

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

Minutes

Invocation and Pledge of Allegiance

The meeting was called to order at 6:16 pm and Roll Call was taken:

Trustee Romero- Present

Trustee Sedillo- Present

Trustee Chavez- Present

Trustee Hall- Present

Mayor Dial – Present

1.0 Approval/Disapproval of Agenda – Action Item

Clerk Michelle Jones asked if agenda item #7 could be moved and heard after agenda item #14.

ACTION TAKEN: Trustee Chavez made a motion to approve the agenda with the change as listed above. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the March 13, 2018 Emergency Meeting Minutes – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the March 13, 2018 Emergency Meeting minutes. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the March 19, 2018 Public Hearing Minutes- Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the March 19, 2018 Public Hearing minutes. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

4.0 Discussion/Approval of the March 19, 2018 Regular Meeting Minutes- Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the March 19, 2018 Regular Meeting minutes. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

5.0 Discussion/Approval of March 30, 2018 Bill List – Action Item

Trustee Chavez made a motion to approve the March 30, 2018 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

6.0 Department Updates:

Police/Animal Control-

Police Chief Stephanie Reynolds presented the department's Unit Activity Report for the month of March. The report showed a total of 339 calls; Chief Reynold's clarified that a few of the calls listed were duplicates. Chief Reynolds talked about a recent incident at the school that prompted a school closure. She thanked the school district and the residents for their understanding and cooperation with the closure. She informed all that there will be a "Take Back Day" and a "Wellness Walk" held on April 28. "Take Back Day" involves the safe disposal of unused prescription drugs and drop boxes will be set up in three locations.

Chief Reynolds gave an Animal Control update and informed all that there will be a shot clinic held on April 6. She said they currently had 5 dogs.

Fire-

Volunteer Fire Chief Jonathan Barela told the Board that in the Month of March his department received 3 EMS calls and 5 fire calls. He said that their recent Pharmacist's quarterly inspection went very well. They received their new EMT cards and the recent fundraiser for Officer Tarrell Smith went was very successful. Chief Barela and all who volunteered for the fundraiser were thanked for their efforts.

Chief Barela said that the County and the Town are currently on a high fire alert; they currently have approximately 12 volunteers.

Library-

The library did not give an update at this meeting.

Maintenance-

Public Works Supervisor George Chavez informed the Board that the NMED conducted a sanitary survey of our water system and we received no findings. He said that in the month of March his department handled three leaks, mowed the sides of the streets, read the meters, conducted their day to day operations, and chip shredded tree limbs at the Punkin Chunkin field.

Mr. Chavez will be leaving his job with the Town on April 13th. He is sincerely thanked for his years of dedication and hard work for the Town; he will be missed.

Administration-

Clerk Michelle Jones informed the Board that her department published an RFP for Audit services. She said the Town will also be submitting an RFP for solid waste services in about a month as the current contract with NM Waste will expire at the end of July. She will be attending Certified Procurement Officer training from 4/10-4/13.

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.

Members of the Estancia Bear-acudas swim team came to the meeting to advocate for the pool. They talked about their team and how important the pool has been to their success. They presented a poster to the Board with pictures of the team and the message 'We Love our Pool'.

Edgewood resident, Jeanette Hunt, also spoke about the pool. She has created a Go Fund Me page in order to help generate funds for the pool; so far she has collected over \$500.00. She has made it very clear on her page that she is doing this on her own; not in conjunction with the Town. Ms. Hunt was thanked for her efforts. If the Town is able to secure the bulk of the funding needed, Ms. Hunt's contribution will be accepted with thanks.

Estancia resident Glenda Page addressed the Board. Ms. Page recently ran for a seat on the Board. She took this opportunity to congratulate the newly elected officials.

Old Business**8.0 Appointments to Boards- EMW Gas, EBRA, and EVEDA- Action Item**

Mayor Dial appointed as follows:

EMW Gas- Mayor Dial re-appointed Ms. Sylvia Chavez, Mr. Nick Sedillo, and Mr. George Martin to the EMW Gas board. Ms. Jones will inform Ms. Chavez, Mr. Sedillo, and Mr. Martin of their re-appointment. She will inform the Board if any one of them does not accept this re-appointment.

EBRA- Mayor Dial appointed himself to the EBRA board.

EVEDA- Mayor Dial re-appointed Trustee Hall to the EVEDA board and appointed himself as an Alternate to this board.

ACTION TAKEN: Trustee Chavez made a motion to approve the appointments as listed above. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

New Business

9.0 Ratification of Resolution 2017-09- Participation in Local Government Road Fund Program- Action Item

Clerk Michelle Jones explained that verbiage on this resolution needed to be changed to be in compliance with the Road Coop program and a due date had to be met. The verbiage was changed and Mayor Dial signed the revised resolution. Ms. Jones asks that the revised signed resolution be ratified by the Board. **ACTION TAKEN:** Trustee Hall made a motion to ratify Resolution 2017-09. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

10.0 Approval of Amendment to Ordinance 5-2-1 Business Registration to pro-rate fee- Action Item

Clerk Michelle Jones asked for approval of this amendment to ordinance 5-2-1, which was discussed at the 3/19/18 Public Hearing. Ms. Jones said that she was unsure if the amendment needed a new ordinance number. Trustee Hall said it did. **ACTION TAKEN:** Trustee Romero made a motion to approve this amendment with the correct ordinance number attached. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

11.0 Approval of Amendment to Utility Ordinance Chapter 9, 9-2-22 and 9-2-23 establishing a fee for tampering with a water meter or other public utility- Action Item

Clerk Michelle Jones asked for approval of this amendment that was discussed at the 3/19/18 Public Hearing. This will also need a new ordinance number. **ACTION TAKEN:** Trustee Hall made a motion to approve this amendment with the correct ordinance number attached. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

12.0 Approval of Amendment to Ordinance 9-6-9 Rent of Community Building to clarify fees and that only one security guard is required - Action Item

Clerk Michelle Jones asked for approval of the amendment to ordinance 9-6-9 as discussed at the 3/19/18 Public Hearing. This will also need a new ordinance number. **ACTION TAKEN:** Trustee Romero made a motion to approve this amendment with the correct ordinance number attached. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

13.0 Approval of Amendment to Ordinance 2017-02 to correctly reflect our pro-rated water billing. Action Item

Clerk Michelle Jones asked for approval of the amendment to Ordinance 2017-02. **ACTION TAKEN:** Trustee Hall made a motion to approve this amendment with a corrected ordinance number if necessary. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

14.0 Presentation of 2nd qtr quarterly report- Information Only

As the date of this meeting was April 2, Ms. Jones presented the 3rd quarter quarterly report. The 3rd quarter ended on March 31st. She wanted to give the Board the most updated numbers as possible. (A copy of the P&L and the DFA recap page are located in the file for this meeting). In summary, Ms. Jones explained to the Board that we are 75% through this fiscal year. If the prison had remained open, we would expect to have received 75% of our budgeted revenues and expended 75% of our budgeted expenditures. To-date, we have received only 58.7% of our budgeted revenues, but have expended only 56.7% of our budgeted expenditures. While we are experiencing a significant reduction in revenue, we have been able to cut back on our expenditures and maintain a relatively stable General Fund balance. We began the fiscal year with a Grand Total balance (excluding restricted investments) of \$1,422,530.00. Our current Grand Total balance (excluding restricted investments) is \$1,542,968.00. Ms. Jones cautioned that we still need to be very careful with our expenses, as some of the funds in our Grand Total are restricted to the Police Department and the Fire Department and must be expended before the fiscal year ends. We are still experience significant losses to our monthly GRTs and our monthly utility billing, but our decreased payroll and utility expenses have helped significantly. She also informed the Board that a movie company, Old Story Pictures, LLC, will be filming in town over the summer at a contract cost of approximately \$30,000.00. The contract is very close to being finalized and signed. Ms. Jones was thanked for her presentation.

7.0 Discussion of funding the pool for the summer of 2018- Discussion and Possible Action

The Board discussed how the funding for the pool was progressing. Currently, the Town of Mountainair has pledged \$5,000.00 and the City of Moriarty has committed to approximately \$5,000.00. The Town has scheduled to visit the Village of Willard, the Soil and Water Conservation District, and the County in search of funding. After some discussion, the Board decided that the pool will move forward when the contract with Old Story Pictures is signed. The Town decided to use a portion of that money towards the pool and continue to approach the other entities for funding. **ACTION TAKEN:** Trustee Hall made the motion to move forward with the pool contingent upon a signed contract with Old Story Pictures. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

15.0 Approval of Resolution 2018-07 Budget Transfer- Action Item

Clerk Michelle Jones requested approval of Resolution 2018-07 Budget Transfer, transferring \$14,000.00 from Wastewater sales to Debt Services. This transfer is necessary to put the Debt Services budget in the positive, which is required for the 3rd quarter quarterly report to DFA. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2018-07 Budget Transfer. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

16.0 Request to allow Public Works Supervisor George Chavez to keep his Town phone for one month past his last day of employment to assist with the transition of a new PW Supervisor- Discussion and Possible Action

Clerk Michelle Jones asked the Board for permission to allow Mr. Chavez to keep possession of his Town phone for an addition month after his termination in order to help with the transition of the new Public Works Supervisor. **ACTION TAKEN:** Trustee Romero made a motion to approve allowing Mr. Chavez to keep possession of his Town phone for a month after his termination pending approval from the Town Attorney. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

17.0 Mayor/Council:

Trustee Hall commented that he is very happy with the solar array that is being installed just outside of town. He said E-Town should stand for Energy Town.

Trustee Chavez said she would be attending the meeting in Willard to request funding for the pool.

Trustee Sedillo said he would be in attendance at the County Commission meeting when the Town discusses funding for the pool.

Trustee Romero asked about ways to repair the roadway in front of Sturgess Market. Trustee Hall said he would contact Mr. Sturgess about possible dedicating that portion of the road to the Town.

Mayor Dial said he would contact Mr. Paul Pino about performing for Old Timers Day. He said that Commissioner Sanchez had asked him what the Town would think about a sharing a grant coordinator with the County and other entities. The Board thought this was a very good idea.

Mayor Dial also mentioned the annual EMW Gas meeting. He and other members of the Board plan on attending. We will post for a possible quorum.

18.0 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 Supervisor position

ACTION TAKEN: Trustee Hall made a motion to go into Executive Session. Trustee Chavez seconded the motion. Roll Call: Trustee Hall- for; Trustee Chavez- for; Trustee Romero- for; Trustee Sedillo- for. **MOTION CARRIED**

Executive Session began at 9:10 pm.

ACTION TAKEN: Trustee Hall made a motion to return to regular session. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

Regular Session resumed at 9:28 pm.

Trustee Hall said that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

Adjournment

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

Meeting adjourned at 9:30 pm.

Approved: *Noted*

Date: 19 April 18

Attest: *Michelle Lopez*

Date: 4/19/18