

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, April 1, 2019 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 Lovato- Present
Trustee Sedillo- Present
Trustee Chavez- Present
Trustee Hall- excused absent
Mayor Dial –Present

- 1.0 **Approval/Disapproval of Agenda – Action Item**
2.0 **ACTION TAKEN:** Trustee Sedillo made a motion to approve the agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 3.0 **Discussion/Approval of the March 18, 2019 Regular Meeting Minutes – Action Item**
ACTION TAKEN: Trustee Chavez made a motion to approve the March 18, 2019 Regular Meeting minutes as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**
- 4.0 **Discussion/Approval of the April 1, 2019 Bill List – Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to approve the April 1, 2019 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

5.0 **Department Updates:**

Police/Animal Control – no update at this time

Fire- no update at this time. Chief Wolonsky said he would be introducing a new volunteer to the Board next month, most likely.

Library-no update at this time

Maintenance- Public Works Supervisor Lorenzo Bernal gave a brief update saying that his department would be working on the pond soon. They will also begin work on the next COOP project soon. They have also been fixing leaks, reading meters, etc.

Administration- Clerk Michelle Jones presented the following written update:

1. Tomorrow, I will be sending Resolution 2019-06 Accepting the Audit and responses to the 4 findings to DFA.
2. This week, we will begin advertising for YCC and the Pool

3. The Mayor, Michelle and I will be attending a District Meeting on April 11
4. We have reached out to Richard Runyon with Dennis Engineering about the Coop and are preparing to get the project going
5. We are waiting on quotes to begin the repair of Well 4 – we have \$20,000 in Capital Outlay to get this accomplished
6. We are awaiting the final approval of our \$250,000 and \$35,000 Capital Outlay Funding
7. We may also be receiving \$5,000 in Capital Outlay funding for our Library
8. We are in the process of completing a Safety Audit for New Mexico Self Insurers
9. We will be purchasing a volleyball net in the next few weeks.
10. I will be completing the 3rd quarter quarterly review and will be presenting the review to the Board at the April 15th meeting.
11. We are beginning the process of requesting grant money to do a Preliminary Engineering Report. This PER will help is with the work we will be doing on the Lift Stations and will also help us qualify for funding in the future.

Old Business

5.0 Discussion of the Pool- Discussion Only

Clerk Michelle Jones told that Board that she has emailed all the pool workers from last year to see if they can work again this year as they are all certified for two years. She and Deputy Clerk Michelle Dunlap will post for the pool jobs this week. Pool hours will most likely be Tues-Saturday 12pm-6pm. Pool season will most likely begin the first week of June through the first week of August. EMW Gas had pledged to contribute \$10,000.00 to the pool and the City of Moriarty will give \$2500.00 and send their summer program kids to swim like they did last year.

6.0 Discussion of YCC Project- Discussion Only

Clerk Michelle Jones shared her YCC binder information with the Board for their review. She told the Board that this discussion was important because there was a discrepancy in what the project was. Ms. Jones said that the shaded areas were originally intended for vendors. Trustee Chavez reviewed the project as shaded areas that the Punkin Chunkin bleachers could be slid under. The Board reviewed the specs of the project. They agreed that, in order to use the shade areas to cover the bleachers, the height of the shade areas would need to be increased by approximately 3-4 feet and the poles used to stabilize the covers would need to be dug deeper. The Board asked Ms. Jones to check with the engineer and with the representatives from YCC to see if these changes would be allowed and what the possible cost difference would be. All agreed that moving the shade areas to another location in the Punkin Chunkin area would not be an issue; changing the specs might be more difficult. **NO ACTION, DISCUSSION ONLY**

New Business

7.0 Pearson P&Z Appeal – Discussion and Possible Action Item

Mr. Pearson came before the Board in order to appeal a decision from the P&Z Officer. In summary, Mr. Pearson was cited by Planning and Zoning because he has several vehicles on his rural residential property. Some of the vehicles appear to be inoperable. Mr. Pearson said that he has vehicles on his property that he may intend to sell. At this time, he informed the Board that he is trying to sell his property and his business. Currently, his property is zoned as rural residential and he does not have a current business registration. After some discussion, the

Board asked Mr. Pearson to go to the County Assessor's office and get his property correctly assessed as commercial before the next Board of Trustees meeting on April 15th. They also asked him to come to the Town office and obtain a Business Registration. The Board told Mr. Pearson that if he corrected the assessment of his property and obtained a current Business Registration, he would most likely be in compliance with the zoning ordinance. The Board agreed to table this item until the next meeting. **ACTION TAKEN:** Trustee Chavez made a motion to table this item. Trustee Lovato seconded the motion. All in favor. **ITEM TABLED**

8.0 Presentation for Pond Management Proposal- Steven Ferguson- Information Only
Mr. Steven Ferguson, Co-Owner of Wildlife, Fisheries & Habitat Services LLC, presented the Board with the following Proposal of Work:

From: Steven Ferguson
Co-Owner WFHS

To: Town of Estancia Board of Trustees

Proposal of Work

Scope of Work:

It is proposed that Arthur Lake undergo successive treatments by Wildlife, Fisheries and Habitat Services LLC (WFHS) in order to control increasing amounts of vegetation. Treatments will take place at minimum 4, but not exceeding 8 times throughout the 2019 growth season, beginning in March and ending in late October. Past years management experiences on this lake have shown that multiple treatments are necessary to effectively control aquatic plant growth under conditions seen at the location. Fountains must be maintained in working order to maintain safe aquatic oxygen levels and assure the effectiveness of treatment. Access to pond for treatment rig and ATV will be provided both at time of treatment and between treatments to assess conditions.

Price:

Town of Estancia shall pay WFHS for labor to be performed \$800 per treatment.
Town of Estancia shall pay WFHS for chemicals needed in order to complete work at the following rates:

Chemicals for Algal species:

Granular algaecide \$4.16 per pound (180 pounds maximum per treatment)

Liquid algaecide \$59.99 per gallon (2 gallons maximum per treatment)

Chemicals for non-algal species if needed:

Liquid Emergent Herbicide \$69.99 per gallon (2 gallons maximum per treatment)

Payments:

Payments will be broken down into equal increments to be billed after each treatment, plus materials used for treatment. Billing will occur within 5 working days of treatment. Payment is to be made before next scheduled treatment.

Mr. Ferguson had been working with the Town to maintain the pond until the prison closed and the Town cut this expense. All agreed that now that the pond is empty and work will be done to well 4 and the pond, this is a very good time to reconsider working with Mr. Ferguson again. Clerk Michelle Jones said that the option of only 4 treatments makes Mr. Ferguson's proposal possible for the Town. If the prison opens, as it appears it will, more treatments could be possible. The pond is one of the jewels of the Town and working to maintain it properly is a priority. Ms. Jones said she would put Mr. Ferguson's proposal as an action item on the next agenda. **NO ACTION, INFORMATION ONLY**

9.0 Approval of Resolution 2019-03 Computer Use Policy- Action Item
ACTION TAKEN: Trustee Lovato made a motion to approve Resolution 2019-03 Computer Use Policy. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

10.0 Approval of Resolution 2019-06 Accepting FY18 Audit- Action Item
ACTION TAKEN: Trustee Sedillo made a motion to approve Resolution 2019-06 Accepting the FY18 Audit. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 Request amendment to Nuisance Ordinance and Personnel Policy- Action Item
Clerk Michelle Jones presented the Board with two proposed amendments. The first is an amendment to the Personnel Ordinance as follows:

8.2 NORMAL WORK HOURS AND LUNCH PERIODS. All employees are required to take a minimum of thirty minutes for lunch for every eight hours worked. Non-Exempt employees may not use their lunch period to make up time or to shorten their work day. Employees may not work through their lunch period and count that time as work time. Individual Department Heads may determine appropriate lunch periods for their department personnel as long as the minimum lunch period dictated herein is observed. **The Police Department is exempt from this provision.**

This amendment is suggested to clearly show that only the Police Department Officers are exempt from this provision, not the Police Department Administrative Assistant. **ACTION TAKEN:** Trustee Chavez made a motion to approve the amendment to the Personnel Ordinance as listed above. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

↳ Officers Are

The second is an amendment to the P&Z Ordinance as follows:

SECTION 8. DUTY TO MAINTAIN.

A. In General. Every person having an immediate possessory interest in a residence or other private property within the Town shall maintain, manage, and supervise the property and all persons thereon in a manner so as to avoid creating a public nuisance.

B. Building And Structures. All structures, and all exposed exterior surfaces, shall be kept safe, structurally sound, and maintained so that they do not constitute a hazard, blight, condition of disrepair, and therefore constitute a public nuisance. Examples include, but are not limited to, leaning or deteriorating fences, graffiti, peeling paint, and deteriorating, rotting, or damaged materials.

C. Exterior Premises And Vacant Land.

1. General, land. All land, including exterior premises and vacant land, whether improved or unimproved, shall be maintained free from any accumulation of debris or blight, which includes, but it not limited to, graffiti on walls, fences, or mail boxes, accumulation of litter, rubbish, refuse, waste material, bottles, paper, glass, cans, organic or inorganic material, inoperable or

Section 8
UNUSUAL household appliances
inoperable ~~to include~~ *dryers, the refrigerator, freezer, etc.*

disabled vehicles, piles of mixed materials, dry vegetation, rags, empty barrels, boxes, crates, packing cases, mattresses, bedding, lumber not neatly piled or stored in front yards, scrap iron, tin, and other metal not neatly piled, or anything whatsoever in which insects, rodents, snakes, or other harmful pests may live, breed, or multiply, or which may otherwise create a health hazard.

After some discussion, the Board agreed to the following amendment:

C. Exterior Premises And Vacant Land.

1. General, land. All land, including exterior premises and vacant land, whether improved or unimproved, shall be maintained free from any accumulations of debris or blight, which included, but is not limited to, graffiti on walls, fences, or mail boxes, accumulation of litter, rubbish, refuse, waste material, bottles, paper, glass, cans, organic or inorganic material, inoperable or disabled vehicles, **inoperable and unused household appliances**, piles of mixed materials, dry vegetation, rags, empty barrels, boxes, crates, packing cases, mattresses, bedding, lumber not neatly piled or stored in front yards, scrap iron, tin, and other metal not neatly piled, or anything whatsoever in which insects, rodents, snakes, or other harmful pests may live, breed, or multiply, or which may otherwise create a health hazard.

ACTION TAKEN: Trustee Sedillo made a motion to approve the amendment to the P&Z ordinance as listed above. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

12.0 Mayor/Council:

Trustee Hall- absent

Trustee Chavez asked the Town Clerk to look into replacing the lights on the trees at the Veterans Plaza. She informed all that she is still working on getting turf donated for the grass at the pool. She asked the Mayor if he could try to get some community service kids to rake the park and pick up trash and she asked about getting better signage at the pool. She also offered to paint the brick wall at the pool.

Trustee Sedillo asked if we could post for a possible quorum at all Republican Party of NM meetings. We will post for a Possible Quorum at all TC Commission meetings. RPNM and DPNM meetings.

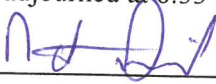
Trustee Lovato thanked Mayor Dial and the PW Department for cleaning up the baseball field.

Mayor Dial said that the Town has a lot to get accomplished in the next few months and will be very busy. He told the Board that he has submitted an application to get grant funding to clean up the old dump.

Adjournment

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

The meeting adjourned at 8:33 pm.

Approved: 

Date: 4/15/19

Attest: 

Date: 4/15/19