

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, July 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 6:16pm 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

ACTION TAKEN: Trustee Hall made a motion to approve the agenda as written. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the June 18, 2018 Regular Meeting Minutes – Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the June 18, 2018 meeting minutes. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

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

ACTION TAKEN: Trustee Hall made a motion to approve the July 2, 2018 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

4.0 Department Updates:

Police/Animal Control-

Police Chief Reynolds told the Board that her department had received 120 calls last month. She said she had recently attended the Torrance County Juvenile Justice Board retreat. The Justice Board changed their name to the Estancia Valley Youth and Family Council. Estancia and Mountainair will both begin giving more citations which can be used to refer youth to the Council. The Council is another tool like Teen Court.

Currently, Estancia Animal control has 3 dogs, 1 donkey, 1 goat, and 1 pig in doggy jail. Our Animal Control Volunteer had to resign so we will be looking for a new volunteer to help out.

Chief Reynolds is working on getting 10 new AEDs for the Town for free.

Fire-

Volunteer Fire Chief Chris Wolonsky told the Board that he has met with the PRC inspector. They will be coming to do their official inspection on July 26th. He also told the Board that his department has increased their transfers in the last three weeks.

Library-

Librarian Angela Creamer submitted the following written report:

Library Report July 2018

Children's Programing

We have 68 children signed up for the summer reading program. The Pint Size Polkas preformed at the Library on Monday June 4th at 3:00. 24 people enjoyed doing the chicken dance and learning new polka songs.

Adult Programing

The UNM GED program continues to meet every Monday for Tutoring. The adult book club meets every third Tuesday at 10:30am in the Southwest room. Teen book club will have their first meeting for the school year on Friday, September 28th. The Teen Book Club meets the last Friday of every month.

Williams Trust

Roof repair - \$1,310.00 completed
Plumbing
repair - \$440.00 completed
Carpet
Cleaning - \$581.51 completed
July -repair of retaining wall, electrical repair of outside lights sensor, outside security lights, bathroom exhaust fans, indoor lighting.

Events

Local author Stephanie Dean author of Abby and the Fabulous Clubhouse will be reading her story book and answering questions on Tuesday, July 24th at 10:30 am.

BookSale-Monday, August 6-Friday, August 10

Maintenance- no report at this meeting.

Administration-

Clerk Michelle Jones told the Board that the Fiscal year ended June 30th. Her department is working on the new budget and is preparing for the upcoming audit. She told the Board that in summary the Town brought in approximately 68% of the year's budgeted revenues and spent approximately 71% of the year's budgeted expenditures.

Old Business

5.0 Discuss and Approve the Engineering Agreement from Dennis Engineering Company for the East Williams Avenue Drainage- 2018- Action Item

Mr. Richard Runyon from Dennis Engineering came to the meeting to speak with the Board about the drainage project. The proposed agreement is in the amount of \$9,000.00. He explained the need for Dennis Engineering's involvement and said that it is possible that Coop money could be used to complete the project. **ACTION TAKEN:** Trustee Hall made a motion to approve the agreement with Dennis Engineering for the East Williams Avenue Drainage project. Trustee Chavez 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.

New Business

- 6.0 Pay increase for Police Officers and Town Clerk- Action Item**
The pay increase being considered would move both Officers Fernandez and Milbourn from a Level 2 pay grade to Level 3 and would move Clerk Michelle Jones from a Level 3 pay grade to Level 4. This would result in an increase in payroll of approximately \$6,000.00 annually. These increases are being considered because the officers and the Clerk were told that after their first year of employment, they would receive a grade level pay increase. The Board has waited until the new fiscal year to consider these increases. **ACTION TAKEN:** Trustee Romero made a motion to approve the grade level pay increases for Officer Fernandez, Officer Milbourn and Clerk Jones. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 7.0 Old Timers' Day Activities - Discussion and Possible Action**
Mr. Tommy Crosswhite from the Estancia Masonic Lodge #33 came and talked to the Board about Old Timers' Day. This year, Old Timers' Day will be held on Saturday, July 28th. However, events will begin on Friday evening at 6:00pm at Arthur Park with "Tall Tales and Memories" – residents will gather to enjoy hotdogs and drinks and stories about our town. Saturday will include a Fishing Derby, parade, Disco breakfast, and much, much more! All the proceeds from this event will be used to benefit our community. Estancia's Old Timers' Day and the Biennial EHS Reunion will be sponsored by the Estancia Masonic Lodge #33, the Estancia Order of the Eastern Star #23, Dorothy Pitsford Rainbow Assembly #60, and the Estancia Valley Shrine Club. **NO ACTION, INFORMATION ONLY**
- 8.0 Torrance County Fair Activities- Angela Redondo- Discussion and Possible Action**
Ms. Angela Redondo came and spoke to the Board about the upcoming Torrance County Fair. She said that this year they are reaching out to Estancia and our neighbor municipalities to ask for help with games they are thinking of adding to the Fair. They are specifically asking for volunteers from the municipalities to help run the games; ring toss for example. Clerk Michelle Jones offered to help and the Trustees gave Ms. Redondo suggestions of different groups to reach out to. Anyone interested in helping is asked to contact Ms. Redondo or the Fair Board.
- 9.0 Ratification of Resolution 2018-13 Budget Increase for Pool – Action Item**
Clerk Michelle Jones explained to the Board that in order to correctly receive and expend the funds we have received from the community for the pool, we are required to request a budget increase to our budgeted pool revenues and expenditures. As the end of the fiscal year was approaching, Ms. Jones asked Mayor Dial to sign the budget increase resolution for submission to DFA. Today, she is requesting that the signed resolution be ratified. **ACTION TAKEN:** Trustee Hall made a motion to ratify Resolution 2018-13. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**
- 10.0 Renegotiate rent amount for property located at 405 5th street and add 30 day clause- Action Item**
Clerk Michelle Jones spoke to the Board about the current lease for the property at 405 5th street. She said that she and the Deputy Clerk had spoken with Ms. Selina Luna Moreno who is currently leasing the property. Ms. Moreno had requested that the rent about be reviewed by the Board and had asked for a 30 day release be added to the lease. The current monthly rent is \$450.00. Ms. Jones asked if the Board would consider reducing the rent to \$300.00 per month and adding the 30 day lease termination clause. The Board agreed to approve the new rent amount and the 30 day clause pending approval of the Town Attorney. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the reduction of the monthly rent to \$300.00 for the remainder of the lease- November 2018, and to add in a clause that would enable either the lessee or lessor to terminate the lease with 30 days' notice pending approval from the Town Attorney. Trustee

Hall seconded the motion. All in favor. **MOTION CARRIED**

11.0 Posting of Public Notices- Information Only

Clerk Michelle Jones informed the Board that, with the closing of the Mountain View Telegraph, she looked into what our publishing obligation would be. The Municipal League sent the following information:

"publish" or "publication" means printing in a newspaper that **maintains an office in the municipality and is of general circulation within the municipality** or, if such newspaper is a nondaily paper that will not be circulated to the public in time to meet publication requirements or if there is no newspaper that maintains an office in the municipality and is of general circulation within the municipality, then "publish" or "publication" means posting in six public places within the municipality on the first day that publication is required in a newspaper that maintains an office in the municipality and is of general circulation within the municipality. One of the public places where posting shall be made is the office of the municipal clerk who shall maintain the posting during the length of time necessary to comply with the provisions relating to the number of times publication is required in a newspaper of general circulation within the municipality. The municipal clerk **may**, in addition to posting, publish one or more times in a newspaper of general circulation in the municipality;

In summary, we are not obligated to publish; we are obligated to post. The Board requested that this information be delivered to the public so they will be aware that we will not be obligated to publishing legal notices, etc. We can, however, publish when the Board deems it necessary in the future. **NO ACTION, INFORMATION ONLY**

12.0 Mayor/Council:

Trustee Hall had no update.

Trustee Chavez had no update.

Trustee Sedillo asked if the sand in the volleyball area at the park could be worked on.

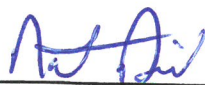
Trustee Romero had no update.

Mayor Dial said that he would talk to Mr. Brandon Howe from the MR RTPO and tell him that We would not be applying for any projects until next year at the earliest.

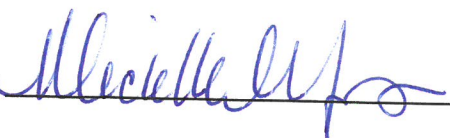
Adjournment

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

The meeting adjourned at 7:51 pm.

Approved: 

Date: 7/16/18

Attest: 

Date: 7/16/18