

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**

**Monday, November 7, 2022 6:15pm**

**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

The meeting was called to order at 6:15 pm and Roll Call was taken:

Trustee Lovato - Present  
Trustee Sedillo - Present  
Trustee Chavez - Present  
Trustee Hall - Present  
Mayor Dial - Present

**1.0 Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the November 7, 2022 Meeting agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Approval of the October 17, 2022 Regular Meeting minutes – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the October 17, 2022 Regular Meeting minutes as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of the November 7, 2022 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the November 7, 2022 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment.**

**No Old Business**

**New Business**

**4.0 Department Updates:**

**Police-Sergeant Downing** presented the following written report:

# ESTANCIA POLICE DEPARTMENT OCTOBER, 2022 REPORT

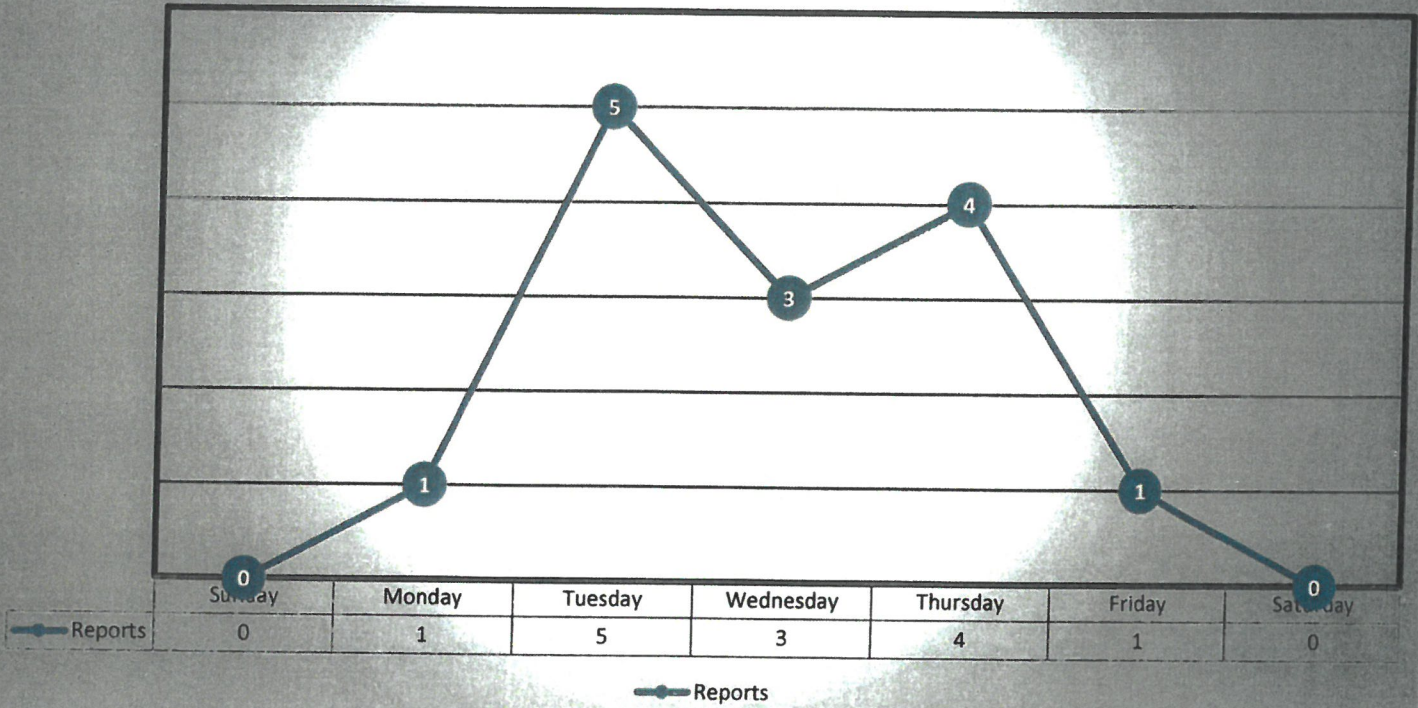


Sgt. Jason Downing, PhD  
ESTANCIA POLICE DEPARTMENT

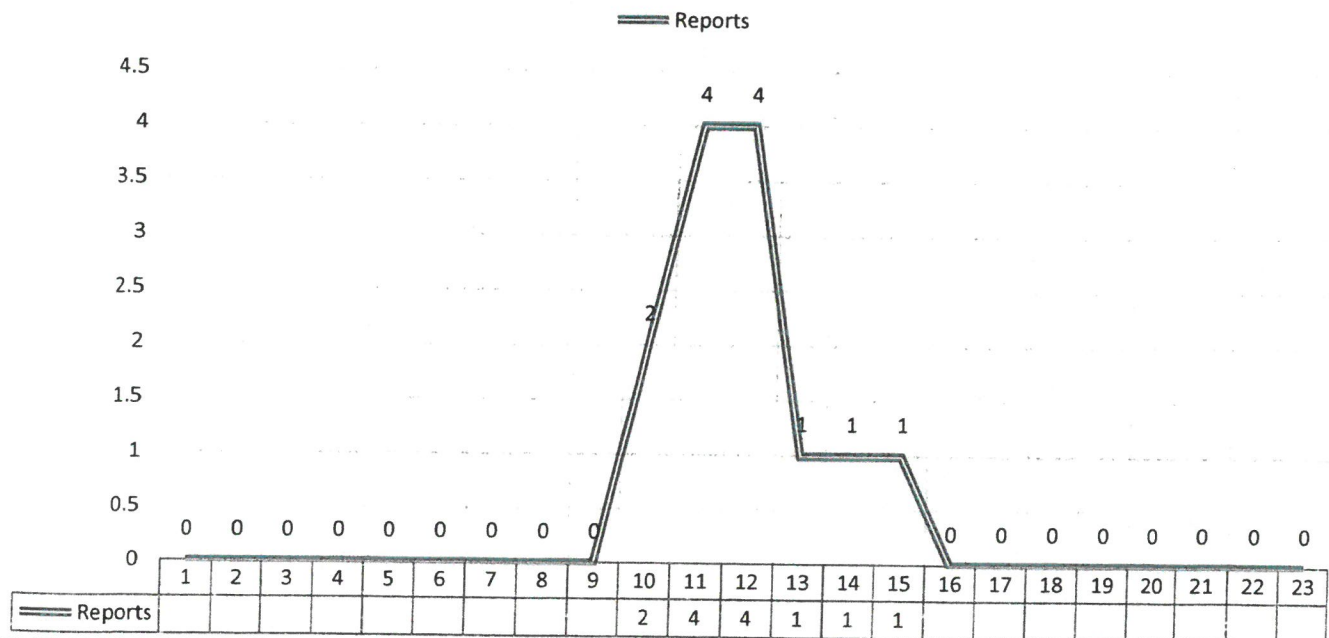
Dispatch Activities	Sept 2022	Oct 2022	Month to Month Trend (Aug - Oct)
EPD Response*	51	76	
TCSO Response	55	67	
<b>Combined</b>	<b>106</b>	<b>143</b>	<b>+34.9%</b>
<b>Call Type--*EPD Only</b>			
Public Service		1	
911 Open/Hang Up		1	
Abandoned Vehicle			
Accident w/o Injury			
Abdominal Pain			
Accident w/Injury		1	
Alarm			
Animal			
Arrest			
Assault			
Assistance		1	
Wanted Person			
Welfare Check			
Abandoned Vehicle			
Altercation			
Abduction			
Blood Pressure			
B&E (Burglary)			
Battery			
Child (Welfare)			
Civil Matter			
Close Patrol		25	
Custody Dispute			
CYFD Referral			
Domestic Violence		1	
Disturbance		1	
ETOH (Alcohol)			
Fainting			
Falls		1	
Fingerprinting			
Follow Up			
Fireworks			

Fire Alarm			
Fraud			
Found Property			
General Sickness			
Harassment			
Hit & Run			
Illegal Control Burn			
Information		2	
Illegal Dumping			
Juvenile			
Landlord Tennant			
Neighbor Dispute		2	
Noise Complaint		1	
Motorist Assist		1	
Narcotics		1	
Reckless Driver			
Recovered Property			
Security Check		12	
Seizure			
Sexual Assault/Rape			
Shots Fired			
Narcotics			
Smoke Check			
Domestic Violence			
Stolen Items		1	
Stroke			
Suicidal Person		1	
Unk Susp Person		1	
Suspicious Vehicle			
Theft			
Threat		1	
Traffic Control			
Traffic Stop		1	
Trespass			
Warrant Service		2	
Unc Breathing		1	
Wanted Person		1	
Unwanted Person		2	
Welfare Check		2	
<b>Totals</b>		<b>51</b>	

### Day of Week Chart -OCTOBER REPORT-



### TIME OF DAY CHART -OCTOBER REPORT-



## General Updates

### TRAINING

- General Instructor Certification
  - Submitted to NMDPS
- Bola Wrap Instructor Certification

### UPCOMING TRAINING

- Field Training Officer (FTO) Certification
- TASER Instructor Certification

### Continuing to build foundation for PD

- Policies/Procedures
- Equipment (Vehicle/Radio)
- Workspace

**Code Enforcement- P&Z/Animal Control-** Mr. Teaney was not in attendance at this meeting. Clerk Jones told the Board that Mr. Teaney had taken the Flood Plain Manager Certification test. We don't know the results yet.

**Fire-** Volunteer Fire Chief Chris Wolonsky told the Board that we had some inspections done recently. He said that Superior Ambulance will be pulling out of Torrance County as of Jan. 1. He said that the County can't handle the calls on their own. He said that the PRC is still effective. He suggested that the Town hire two EMT's to work 4 ten hour shifts per week. The Board asked Chief Wolonsky to draft a job description for these new positions for Board review. Mayor Dial spoke to Chief Wolonsky about the Fire Departments Facebook page. He reminded Chief Wolonsky to never delete any comments and these could be subject to an IPRA request.

**Library** – Head Librarian Angela Creamer presented the following written report:  
**November 2022 Library Report**

**Childrens Programming:**

We have 44 children enrolled in the Fall/Spring children's reading program. The Library Lizards and Bookworm Buddies enjoyed a Halloween party and created spooky haunted houses.

Early Head start visited the library on Halloween day. I read them a story, they played with the Legos, colored and played with the puzzles. They ended their visit with picking out their very own Pumpkin to take home at the park. They are hoping to make regular visits to the Library.

The Gingerbread House making party will be Tuesday, December 13. All children 12 and under are invited to participate. Sign up will begin December 1.

The Library along with the State Library will be hosting the Summer Reading 2023 workshop on Monday, Nov 14<sup>th</sup>. Librarians from all over the state will be attending.

**For the Community:**

The Grief and Loss Support Group is meeting at the Library on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays at 10am. The leader, Jennifer Freer, has started a group in Mountainair because the Estancia group is so successful.

The Adult Book Club is meeting regularly on the last Friday of the month.

We will be taking donations for our annual gift baskets for local senior citizens in need beginning in December.

Last weeks book sale made \$46.00.

Lori and I volunteered at the Trunk or Treat at the Estancia Methodist Church. It was great fun to see many of our Library patrons enjoying themselves at this community function.

**Projects:**

The construction for the new tile floor for the SW room is scheduled to begin December 19<sup>th</sup>. East Mountain Flooring gave us a quote of \$9,802.00. This quote includes removing the flagstone, leveling the floor with a self-

leveling underlayment, and installing the new tile. The money will come from the State Capital Outlay funds given to the Library.

I have received three applications for the Youth Library Aid position. The application window closed Friday, October 27. I am ready to interview the applicants.

Please plan on having a BOT/Library Board meeting at the Library in December!

Barbara, Lori and I thank you for your support!



**Maintenance** – Mayor Dial said that he, and Public Works employees Edwin Bencomo and Manuel Hernandez, will be attending a Water Conference and training next week. Once this conference and training are completed, Edwin Bencomo will have enough training hours to allow him to test for water certification. Mayor Dial might also have enough hours for testing. Mayor Dial said that the new gate at the airport is a go and a new watering system will be installed at the Veteran’s plaza.

**Administration-** Clerk/Treasurer Michelle Jones presented the following written report:  
Clerk’s Update 11/07/2022

1. Our realtor will hold an Open House for the property at 405 5<sup>th</sup> St. Offers will be accepted at his office. A buyer will be selected/announced at the Dec 5 meeting.
2. We are still waiting to hear about the Recreational Grant and the Grant Manager funding.
3. Our TPF funding was finalized. Mayor Dial met with Richard Runyon to discuss the next steps.
4. We are conducting audit prep. Our auditor will be out later this month.
5. We held a very successful benefits workshop for all our employees.
6. We will continue to move ahead with the Highland Ave project later this week- the completion date is Nov. 15.
7. I am working on getting our meetings on videotaped for the public. We should have something in place by our next meeting.
8. We will be pursuing Federal grant funding for Town Hall.

**5.0 Maintenance of the roads in the Estancia Del Norte Subdivision- Discussion/Possible Action**

Ms. Myra Oden, Qualified Broker #18855 presented the following letter to the Town:

October 24, 2022

Town of Estancia  
Honorable Mayor Nathan Dial Town Trustees

Re: Estancia del Norte Subdivision, Road Maintenance

Please be advised that Ken Williams Enterprises, Inc., Mike Williams, President is submitting this package requesting to be put on the Town's agenda for the November 7, 2022 meeting. The purpose is to request the Town to assume maintenance of the subdivision roads.



Included are five copies of the plat recorded September 28, 1992 and subsequently annexed by the Town of Estancia. The yellow highlighted areas indicate that the roads were dedicated to the public at the time the plat was recorded.

*Myra Oden*

Please contact me to confirm the agenda. Best regards,

Myra Oden  
Qualifying Braker #18855

The Board reviewed the plat and discussed the maintenance of the subdivision roads. Mayor Dial clarified that he was not opposed to the Town maintaining the roads, but he wanted to ensure that we were not violating anti-donation by maintaining roads that were not legally dedicated to the Town. Ms. Oden said that she could not find anything recorded with the County that stated that the roads had been dedicated. Mr. Williams and Ms. Oden said that the roads were built to County specs.

**ACTION TAKEN:** Trustee Hall made a motion that the Town accept the dedication of the roadways transferred to us by Torrance County in the Estancia Del Norte subdivision. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**6.0 Construction of the new Baseball Field- Discussion/Possible Action**

Trustee Lovato said that he want to move forward with an RFB for lights only at the new baseball field. He would like to do a 10 day bid. Clerk Jones asked for the specific scope of work, etc. to be included in the RFB. Trustee Lovato will provide that. **ACTION TAKEN:** Trustee Lovato made a motion to put out an RFB for lighting at the baseball field when the specs are ready. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**7.0 Scheduling a Town Clean-up – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to schedule a Town Clean-up for Saturday, April 22, 2023 and Sunday, April 23, 2023. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**8.0 Reschedule a hiring committee to conduct interviews for Public Works Supervisor and Deputy Clerk- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to reconvene a hiring committee on Tuesday, November 22<sup>nd</sup> at 5:30 pm here at Town Hall. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**9.0 Schedule a hiring committee to conduct interviews for the Youth Library Aid- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to allow the Clerk and the Head Librarian to schedule and conduct the interviews for the Youth Library Aid position. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**10.0 Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(2) personnel.**

**ACTION TAKEN:** Trustee Sedillo made a motion to go into Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(2) to discuss personnel. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 7:29pm.**

**Reconvene Regular Session:**

**ACTION TAKEN:** Trustee Sedillo made a motion to go back into Regular Session and stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken. Trustee Hall seconded the motion. All in favor.

**Regular Session resumed at 7:47pm.**

**11.0 Mayor/Council:**

**Trustee Hall** said that he heard comments about Halloween. He heard that the parade seemed dangerous because it was dark out and he heard that kids didn't go to homes because they were at the Town event. He also said that the interest in CD's is getting better and should be looked in to.

**Trustee Chavez** said that perhaps the parade could be held earlier in the day and/or traffic cones could be placed on the parade route. She said she is happy about the new trees at the Veteran's plaza and would like more lights at the park.

**Trustee Sedillo** said he is still working on getting more fish for the pond at the park. He said he is concerned about the tree and boat in the middle of the pond.

**Trustee Lovato** said that the Events committee will be meeting on Monday to talk about the Halloween event. He will be getting quotes for an artificial Christmas tree. The events committee will be doing luminarias again for Christmas, they will hold a twinkle light parade and serve hot cocoa. He will work towards getting a licensed bonded person to work on the baseball field.

**Mayor Dial** said that Mayor Pro-tem will cover for him next week in his absence. He said the school will hold a Veterans Day breakfast, and the American Legion will hold a Matanza.


**Adjournment**

Trustee Hall made a motion to adjourn the meeting. Trustee Lovato seconded the motion. All in favor.  
**MOTION CARRIED**

The meeting adjourned at 8:13 pm.

Approved: 

Date: 11/21/2022

Attest: 

Date: 11/21/2022