

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, January 2, 2018 6:15 pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

Call to order regular BOT meeting and Roll Call

Trustee Romero - Present

Trustee Dryden - Present

Trustee Chavez - Present

Trustee Hall - Present

Mayor Chavez - Present

1.0 Approval/Disapproval of Agenda – Action Item

Trustee Hall made a motion to approve the agenda as presented. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the December 18, 2017 Regular Meeting Minutes – Action Item

Trustee Romero made a motion to approve the December 18, 2017 Regular Meeting Minutes as read. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of January 2, 2018 Bill List – Action Item

Trustee Chavez commented on how small the Bill List was and then made a motion to approve the list. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – At the discretion of the Mayor. For information only (No Action can be taken). Comments may be limited to (5) minutes per person on any subject.

There were no public comments.

Old Business

4.0 Planning and Zoning Film Guidelines- Discussion and Possible Action Item

Trustee Hall said he had prepared a 1 page sheet summarizing what is needed for the guidelines. He said he mailed it to Deputy Clerk Dunlap, she said she did not receive it. He said that he felt that the Chief of Police would need to be the one to complete the application form to include the amount of the permit. Trustee Hall said his draft would make it easier and still accomplish the same goal. He said he would re-email it to Deputy Clerk Dunlap tomorrow so it could be presented at the next Board Meeting. He then moved to postpone this agenda item. Trustee Dryden seconded the motion. All in favor. **ITEM TABLED**

5.0 MOU with Torrance County for Animal Control - Discussion and Possible Action Item

Mayor Chavez said that she is waiting for further information from other Municipalities regarding their Animal Control with the County. She asked that this item be tabled. Trustee Dryden made a motion to table. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

6.0 Approval of MVD 2018 Intergovernmental Municipal Agreement

Deputy Clerk Dunlap informed the Board that this agreement is an annual agreement between the Town and the State MVD. Trustee Hall moved to approve the agreement. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

New Business

7.0 Letter of Support for funds for Torrance County for jail transports- Discussion and possible action

Mayor Chavez said that she met with Torrance County and they were originally asking for a letter of support for Capital Outlay monies for Transports of inmates. She said Representative Tomas Salazar recommended that the town use their ICIP to include transports. Mayor Chavez declined that request; the town will keep their current ICIP. She said there would be a follow-up meeting Thursday at 3:00 with the County in regards to this issue but that the County told her that a letter of support was not necessary. Mayor Chavez said she had been in touch with Senator Stefanics who told her that there would be no Capital Outlay monies to help the Town. The Mayor also said she would be attending the Association of Counties in Santa Fe and would talk further with Representative Salazar and Senator Stefanics. **NO ACTION TAKEN**

8.0 RFP for an auditor- Information only

Deputy Clerk Dunlap let the Board know that the Town would need to go out for RFP for auditing services before April. Trustee Hall asked that this item be put on the next meeting agenda for approval in order to get the process started. **NO ACTION, INFORMATION ONLY**

9.0 Municipal Day- Information only

Mayor Chavez said that this Legislative Session would be a short session. She said that due to the town's budget issues because of the closing of Core Civic, each Trustee that wanted to attend the Municipal Day would need to do so on their own; the town could not afford to pay for the registrations and hotel accommodations. All agreed. **NO ACTION, INFORMATION ONLY**

10.0 Letter for Close-out of CDBG- Action Item

Deputy Clerk Dunlap explained the reasoning for the letter. She informed the Board that in the letter, the Town had to explain the findings for the project. One issue was due to the Engineers and the others were due to the contractor, TRC Construction. She also let them know that once the findings were answered and addressed, they would go away and not affect any future CDBG applications by the Town. Trustee Chavez made a motion to approve the letter. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**

11.0 Department Updates:

Police/Animal Control

Chief Reynolds presented the Board with a letter from the Christian Children's Home in regards to the excellent job done by Officer Fernandez. She asked if she could attend the mandatory Association of Chiefs Meeting on February 1st and if the town couldn't pay for the registration fee, she would like to do so herself; the cost is \$40.00. The Board all unanimously agreed that she should attend and the town would pay the fee. The Chief said that all of her employees were up to date on all training and are good for another 2 years. There will be a shot clinic on Feb. 1st from 3-6.

Fire

Jonathan Barela reported to the Board that the call volume has gone down – 7 EMS calls and 2 Fire calls. The Craft Fair went well and all had a good time. All EMT's have attended their refresher courses and Marshall Hall announced that he would be scaling back his time as an EMT due to being retired. When his license expires, he said he would still continue to assist in any way he could.

Library

Nothing to report

Maintenance

George reported that he and his staff are monitoring the wells, pothole patching and attending to daily business. He said they have also been working on several STOP signs around town.

Administration

Deputy Clerk Dunlap said Clerk Michelle Jones was on vacation with her family and having a great time. The Admin staff continue to prepare for the upcoming election as well as keep a close eye on the budget by department and as a whole. Michelle and Michelle met with Paul Ludi from DFA and gained great insight regarding several issues we had questions about pertaining to the budget. Clerk Jones is working with Local Government Division to close-out our CDBG project.

12.0 Mayor/Council:**Trustee Hall**

Trustee Hall left the meeting early due to not feeling well.

Trustee Chavez-

Trustee Chavez asked when we were going to sell the police vehicles that need sold. She said that could be extra revenue that is needed. Mayor Chavez said she would check with the Chief.

Trustee Dryden

Trustee Dryden said he said he believed that the road that was completed in the CDBG project it is already cracking and pulling away. Deputy Clerk Dunlap said she would ask George to take a look.

Trustee Romero

Trustee Romero said he continues to be concerned about the closing of the prison and will continue to seek information.

Mayor Chavez

Mayor Chavez said she received a letter from Marshall Hall in regards to the airport. There is a gentleman from Deming who is interested in using our airport to store his crop spray plane. The plane is a larger plane than the planes that usually utilize the airport. Deputy Clerk Dunlap said that the gentleman would have to provide proof of insurance and that the hanger at the airport does not belong to the town so that issue would have to be taken up with the owner of the hanger. She also said that there would definitely have to be a fee involved due to anti-donation. Research would need to be done to see what amounts other airports charge for such a service.

13.0 Executive Session- As per Motion and Roll Call vote, pursuant to NMSA 10-15-1, the following matters will be discussed in Closed Session:

a) Personnel- Public Works, Police, MVD, Library, Finance Administration, Judicial

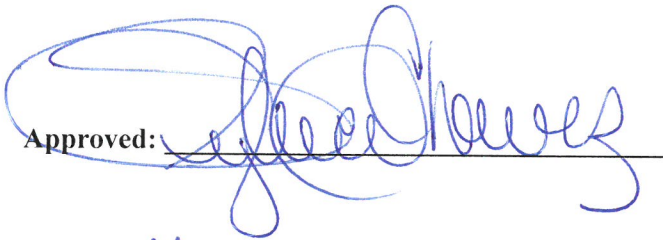
Trustee Dryden made a motion to go into Executive Session at 7:20 pm. Trustee Chavez seconded the motion. Roll Call: Trustee Hall – for; Trustee Chavez – for; Trustee Romero – for; Trustee Dryden – for. **MOTION CARRIED**

At 8:25 pm, Trustee Dryden moved to return to Regular Session. Trustee Romero seconded the motion. Trustee Dryden said that the only item discussed in Executive Session was the item listed on the agenda and no action was taken. All in favor. **MOTION CARRIED**

Adjournment

Trustee Chavez made a motion to adjourn the meeting at 8:25 pm. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED.**

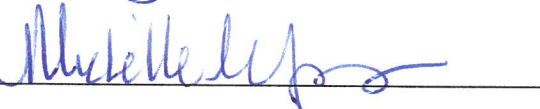
Approved: _____



Date: _____

1/16/18

Attest: _____



Date: _____

1/16/18