**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, June 15, 2020 Immediately following Public Hearing**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 7:09 pm and Roll Call was taken:**

**Trustee Lovato – Present**

**Trustee Sedillo – Present**

**Trustee Chavez – Present**

**Trustee Hall – Present**

**Mayor Dial – Present**

1. **Approval/Disapproval of Agenda – Action Item**

Clerk Michelle Jones requested that an item be added to the agenda. **19.5. Approval of Resolution 2020-17** **Approval of a Transfer of $15.000.00 from Finance Administration Other Contractual Services to Water Emergency Repair/Supplies to cover an emergency water line repair**. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the June 15, 2020 Regular Meeting agenda as amended above. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the May 28, 2020 Special Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the May 28, 2020 Special Meeting minutes as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 1, 2020 Regular Meeting Minutes- Action Item**

Trustee Hall requested an amendment to agenda item # 4. He requested that the description of his review of the Dollar General information be changed to read, ‘Trustee Hall said he reviewed the information Dollar General submitted and it looked like the plans were thorough and it looked like they covered everything including a drainage plan.’ Clerk Michelle Jones will make this change. **ACTION TAKEN:** Trustee Hall made a motion to approve the June 1, 2020 Regular Meeting minutes as amended above. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 15, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the June 15, 2020 Bill List. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

**No Old Business**

**New Business**

1. **Proposal from Kimber Sanchez to assist with the creation of a spreadsheet for the cemetery book- Discussion and Possible Action** Ms. Sanchez was not in attendance at the meeting. **ACTION TAKEN:** Trustee Lovato made a motion to TABLE this item. Trustee Hall seconded the motion. **ITEM TABLED**

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1. **Proposal to add a paid Fire Chief Position- Discussion and Possible Action**

More information needs to be gathered before a decision can be made. **ACTION TAKEN:** Trustee Sedillo made a motion to TABLE this item. Trustee Chavez seconded the motion. **ITEM TABLED**

1. **Update on Torrance County Economic Strategy-TC Commissioner Javier Sanchez- Information Only** Commissioner Sanchez could not attend the meeting. **NO ACTION TAKEN**
2. **Discussion of July 4th Fireworks and other summer activities- Discussion and Possible Action**

Mayor Dial told the Board that he would like to have music at the park and fireworks on the 4th of July. Trustee Lovato said that music and fireworks are a great idea and would be good for the Town and Trustee Chavez agreed. Trustee Hall expressed concern about the drought conditions. Mayor Dial shared research he had compiled with the Board. In summary, Mayor Dial said that the Town would have to be experiencing Extreme or Severe drought conditions as stated by the National Weather Service in order for the Town to ban fireworks and a ban would have to be put in place by the Town, by proclamation, no less than twenty days prior to a holiday. The National Weather service has published that Estancia is currently experiencing **D0 Abnormally Dry** conditions, Not Severe or Extreme Drought. Mayor Dial is also concerned about the dry conditions and the wind. He told the Board that Mountainair had passed a Drought Conditions Proclamation because they are experiencing Severe or Extreme Drought within their boundaries.

The Board agreed to move forward with 4th of July music and fireworks at the park, with the understanding that the Mayor has the authority to call off the fireworks if the wind conditions are too severe. CCA will be donating $2,000.00 to the Town to help with the cost of the fireworks, which will cost approximately $4,000.00. The Town will rent port-a-potties and will try to hire Paul Pino’s band for the afternoon.

Trustee Lovato said that it looks like Old Timer’s Day will not happen this year. The sidewalk sale will happen on the weekend of July 11th. Trustee Chavez will ask about Punkin Chunkin and Trustee Sedillo will ask about the County Fair. **ACTION TAKEN:** Trustee Chavez made a motion to approve music and fireworks for July 4th. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Town Clean-up Weekend on July 18-19, 2020- Action Item**

Mayor Dial informed the Board that the EVSWA wanted to work with the Town to have a Town Clean-Up on the weekend of July 18-19. Each Town utility account will receive one ticket that they can present at the EVSWA station to dump one load of trash for free. EVSWA will count the tickets used after the weekend is over and bill the Town for only tickets used. The cost to the Town for the clean-up will be approximately $4,000.00. **ACTION TAKEN:** Trustee Hall made a motion to approve a Town Clean-Up on the weekend of July 18-19, 2020. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Resolution 2020-15 Approving Amendment to Utility Ordinance 9-2-2 Deposits- Action Item Roll Call ACTION TAKEN:** Trustee Chavez made a motion to approve Resolution 2020-15 Amendment to Utility Ordinance 9-2-2 Deposits. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

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1. **Approval of Resolution** **2020-16 Approving Amendment to Personnel Ordinance 6.8 Department Head/Supervisory Differential- Action Item Roll Call**

Clerk Michelle Jones has requested the following amendment to the Personnel Ordinance:

**From Current:**

**6.8 DEPARTMENT HEAD/SUPERVISORY DIFFERENTIAL**. All Department Heads who supervise at least three (3) regular employees (not including temporary, seasonal or volunteer employees), will receive a 5% pay increase differential in comparison with other similarly qualified Department Heads. If a subordinate employee leaves or is terminated, thus temporarily leaving the Department Head supervising fewer than three (3) employees, the differential will not be eliminated.

**To:**

**6.8 DEPARTMENT HEAD/SUPERVISORY DIFFERENTIAL**, All Department Heads/Supervisors who supervise at least three (3) regular employees will receive a $1.00 per hour pay increase differential above their current base pay. If a regular subordinate employee leaves or is terminated, thus leaving in the Department Head/Supervisor supervising fewer than three (3) employees, the differential will **not** be eliminated.

In the case of seasonal hires (YCC and Swimming pool hires) the Department Head/Supervisor who supervises the seasonal hires will receive an additional $1.00 per hour increase over their current base pay for the duration of the season.

Ms. Jones is requesting this amendment to clarify the differential and to keep the differential pay from getting too high; 5% of a Department Head’s base pay can be a significant amount. **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2020-16 Approving Amendment to Personnel Ordinance 6.8 Department Head/Supervisory Differential. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of Salary Increases for non-probationary Full-time and Part-time employees effective July 6, 2020- Action Item**

Clerk Michelle Jones is requesting a $2.00 per hour salary increase for all non-probationary Full-time Town employees and a $1.00 per hour salary increase for all non-probationary Part-time Town employees. She is also requesting that current probationary Full-time Town employees receive a $2.00 per hour salary increase upon the successful completion of their probationary period and current probationary Part-time employees receive a $1.00 per hour salary increase upon the successful completion of their probationary period. This increase will cost the Town approximately $74,000.00 total annually. The Board agreed to this increase but requested that Clerk Jones create a resolution approving the increase that the Mayor can sign, and they can ratify at the next regular Board meeting. Ms. Jones will create the resolution. **ACTION TAKEN:** Trustee Sedillo made a motion to approve salary increases for non- probationary Full-time and Part-time employees effective July 6, 2020 with the understanding that a Resolution will be on the next agenda approving the increases. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

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1. **Approval of Resolution 2020-13** **Accepting and Approving the Town of Estancia Capital Asset Listing, Inventory Listing, and Depreciation Schedule- Action Item Roll Call**

**ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-13 Accepting and Approving the Town of Estancia Capital Asset Listing, Inventory Listing, and Depreciation Schedule. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of Resolution** **2020-11 Approving Budget Transfer for Debt Service for FY21 – Action Item Roll Call**

Clerk Michelle Jones explained that every year funds must be transferred to cover the Town’s debt schedule. These funds come from the Water Enterprise fund. This year the requested transfer amount is $17,994.00. **ACTION TAKEN:** Trustee Chavez made a motion to approve Resolution 2020-11 Approving Budget Transfer for Debt Service for FY21. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of** **Resolution 2020-12 Approving transfer from Williams Fund to Library for reimbursable expense- Action Item Roll Call**

Roof repairs were made to the Library totaling $29,394.54. This expense qualifies for reimbursement from the Williams Fund. Resolution 2020-12 approves the reimbursement transfer of funds. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-12 Approving transfer from Williams Fund to Library for reimbursable expense. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of** **Resolution 2020-14 NMDOT request for funding and match waiver for COOP agreement Control Number L500397- Action Item Roll Call**

This resolution requests participation in the NM DOT COOP program. The total cost of this project (L500397) is $66,667.00. This project will focus primarily on the road near the post office. With this resolution and letter, the Town is also requesting a waiver of the match for this project. The match is $16,667.00. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-14 NMDOT request for funding and match waiver for COOP agreement Control Number L500397. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of Resolution 2020-19 NMDOT request for funding Control Number L500330- Action Item Roll Call** This resolution requests participation in the NM DOT COOP program. The total cost of this project (L500330) is $133,631.00. The Town has already received this funding, this resolution is done to change the termini to include Alan Ayers road. **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2020-19 NMDOT request for funding Control Number L500330. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

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1. **Approval of Resolution 2020-20 NMDOT request for funding Control Number L500358- Action Item Roll Call** This resolution requests participation in the NM DOT COOP program. The total cost of this project (L500358) is $79,075.00. This project will focus primarily on the Alan Ayers road. **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2020-20 NMDOT request for funding for COOP agreement Control Number L500358. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**
2. **Approval of Resolution 2020-18- One Time Adjustment to the General Fund Account Balance to insure accurate reporting to NM Department of Finance Authority- Action Item Roll Call**

Clerk Michelle Jones is not ready to request this adjustment. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Lovato seconded the motion. All in favor. **ITEM TABLED**

**19.5 Approval of Resolution 2020-17 Approval of a Transfer of $15.000.00 from Finance Administration Other Contractual Services to Water Emergency Repair/Supplies to cover an emergency water line repair. ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-17 Approval of a Transfer of $15.000.00 from Finance Administration Other Contractual Services to Water Emergency Repair/Supplies to cover an emergency water line repair. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Additional Coronavirus Updates, if any- Mayor Dial- Information Only**

Mayor Dial said he has attended all the recent Zoom conferences concerning the Coronavirus. He said he does not have a real update right now because,” no one can get a straight answer”. He said he heard state funding may be allocated for an emergency shelter that would be built near the Pilot in Moriarty. He said that the State is conducting a Special Session to work on the budget.

**21.0 Mayor/Council:**

**Trustee Hall** said that nationwide we are hearing reaction to over-policing. He said he is proud that we are not experiencing that here. He said he is seeing our police providing protection and safety to the people of the Town and he is pleased that we don’t have to deal with that problem here. We have a history of tolerance and he is pleased to be on the Board. He said that he read that Torrance County recently added 5 new Coronavirus cases. He understands that they are inmates; this is a danger to the Torrance County community, and we need to be watchful.

**Trustee Chavez** asked about the new PD vehicle. The car is coming and will be insured and in use soon.

**Trustee Sedillo** had no update for this meeting.

**Trustee Lovato** said that Officer Milton Torrez saved his life this other day. He said that he and

his family were bike riding in town when some dogs, who were roaming at large, began to bark

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and run at them. At that moment, Officer Torrez came around the corner, stopped and handled

the situation. Trustee Lovato thanked Officer Torrez and said that he is very grateful for our officers who patrol our town. He also thanked our Public Works guys and our Mayor for their work on the water leak we had in Town. He was thankful to have water again the next morning.

He thanked the Clerks office for their work as well.

**Mayor Dial** told the Board that last Friday someone hacked into one of our teacher’s computers and activated a lockdown for the school. A sweep was done at the school and no one was found there. Someone hacked in remotely. He said he is still working on how to solve our stray dog problem. He also said that the hemp farm is moving forward; they need a certificate of occupancy and are researching how to get one. He said Clerk Jones is looking into getting us an emergency call out system to help us communicate with our residents about water shut offs, etc. Lastly, he said that we are working with the County Road Department to get them on a metered water account.

**Adjournment**

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

The meeting adjourned at 8:29 pm.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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