

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, August 6, 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 6:15pm 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 an Executive Session concerning personnel issues with Public Works and the PD could be added to the agenda. **ACTION TAKEN:** Trustee Hall made a motion to approve the agenda with the addition of an Executive Session as requested above. Trustee Sedillo seconded the motion. All in Favor. **MOTION CARRIED**

2.0 Discussion/Approval of the July 16, 2018 Regular Meeting Minutes – Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the minutes from the July 16, 2018 Regular meeting. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the July 30, 2018 Special Meeting Minutes- Action Item

ACTION TAKEN: Trustee Romero made a motion to approve the minutes from the July 30, 2018 Special Meeting. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

4.0 Discussion/Approval of August 6, 2018 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the August 6, 2018 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

5.0 Department Updates:

Police/Animal Control-

Police Chief Reynolds informed the Board that last month her department received a substantial number of calls- 593. They received several calls for fireworks and animals; she said the currently the kennel is empty. She told the Board that the Town's burglary calls have gone up again and that the burglaries are occurring at all times of the day and night. Her department is working hard to catch whoever is involved.

Chief Reynolds told the Board that the recent blood drive was very successful. There was a competition and the PD won with 21 donations. Her department is gearing up for the beginning of the school year and they are also working closely with the moving crew that is currently filming in town. Chief Reynolds is thanked for all her hard work.

Fire- Volunteer Fire Chief Chris Wolonsky gave his report to the Board. He said that all of the fire extinguishers in town are all up to date. He is also preparing for the PRC inspection and

believes that they are ready. They have increase their transports and are moving forward as a department. Chief Wolonsky is sincerely thanked for his efforts to keep the Fire Department moving in the right direction and for his work to get the department ready for inspection.

Library-

Librarian Angela Creamer presented the following written report to the Board:

Library Report August 2018

Childrens Programing

68 children completed the summer reading program.

34 parents and children attended the summer reading celebration party. The children were given certificates of completion and a gift bag which included a book.

Registration for the fall/spring programing begins Monday, August 27th.

Adult Programing

The UNM GED program continues to meet every Monday for Tutoring.

The adult book club meets every third ~~Tuesday~~ ^{Friday} 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

Leak repair in main lobby – completed

Repair of retaining wall – work will begin August 27

electrical repair of outside lights sensor, outside security lights, bathroom exhaust fans, indoor lighting – August 27

Events

Book Sale - Monday, August 6 – Friday, August 10

School Supply Drive August 1 – 24

Work has begun on the Libraries Angel Wall. 14 children and 4 adults joined us.

The Library is preparing for the Pet Show on Friday, August 10th.

We lost a friend and library volunteer Darlene Farley on Thursday, July 19th. She was a valuable volunteer here at the Library. She will be missed for the time she spent with us at the Library, but also her friendship.

A reminder – I create the Town Newsletter, Facebook page, and Website. Please send me information/notices so I can keep our residents updated. Thank you.

The Board commented at how pleased they were with the number of residents that are participating in our Library programs and thanked Ms. Creamer for her efforts to get the community involved in the library.

Maintenance-

Public Works Supervisor Lorenzo Bernal told the Board that he was very happy to inform them that this month, for the first time, there were **NO LEAKS**. He told the Board that that a problem we were having at the lift station is fixed and the riding lawn mower is fixed. He told the Board that we urgently need to have some of the Town trees trimmed so we do not have any accidents due to falling limbs.

Administration-

Clerk Michelle Jones told the Board that the pool officially closed for the season on August 5th. It was a great season and she will have specific comments about the pool at a later date. She is currently awaiting final FY19 Budget approval from DFA and her department is beginning prep for the upcoming audit.

No Public Comment

No Old Business

New Business

6.0 MOU with Estancia School District for SRO Services- Action Item

The MOU for the '18-'19 school year with the Estancia School District for School Resource Officer services is ready for approval. The MOU says that the School District will pay the Town a flat fee of \$20,500.00. There is also an addendum to the MOU for additional funding of \$12,000.00 if needed. The Town sincerely appreciates the partnership we have with the School District and their willingness to provide extra funding if the Town needs it to fund these essential services. **ACTION TAKEN:** Trustee Hall made a motion to approve the MOU and the attached addendum. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

7.0 EBRA UPDATE- Ted Barela- Information Only

Mr. Ted Barela is the President of EBRA- the Estancia Basin Resource Association. He reported to the Board that EBRA recently held their annual meeting and it went very well with very good attendance. He said they talked about the decreasing well water levels in some parts of the basin. He also said that the water levels were remaining stable in the foothills. He said that a group through UNM was measuring well levels in the basin. He said that EBRA's meeting would begin again in October and that he would be sending an invoice or the Town's annual EBRA contribution. He thanked the Town for their continued support.

8.0 Discussion of Code Enforcement with respect to vehicles at the County Administrative Offices- Belinda Garland- Information Only

Torrance County Manager Belinda Garland and Torrance County P&Z Coordinator Steve Guetschow came to speak to the Board about a letter the County received from our Town's P&Z Officer concerning non-operating vehicles at the County Administrative Offices. The letter stated that a complaint had been received and asked for a clean-up plan of action. Ms. Garland said that the County offices were in a Special Use District and asked what the Special Use allowed for Government buildings. She was told by Clerk Michelle Jones that there were no specifics concerning Government buildings on the Town's P&Z Ordinance. Trustee Hall explained that the ordinance merely designates that the Town has a Special Use District for Government Buildings. He told Ms. Garland that the County could re-apply for a Special Use for their building and

include specific verbiage about their vehicles in the application. Ms. Garland spoke about the vehicles at the County offices and some of the plans they were working on to get the vehicles either working or sold. She said that they were looking for titles for some of the vehicles, were repairing others, storing others, etc. Ms. Jones suggested that she list this information on the Clean-up plan and give it to the Town's P&Z Officer.

In summary, the Board suggested that Ms. Garland work with Mr. Guetschow and re-apply for a Special Use District for their building with verbiage about their cars and Ms. Jones suggested that, in the meantime, Ms. Garland submit the Clean-up plan to the Town's P&Z. **NO ACTION, INFORMATION ONLY**

9.0 Approval of Resolution 2018-18 Participation in Local Government Road Fund Program administered by the NMDOT – Update to the COOP Project- Action Item

Clerk Michelle Jones explained that this resolution added the engineering of the area in front of the old Sturges Market to the current COOP project. She clarified that the engineering costs for that area will come from the current year's COOP funding and the construction funding will come from next year's COOP funding. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2018-18. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

10.0 Request for a 2% Cost of Living pay increase for the Town's Current Full-Time Employees, excluding the Clerk and Two Police Officers who recently received grade level increases- Action Item

Clerk Michelle Jones asked the Board to approve a 2% Cost of Living raise for the current full-time employees, excluding the Clerk and two Police Officers who recently received grade level raises. She told the Board that this much needed and deserved increase will cost the town approximately \$6112.00 annually. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the 2% Cost of Living pay increase. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED** The increase will begin with the next pay period.

11.0 Request approval for Police Chief Reynolds to attend NM Association of Police Chiefs training in Roswell on August 29- Action Item

Chief Reynolds told the Board that, due to budget constraints, she has decided not to attend this training. **NO ACTION**

12.0 Request for a Public Hearing to consider adopting by ordinance the 2018 Changes to the New Mexico Uniform Traffic Ordinance – Action Item

Clerk Michelle Jones asked if she could schedule a Public Hearing for August 20 before the regular meeting. A Public Hearing is needed to review the changes to the Uniform Traffic Ordinance. The Board agreed to have the Public Hearing. **ACTION TAKEN:** Trustee Hall made a motion to schedule a Public Hearing for August 20 at 6:00pm at Town Hall. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

13.0 Request to suspend/postpone the New Well Project- Discussion and Possible Action

Clerk Michelle Jones and Deputy Clerk Michelle Dunlap had mentioned the idea of postponing the New Well project during the Budget meeting. This evening, Donzil Worthington from Bohannon Huston has come to talk to the Board about the possible postponement. He told the Board that he had spoken with Todd Johansen, Senior Program Administrator for the Drinking Water State Revolving Loan Fund, and asked about the repercussions of postponing the project.

Mr. Johansen said that the Town could postpone and that it would probably be the fiscally responsible thing to do. The Town has drawn out approximately \$51,000.00 from the loan, which is 75% grant- so the Town will have to pay back approximately \$13,000.00. The Town will still have the engineering for the project and can start the project again at a later date. The \$13,000 that the Town will pay back now will roll into the total is the Town decides to start up the project again later. The Town has also secured \$20,000.00 of Capital Outlay money for this project and has expended about \$10,000.00. Mr. Worthington said he will look into trying to divert the remaining \$10,000.00 into improving our existing wells. **ACTION TAKEN:** Trustee Romero made the motion to postpone the New Well project. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

- 14.0 Request to set up interviews for the Full-time Maintenance Worker 1 Position- Action Item**
Clerk Michelle Jones told that Board that the deadline for accepting applications for this position closed and she had applications for the Board to review for interviews. The Board agreed to have the Mayor and the Public Works Supervisor review all the applications and then select the candidates they wanted to interview. Interviews will be scheduled for the evening of Thursday, August 9. The Clerk will post for a possible quorum for the purpose of conducting interviews. The Board was asked to attend the interviews or send a representative. **NO ACTION, INFORMATION ONLY**

15.0 Mayor/Council:

Trustee Hall talked about the beautiful planters that the movie company has given to our Town and the equally beautiful letter that Kay from EMW Gas wrote to the movie company about the planters. He also talked about the excitement of the upcoming Fair.

Trustee Chavez reminded everyone about the Fair's upcoming Chili Cook-off!

Trustee Sedillo talked about the need to clean up the remaining fallen tree branches from the last storm.

Trustee Romero said he would work on a revision to the P&Z Ordinance with respect to Special Use Districts and Government Buildings. Ms. Jones will provide him with a current copy of the ordinance.

Mayor Dial informed all that we received formal notice that we will not receive any EMS funding for this fiscal year. Our application was turned in late and we were denied funding. We appealed the decision, but received formal notice that we lost the appeal. He also mentioned that he would be having a meeting with the Clerk's Office and the pool staff to discuss the recent season. He suggested that when we reach out to again ask for funding for the pool, we could consider also asking for funding for July 4th fireworks. Lastly, he thanked Mr. Noah Sedillo for helping with Old Timers Day in his absence.

16.0 Executive Session- pursuant to NMSA 1978, Section 10-15-1 to 10-15-4 Section (H) (2), the following matters will be discussed in Closed Session:

a. Limited Personnel Matters- Public Works Department and Police Department

ACTION TAKEN: Trustee Hall made a motion to go into Executive Session. Trustee Romero seconded the motion. Roll Call Vote: Trustee Romero-Yes, Trustee Sedillo-Yes, Trustee Chavez-Yes, Trustee Hall- Yes, and Mayor Dial- Yes. **MOTION CARRIED**

Executive Session began at 8:21pm.

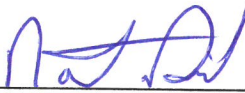
Return from Executive Session-

ACTION TAKEN: Trustee Hall made a motion to return to Regular Session at 8:39pm. Trustee Chavez seconded the motion. All in Favor. **MOTION CARRIED** Trustee Hall stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

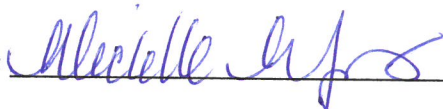
Adjournment

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

The meeting adjourned at 8:46 pm.

Approved: 

Date: 8/20/18

Attest: 

Date: 8/20/18