

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, October 7, 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 6:15pm and Roll Call was taken:**

**Trustee Lovato- Present**  
**Trustee Sedillo- Present**  
**Trustee Chavez- Present**  
**Trustee Hall- Present**  
**Mayor Dial-Present**

**1.0 Approval/Disapproval of Agenda – Action Item**

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

**2.0 Discussion/Approval of the September 16, 2019 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the September 16, 2019 Regular Meeting minutes. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of the October 7, 2019 Bill List – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the October 7, 2019 Bill List. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment** – Resident Sonny Garcia addressed the Board. He is currently renting a Town owned building for his Jiu-Jitsu classes. Recently, a leak was discovered in the ceiling of the building. The Town has sent a person to look at it, but it has not been fixed yet. The leak is causing a ceiling tile in the building to bow. There is concern that there might be asbestos in the ceiling and that the leak might expose it. After some discussion, Mr. Garcia and the Board agreed to the following resolution: The Town will allow Mr. Garcia to hold his jiu-jitsu classes in the community center gym while the ceiling is being looked at. The Town will find out if there is asbestos in the ceiling or not before Mr. Garcia's rental agreement expires at the end of November. If there is no asbestos, it is hoped the Mr. Garcia and the Town will renew the rental agreement for another year. If asbestos is found, the Town may not pursue a renewal of the agreement and Mr. Garcia will find another location for his classes. Both Mr. Garcia and the Board were satisfied with this temporary arraignment. The Town will send out a portion of the ceiling for testing.

**4.0 Department Updates:**

**Police/Animal Control-** Chief Cobb reminded the Board that he had updated their call system. For the month of September, they received 276 calls for service; this is significantly higher than the previous month. He told the Board that the Town was in possession of 4 dogs, but now has just one left. There will be discussion about Animal Control and PD uniforms later in the meeting.

The PD has new body cameras and Officer Milbourn is scheduled to return to work on the 16<sup>th</sup> of this month. Trustee Lovato thanked Chief Cobb for the PD presence at the school.

**Fire-** Volunteer Fire Chief Wolonsky told the Board that his department is doing good and are going on calls. They recently had three very important inspections and they passed them all. As Fire and EMS, he cautioned the Town to stay vigilant with our kids against the dangers of drug abuse. He will review the Town hydrants.

**Library-** Head Librarian Angela Creamer presented the following written report to the Board:

### **Library Report October 2019**

#### **Children's Reading Programming**

We have 26 children registered for the Afterschool and Storytime programs.

Vickie (volunteer) and Angela participated in a STEM workshop presented by Explora and the NM State Library. We learned how to use a storybook to create a Science, Technology, Engineering, or Mathematics activity.

I have applied for the Institute of Museum and Library Services Code Club grant. With this grant I would receive software, training and materials to create a Code Club for the 6<sup>th</sup> – 12<sup>th</sup> age group.

What is Coding? Coding involves writing computer programs using programming languages. Coding for kids is usually taught using content that is high-interest while creating projects that involve creative input. In short, coding for kids is typically gamified making it fun for kids to learn!

The Library donated a gift basket full of children's books to the Estancia Elementary for their fall festival raffle.

#### **GED**

Both UNM GED programs are up and running with a total of 5 students. Classes are held Wednesdays and Thursdays.

#### **Dolly Parton's Imagination Library**

The Dolly Parton's Imagination Library has received a \$1,000 dollar grant from Avangrid Renewables (wind farm)

#### **Community Events:**

Our Adult book Club hosted local Author Charlene Bell Dietz for a book talk on Friday, September 20<sup>th</sup>

The Library will host a Gingerbread house making party for kids' ages 5 – 12 years on December 17<sup>th</sup>. Everyone is invited to this free family fun event.

Our annual fall book sale will be November 6<sup>th</sup> – 8<sup>th</sup>.

#### **Homeschool Co-op**

The Homeschool group will be using the Library for their meetings once a month for lessons and activities. The group checked out a STEM trunk from the state library for this month's activity.

### Academic Warriors

Allison Bruning and her Academic Warriors group will be using the Library for a writing workshop for children ages 8 – 14. The participants have finished their rough drafts and have begun the editing process. The group thanked us for allowing them to use the Library as a meeting place and for helping them research their characters. The group will continue to use the Library through November.

### GO Bond

2016 GO Bond 11,322.43 Balance: \$1,498.95 (spend by April 2021)

2018 GO Bond 15,031.20 Balance \$15,031.20 (spend by April 2022)

#### 4.5.8.8. Distribution of Funds

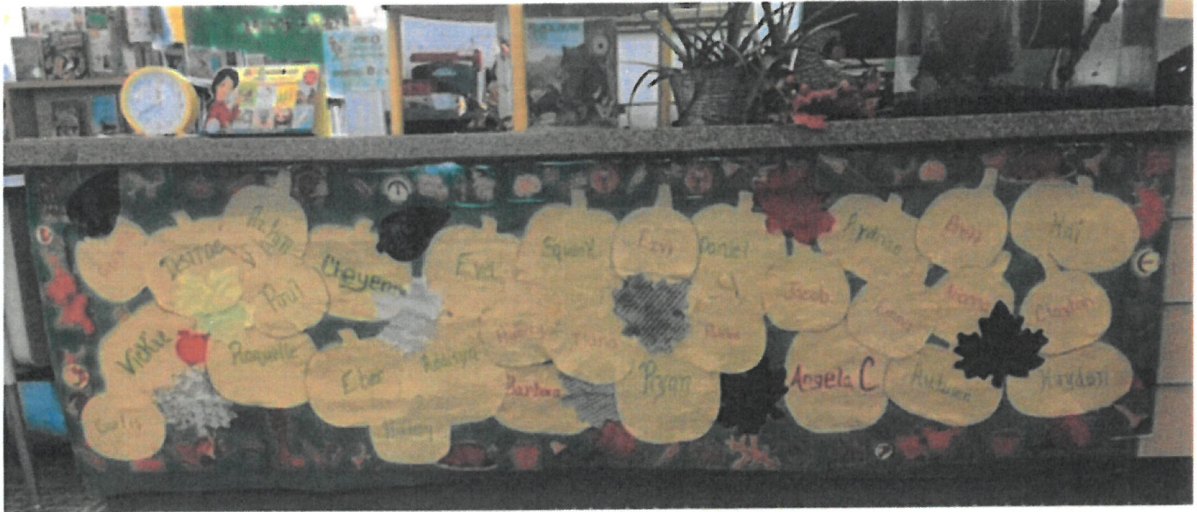
(1) Library's book or materials budget shall not be reduced by the local funding authority as a result of eligibility for the library bond program funds.

(2) Upon demonstrated evidence that such a reduction has occurred, the library shall be ineligible to receive funds in the next library bond program.

Allowable Purchases – GO Bond funds can be used for:

- Library Collections - Items traditionally available at the library and intended for public use, such as books, ebooks, audiobooks, DVDs, CDs, electronic and digital media, licensed databases (e.g., ancestry.com, mango languages), etc., are allowable. Processing materials, e.g., spine labels, barcodes, are also allowed.
- Library Equipment - technological and mechanical items associated with the delivery of library services. Equipment may include computers, software and related peripherals such as printers, wireless routers, scanners, security equipment; servers; thin client terminals; networks, including wireless networks; telecommunications; automation systems; the purchase and installation of broadband internet equipment and infrastructure and other equipment used to assist in meeting the information needs of a library's clients.
- Furniture - movable objects necessary to make a library facility comfortable for patrons.
- Fixtures - permanently attached items which improve the use of the library.





Ms. Creamer is sincerely thanked for the outstanding job she and her team do at the Library every day.

**Maintenance-** Public Works Supervisor Lorenzo Bernal told the Board that his team has been very busy working on the pond, fixing leaks around town, repairing and maintaining their equipment and recently mowing the Punkin Chunkin field. Mayor Dial said he will talk to Game and Fish about stocking the pond on October 19<sup>th</sup> to coincide with Punkin Chunkin. Guy and his crew are thanked for all their hard work!

**Administration-** Clerk Michelle Jones presented the following written update:

Clerk's Update 10/07/19

1. We have published our RFP for On-Call Engineering services. We will be accepting packets until 10/17 at 5:00 pm.
2. We have submitted our engineering contract for the Capital Outlay liftstation project and are awaiting approval from NMED.
3. We are working on providing UB Max data to Caselle.
4. Utility bill payments are due Oct. 15th.
5. We are working on Audit Prep. Our audit is scheduled for November.
6. We have a Pre-Construction meeting scheduled with Dennis Engineering and Albuquerque Asphalt to discuss the Williams Drainage project in front of Sturges.

### **Old Business**

#### **5.0 Update on Old Estancia Dump Asbestos Abatement- Information Only**

Mayor Dial told the Board that the EVSWA loaned us a skid steer that the maintenance guys will be using this week to clean up the tires at the old dump. We have also identified a company that will come and remove the asbestos and take it to the dump in Vaughn. Three separate companies were contacted to do this work. Two no longer did this work, with one recommending Enviroworks, which is the company we went with. They are located in Edgewood and will be

coming out in the next few weeks to do the work. **NO ACTION, INFORMATION ONLY**

### **New Business**

**6.0 Census Bureau Update- Information Only** – The person scheduled to give this update was not present at the meeting.

**7.0 EMWT Update- Art Swenka- Information Only**

Mr. Swenka addressed the Board. As members of the EMWT, Mr. Swenka has made it a priority to come and give the Board updates. He said that the EMWT now has some cash on hand but is still trying to get the match for a grant from the Water Trust Board. He gave a brief history of the EMWT and talked about their mission to keep our water in the basin. He talked about the Campbell Ranch water situation. He said that Edgewood is trying to de-annex Campbell Ranch. He said that, as we all know, we do not have water to give away and he and EMWT are continuing to work to keep our water here. The Board thanked Mr. Swenka for his efforts and for the update.

**8.0 Approval of Resolution 2019-22 Adopting Specified and Limited exceptions to the 24-hour deposit rule for Bank Deposits- Action Item- Roll Call**

Clerk Michelle Jones explained that the Office of the State Auditor will allow for exceptions to the 24-hour deposit rule for municipalities that do not have a local bank if their Board adopts the exception by resolution. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-22 Adopting Specific and Limited exceptions to the 24-hour deposit rule for Bank Deposits. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall – Yes, **MOTION CARRIED**

**9.0 Approval of Resolution 2019-23 Budget Revenue Increase- Action Item- Roll Call**

Clerk Michelle Jones explained that the Town will be receiving new tax revenue as a result of the adoption of State House Bill 6. This “Other State Shared Tax” will result in an additional \$18,229.32 in revenue. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-23 Budget Revenue Increase. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall – Yes, **MOTION CARRIED**

**10.0 Request for update to clothing allowance specifics for the PD and PW in the Personnel Policy Ordinance- Discussion Only**

Police Chief Cobb told the Board that he would like for his officers to be able to purchase jackets. Currently the ordinance only allows for the purchase of uniforms, weapons, personal safety equipment, gear, and shoes. Clerk Michelle Jones and Deputy Clerk Michelle Dunlap explained that the ordinance must be updated to add jackets if this is what the Chief and the Board agree to. The ordinance is very specific because the clothing allowance has been abused in the past. Deputy Clerk Michelle Dunlap said that if the PD were going to be allowed to purchase jackets, she would like Public Works do be able to do the same. After much discussion, it was decided that the ordinance would be updated to include jackets for both the PD and the PW and that this update would be approved by resolution at the next meeting. **NO ACTION, INFORMATION ONLY**

**11.0 Animal Control – Discussion Only**

Chief Cobb addressed the Board about this issue of Animal Control for the Town. Recently, an MOU between the Town and Torrance County for Animal services was put in place, but there are still unresolved issues. Currently, the Town does not have a volunteer to help with animal control and this has caused issues for the PD. There is no one designated to clean the kennels or feed and monitor the animals. As a result, this has fallen on to the PD, which is very busy with other duties.

The Town is following the proper procedure to get animals moved to the Torrance County Shelter, but currently the TC Shelter is full and will not accept animals. We are going to pursue a few different avenues to try to rectify this situation. Clerk Jones will reach out to the TC Shelter and see if we can take animals there to be euthanized after the 3 day hold that is currently required. We are also going to see if we can get an Estancia employee licensed to euthanize. As Chief Cobb said earlier, the Town currently has one puppy and he is trying to get this puppy adopted. He is also actively trying to recruit a volunteer to help out. **NO ACTION, INFORMATION ONLY**

**12.0 Mayor/Council:**

**Trustee Hall** asked how the recent School Board meeting went. Mayor Dial said it went well, the Town just wanted to make it very clear to the Board that we had hired an officer to help provide School Resource Officer services to the school, but the school declined this help. Mayor Dial informed everyone that the school has hired a security guard. Trustee Hall also said that the new proposed electric transmission line from Pattern Energy received its approval. This will be very good for the economy in our area. Trustee Hall said a great deal of activity is about to commence.

**Trustee Chavez** asked if the sidewalk by the Estancia Veteran Plaza could be extended; the Mayor will look into this. She also asked if a future YCC project could involve the animal kennels. The Board said probably not as we are trying to get the kennel area to be a holding area and not a shelter. She asked if water was going to the trees at the plaza; it is. And it looks like the Town will have to replace one of the dead trees at the plaza. Michelle Dunlap said she will look into getting more lighting at the park and Michelle Jones will research getting the Town a podium.

**Trustee Sedillo** said he reached out to Game and Fish about stocking the pond. He and Mayor Dial will work to coordinate the delivery.

**Trustee Lovato** had no update for this meeting.

**Mayor Dial** said that he needs to appoint a Town representative to sit on the EVSWA Board. Trustee Hall offered and Mayor Dial accepted; Mayor Dial appointed Trustee Hall to represent the Town of this very important Board. Mayor Dial confirmed that he had recently appointed Trustee Sedillo to represent the Town on the MR COG RTPO Board. Mayor Dial took this opportunity to reiterate the proper chain of command for the Public Works Department. Mayor Dial is the direct supervisor for Public Works Supervisor Bernal and his crew. If anyone is requesting help from the Public Works Department, they must contact Mayor Dial first. Mayor Dial knows the schedule for the guys and can best direct any requests.

**13.0 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4, the following matters will be discussed in Closed Session:**

**a) Threatened and/or Pending Litigation**

**ACTION TAKEN:** Trustee Lovato made a motion to go into Executive Session, as per motion and roll call vote, pursuant to NMSA 1978 10-15-1 to 10-15-4 with the following matters discussed in Closed Session- Threatened or Pending Litigation. Trustee Chavez seconded the motion. Roll Call Vote: Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall – Yes, **MOTION CARRIED**

**Executive Session began at 8:34 pm.**

**Return to Regular Session.**

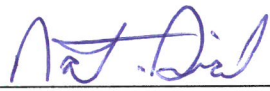
**ACTION TAKEN:** Trustee Sedillo made a motion to return to regular session. He stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**Regular Session resumed at 8:45 pm.**

**Adjournment**

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

**The meeting adjourned at 8:46 pm.**

Approved: 

Date: 10/22/19

Attest: 

Date: 10/22/19