and properly.

An employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Administrator/Supervisor that the associate is capable of safely and adequately performing the duties of his/her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an associate from any disciplinary action for violations of this or other County policies. However, employees who may have a problem are urged to seek rehabilitation prior to the manifestation of performance or disciplinary problems so that disciplinary action is not an issue.

### **Testing**

The County reserves the right to require specific drug testing of any employee at any time to determine the presence of drugs, narcotics, or alcohol when there is a reasonable, good faith, objective suspicion of an associate's drug or alcohol usage. Testing will be performed on any employee who may have caused or contributed to an accident while conducting his/her job duties,

Pendleton County also reserves the right to require random drug testing of all personnel whose job responsibility involves public safety or the safety of others. This category includes, but is not limited to Telecommunicators, Supervisors, Administrators and any personnel who regularly answer emergency calls made from the public either electronically or in person.

By signing and accepting the provisions of this policy, Employees are agreeing to comply with any testing requests, consistent with the provisions of this policy.. Failure to comply will automatically result in the employee being suspended without pay and subject to discharge.

Any employee who refuses to provide specimens (blood, urine, and/or intoxilyzer) will automatically be suspended without pay and subject to discharge.

The employee shall be given the opportunity to list any medications (prescription or non-prescription) currently being used or taken within the preceding forty-eight (48) hours, either at the time of any testing procedure or upon contact by the testing agent in the event of a positive result. In addition, the employee may list any food that may alter such testing results.

In matters of specific drug testing, the employee may be escorted to the testing site by an official or designated person. For random drug testing, the employee will be instructed to report to the testing site on his or her own recognizance within a specified period of time, generally 24 hours.

In the event of a positive test result, the employee will immediately, following the results of any appeal, be placed on indefinite suspension without pay.

## **Disciplinary Action**

*Treatment:* An employee shall be permitted to take a leave of absence for the purpose of undergoing treatment in an approved substance abuse program, provided that he/she has not committed an act that would subject them to discharge. The employee shall be permitted to utilize sick leave, temporary disability, vacation, and earned holidays, as applicable, during such absence.

Such leave of absences shall be granted on a one-time basis and shall be for a maximum of sixty (60) days, unless determined otherwise by mutual agreement. Any cost of rehabilitation must be borne by the employee.

## **Reinstatement**

An employee who successfully completes the initial phase of an alcohol and/or drug rehabilitation program, and agrees to participate in regular counseling and/or treatment sessions thereafter, may be granted reinstatement on a one-time basis. Reinstatement will only be considered when certification is presented to the Administrator/Supervisor stating that the employee is capable of safely and appropriately performing the duties of his/her job. A reinstated employee will be subject to random testing at any time for one year after his/her return to work.

## **Discharge**

Employees will be subject to immediate discharge upon testing positive for alcohol or drug use if they refuse to participate in an approved drug and/or alcohol rehabilitation program.

## **Right to Challenge Laboratory Results**

An employee testing positive for alcohol or drug abuse will be afforded the opportunity to challenge the test results by requesting that the second specimen sample, collected at the time of the first specimen (kept in refrigerated storage), be sent to a comparable independent and unrelated laboratory.

The employee's right to challenge the laboratory results must be exercised within the first five (5) days after receiving notification of the indefinite suspension for a positive finding of substance abuse.

Should the confirmation test prove negative, the employee shall be reinstated and paid for the period of unpaid suspension. In such event, the County will pay any expenses related to confirmation testing.

Should the confirmation testing prove positive, the employee shall be responsible for the expense of the confirmation testing, and shall be subject to appropriate disciplinary action.

**I have read and understand the requirements defined in the PENDLETON COUNTY EMERGENCY SERVICES ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY and do hereby agree to abide by these requirements.**

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**Printed Name**

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**Signature**

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**Date**

Policy Adopted: Date:: December 15, 2020

Discussion was had with April Mallow, Prosecuting Attorney Elect, on her needs for her office. The new location for the prosecuting attorney office will be in the building owned by Steve Miller next to the Star Restaurant. April had drawn up a lease for the Commission to review. The rent would be \$500 a month plus utilities. Carl Hevener made a motion to approve the lease, vote unanimous. April has given Karen Pitsenbarger a list of her furniture needs. Kevin had stated that the law books were his. Elise White will check invoices as the County has paid over \$3,000 to Matthew Bender (Lexis Nexis) since July for books and supplements. Carl Hevener made a motion, vote unanimous, to sell the two computers to Kevin Sponaule, but the copier would remain the property of the County and would be transferred to April's office.

April said that Emilie Hott has been hired to be her secretary.

No Board Appointments were made.

The travel policy in the Employee Handbook was updated to reflect that the meals allowance will follow the U.S. General Services Administration (GSA) guidelines for West Virginia.

Elise White, County Clerk, informed the Commission that as of January 1, 2021, the Clerk's Office recorded documents will go online and they will begin accepting credit cards in addition to check or cash.

The Commission reviewed the corrected Sheriff's Delinquent Land Sale Report.

The Sheriff's monthly financial statement for November 2020 was reviewed and filed.

DATE: 12/04/20      SHERIFF'S ACCOUNTING SYSTEM      PAGE: 1  
TIME: 13:41:17      BANK BALANCE AS OF 11/30/2020      PROG: SA0068

| PENDLETON COMMUNITY BANK  | BANK BALANCE | OUTSTANDING<br>CHECKS/DEBITS | OUTSTANDING<br>DEPOSITS/CREDITS | BOOK BALANCE |
|---------------------------|--------------|------------------------------|---------------------------------|--------------|
| GENERAL COUNTY CHECKING   | 1,493,392.52 | 81,625.92-                   | 4,049.16                        | 1,415,815.76 |
| PENDLETON COUNTY 911      | 115,912.31   | 1,850.90-                    | .00                             | 114,061.41   |
| HOME DETENTION            | 57,046.84    | 8.58-                        | .00                             | 57,038.26    |
| RESERVE FOR SPEC EMERG    | 55,799.62    | .00                          | .00                             | 55,799.62    |
| PARKS & REC               | 76,809.19    | 51.50-                       | .00                             | 76,757.69    |
| PCCB                      | 1,074.34     | .00                          | .00                             | 1,074.34     |
| HEALTH REIMB              | 273,140.52   | .00                          | .00                             | 273,140.52   |
| ASSESSOR'S VAL            | 92,337.36    | .00                          | 1,282.11                        | 93,619.47    |
| FINAN STABIL FUND         | 666,726.13   | .00                          | .00                             | 666,726.13   |
| CONCEALED WEAPONS         | 16,390.98    | 250.00-                      | 15.00                           | 16,155.98    |
| SPECIAL LAW ENFORCEMENT   | 3,078.61     | .00                          | .00                             | 3,078.61     |
| COVID-19                  | 16,724.44    | .00                          | .00                             | 16,724.44    |
| BOARD OF HEALTH           | 280,298.15   | 22,573.71-                   | .00                             | 257,724.44   |
| CLEARING ACCOUNT          | .00          | .00                          | .00                             | .00          |
| FINANCIAL STAB.-CD 2      | 600,908.07   | .00                          | .00                             | 600,908.07   |
| FINANCIAL STAB.-MONEY MAR | 607,877.33   | .00                          | .00                             | 607,877.33   |
| GENERAL CO 12 MONTH CD    | 273,211.73   | .00                          | .00                             | 273,211.73   |
| GENERAL CO 6 MONTH CD     | 53,074.82    | .00                          | .00                             | 53,074.82    |
| GENERAL CO MONEY MARKET   | 481,277.20   | .00                          | .00                             | 481,277.20   |
| 911 SUPER SAVINGS         | 460,016.88   | .00                          | .00                             | 460,016.88   |
| 911 24 MONTH CD           | 9,432.56     | .00                          | .00                             | 9,432.56     |
| *** BANK TOTAL ***        | 5,634,529.60 | 106,360.61-                  | 5,346.27                        | 5,533,515.26 |
| SUMMIT COMMUNITY BANK     | BANK BALANCE | OUTSTANDING<br>CHECKS/DEBITS | OUTSTANDING<br>DEPOSITS/CREDITS | BOOK BALANCE |
| WORTHLESS CHECK           | 1,560.64     | .00                          | .00                             | 1,560.64     |
| PEND CO HOUSING           | 65,993.78    | .00                          | .00                             | 65,993.78    |
| *** BANK TOTAL ***        | 67,554.42    | .00                          | .00                             | 67,554.42    |
| THE GRANT COUNTY BANK     | BANK BALANCE | OUTSTANDING<br>CHECKS/DEBITS | OUTSTANDING<br>DEPOSITS/CREDITS | BOOK BALANCE |
| CHCB                      | 20.94        | .00                          | .00                             | 20.94        |
| *** BANK TOTAL ***        | 20.94        | .00                          | .00                             | 20.94        |
| *** COUNTY TOTAL ***      | 5,702,104.96 | 106,360.61-                  | 5,346.27                        | 5,601,090.62 |
| CASH ON HAND              |              |                              |                                 | 200.00       |
| CIR CRT WITNESS           |              |                              |                                 | 22.85        |
| *** TOTAL ***             |              |                              |                                 | 5,601,313.47 |

DATE: 12/04/20  
TIME: 13:41:50

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 11/2020

PROG: SA058B

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| ACCOUNT         | DESCRIPTION        | BEGINNING<br>BALANCE | CURRENT MONTH<br>COLLECTIONS | ORDERS<br>ISSUED | BALANCE<br>PER BOOKS |
|-----------------|--------------------|----------------------|------------------------------|------------------|----------------------|
| FUND - 001      | GENERAL COUNTY     |                      |                              |                  |                      |
| 301-01-RP-      | GC-TAX REPAYMENT   | .00                  | .00                          | .00              | .00                  |
| FUND 001 TOTALS |                    | 2204913.29           | 106353.41                    | 225776.23-       | 2085490.47           |
| FUND - 002      | COAL SEVERANCE     |                      |                              |                  |                      |
| FUND 002 TOTALS |                    | 13337.36             | .00                          | 1320.47-         | 12016.89             |
| FUND - 003      | DOG AND KENNEL     |                      |                              |                  |                      |
| FUND 003 TOTALS |                    | 5981.88              | 22.00                        | 19.80-           | 5984.08              |
| FUND - 004      | GENERAL SCHOOL     |                      |                              |                  |                      |
| FUND 004 TOTALS |                    | 24574.14             | 1563.25                      | .00              | 26137.39             |
| FUND - 005      | MAGISTRATE COURT   |                      |                              |                  |                      |
| FUND 005 TOTALS |                    | 7640.97              | 235.50                       | 551.16-          | 7325.31              |
| FUND - 006      | WORTHLESS CHECK    |                      |                              |                  |                      |
| FUND 006 TOTALS |                    | 1560.64              | .00                          | .00              | 1560.64              |
| FUND - 007      | PEND CO 911        |                      |                              |                  |                      |
| FUND 007 TOTALS |                    | 521469.93            | 98777.94                     | 36737.02-        | 583510.85            |
| FUND - 008      | HOME DETENTION     |                      |                              |                  |                      |
| FUND 008 TOTALS |                    | 56793.51             | 386.00                       | 141.25-          | 57038.26             |
| FUND - 011      | RES FOR SPEC EMERG |                      |                              |                  |                      |
| FUND 011 TOTALS |                    | 55795.03             | 4.59                         | .00              | 55799.62             |
| FUND - 013      | BOARD OF PARKS     |                      |                              |                  |                      |
| FUND 013 TOTALS |                    | 77007.36             | 100.00                       | 349.67-          | 76757.69             |
| FUND - 024      | PEND CO HOUSING    |                      |                              |                  |                      |
| FUND 024 TOTALS |                    | 65984.01             | 9.77                         | .00              | 65993.78             |
| FUND - 025      | CHCB               |                      |                              |                  |                      |
| FUND 025 TOTALS |                    | 20.94                | .00                          | .00              | 20.94                |

DATE: 12/04/20  
TIME: 13:41:50

PENDLETON COUNTY  
FINANCIAL STATEMENT  
MONTH ENDING- 11/2020

PROG: SA058B

| ACCOUNT         | DESCRIPTION         | BEGINNING<br>BALANCE | CURRENT MONTH<br>COLLECTIONS | ORDERS<br>ISSUED | BALANCE<br>PER BOOKS |
|-----------------|---------------------|----------------------|------------------------------|------------------|----------------------|
| FUND - 026      | PCCB                |                      |                              |                  |                      |
| FUND 026 TOTALS |                     | 524.36               | 755.56                       | 205.58-          | 1074.34              |
| FUND - 052      | HEALTH REIMB        |                      |                              |                  |                      |
| FUND 052 TOTALS |                     | 271186.46            | 3048.28                      | 1094.22-         | 273140.52            |
| FUND - 056      | ASSESSOR VALUATION  |                      |                              |                  |                      |
| FUND 056 TOTALS |                     | 93057.90             | 1725.90                      | 1164.33-         | 93619.47             |
| FUND - 058      | FINAN STABIL FUND   |                      |                              |                  |                      |
| FUND 058 TOTALS |                     | 1874528.52           | 983.01                       | .00              | 1875511.53           |
| FUND - 059      | CONCEALED WEAPONS   |                      |                              |                  |                      |
| FUND 059 TOTALS |                     | 15840.98             | 315.00                       | .00              | 16155.98             |
| FUND - 073      | SPEC LAW ENF INVEST |                      |                              |                  |                      |
| FUND 073 TOTALS |                     | 3078.54              | .07                          | .00              | 3078.61              |
| FUND - 206      | COVID-19            |                      |                              |                  |                      |
| FUND 206 TOTALS |                     | 19362.20             | .00                          | 2637.76-         | 16724.44             |
| FUND - 312      | CRIMINAL CHARGES    |                      |                              |                  |                      |
| FUND 312 TOTALS |                     | .00                  | 245.00                       | 245.00-          | .00                  |
| FUND - 313      | COURT REPORTER      |                      |                              |                  |                      |
| FUND 313 TOTALS |                     | .00                  | 100.00                       | 100.00-          | .00                  |
| FUND - 314      | STATE FINES         |                      |                              |                  |                      |
| FUND 314 TOTALS |                     | .00                  | .00                          | .00              | .00                  |
| FUND - 315      | STATE POLICE        |                      |                              |                  |                      |
| FUND 315 TOTALS |                     | .00                  | 250.00                       | 250.00-          | .00                  |
| FUND - 316      | STATE CURRENT       |                      |                              |                  |                      |
| FUND 316 TOTALS |                     | .00                  | 479.21                       | 479.21-          | .00                  |

| DATE: 12/04/20<br>TIME: 13:41:50 |   | PENDLETON COUNTY<br>FINANCIAL STATEMENT<br>MONTH ENDING- 11/2020 |                              | PROG: SA058B     |                      |
|----------------------------------|---|--|------------------------------|------------------|----------------------|
| ACCOUNT                          | DESCRIPTION                                     | BEGINNING<br>BALANCE   | CURRENT MONTH<br>COLLECTIONS | ORDERS<br>ISSUED | BALANCE<br>PER BOOKS |
| FUND - 364                       | TAX LIEN  |  |                              |                  |                      |
|                                  | FUND 364 TOTALS                                 | 49548.72   | 31914.66                     | .00              | 81463.38             |
| FUND - 365                       | DELINQ NONENTERED                               |  |                              |                  |                      |
|                                  | FUND 365 TOTALS                                 | 5184.84  | .00                          | .00              | 5184.84              |
| FUND - 366                       | BOARD OF HEALTH                                 |  |                              |                  |                      |
|                                  | FUND 366 TOTALS                                 | 228115.70  | 61702.69                     | 32093.95-        | 257724.44            |
| FUND - 373                       | GEN CURRENT EXPENSES                            |  |                              |                  |                      |
|                                  | FUND 373 TOTALS                                 | .00  | 37360.74                     | 37360.74-        | .00                  |
| FUND - 378                       | FRANKLIN CURRENT                                |  |                              |                  |                      |
|                                  | FUND 378 TOTALS                                 | .00  | 1727.39                      | 1727.39-         | .00                  |
| FUND - 903                       | CLEARING ACCOUNT                                |  |                              |                  |                      |
|                                  | FUND 903 TOTALS                                 | .00  | 175.56                       | 175.56-          | .00                  |
|                                  | FINAL TOTALS                                    | 5595507.28   | 348235.53                    | 342429.34-       | 5601313.47           |
|                                  | BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH: | 5,702,104.96   |                              |                  |                      |
|                                  | ORDERS/DEBITS OUTSTANDING:                      | 106,360.61-  |                              |                  |                      |
|                                  | DEPOSITS/CREDITS OUTSTANDING:                   | 5,346.27   |                              |                  |                      |
|                                  | NET BANK BALANCE                                | 5,601,090.62   |                              |                  |                      |
|                                  | CASH ON HAND                                    | 200.00   |                              |                  |                      |
|                                  | CIR CRT WITNESS                                 | 22.85  |                              |                  |                      |
|                                  | TOTAL IN COUNTY DEPOSITRIES AND OFFICES:        | 5,601,313.47   |                              |                  |                      |

I, Dale H. Hays, Sheriff of Pendleton County, West Virginia,  
do hereby certify that the foregoing is a true and correct statement of the finances of  
Pendleton County, for the month ending November 2020 showing the balance on  
hand at the beinning of the month, the amount received, the amount distributed and the  
remaining in the Treasury and County Depositories; to the Best of my abilities and knowledge.  
Given under my hand this 1 day of December 2020  
Dale H. Hays Sheriff of Pendleton County

**THE FOLLOWING APPOINTMENTS OF ADMINISTRATORS, EXECUTORS, ETC., DONE BY THE CLERK IN VACATION OF THE COMMISSION, WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED ON MOTION OF CAROLE HARTMAN, AND UNANIMOUSLY CONFIRMED.**

The appointment of Richard E. Swecker as Administrator of the **Estate of David E. Swecker, deceased.** Bond in the amount of \$40,000.00 with Patricia Swecker as Surety.

**THE FOLLOWING SETTLEMENTS OF ACCOUNTS WERE THIS DAY PRESENTED TO THE COMMISSION, APPROVED ON MOTION OF CAROLE HARTMAN, UNANIMOUSLY CONFIRMED AND ORDERED RECORDED AND FILED:**

Katherine S. Lambert, as Executrix of the **Estate of William H. Simmons, deceased;** Affidavit and Waiver of Final Settlement

Anita Fay Hartman and James Thomas Waggy, as Co-Executors of the **Estate of Naomi Virginia Waggy, deceased;** Waiver of Final Settlement

Johnny N. Wright, as Administrator of the **Estate of Carolyn K. Wright, deceased;** Waiver of Final Settlement

Francise M. Bennett, as Executrix of the **Estate of Wilda Grace Bennett, deceased**; Affidavit and Waiver of Final Settlement

Billy Sites, as Administrator of the **Estate of Judy K. Sites, deceased**; First and Final Settlement

There were no exonerations.

**ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:**

|                          |                            |             |
|--------------------------|----------------------------|-------------|
| GENERAL COUNTY FUND:     | Check Nos. 31626 - 31767   | \$33,256.28 |
| COAL SEVERANCE FUND:     | Check Nos. 200078 – 200080 | \$1,918.56  |
| DOG AND KENNEL FUND:     | Check No. 420              | \$45.00     |
| GENERAL SCHOOL FUND:     | Check. No. 77              | \$20,000.00 |
| MAGISTRATE COURT FUND:   | Check No. 300082           | \$23.97     |
| 911 FUND:                | Check Nos. 3449 – 3467     | \$49,550.76 |
| HOME CONFINEMENT FUND:   | Check No. 250              | \$167.90    |
| PARKS & RECREATION FUND: | Check Nos. 1115 – 1118     | \$1,225.85  |
| COVID-19 FUND:           | Check No. 153              | \$385.00    |

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF CAROLE HARTMAN, VOTE UNANIMOUS, UNTIL TUESDAY, JANUARY 5, 2021.

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President