

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, October 21, 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**

Clerk Michelle Jones asked for the addition of agenda item **4.1 Ratification of Mayors Board appointments- Action Item. ACTION TAKEN:** Trustee Hall made a motion to approve the agenda as amended above. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Discussion/Approval of the October 7, 2019 Regular Meeting Minutes – Action Item**

Trustee Sedillo requested an amendment to the minutes. At the October 7 meeting, resident Sonny Garcia addressed the Board about the building he is currently leasing from the Town. There is concern that the ceiling may contain asbestos. Trustee Sedillo asked that the sentence reading:

‘If asbestos is found, **it is likely that the Town will not pursue** a renewal of the agreement and Mr. Garcia will find another location for his classes.’

be changed to:

‘If asbestos is found, **the Town may not pursue** a renewal of the agreement and Mr. Garcia will find another location for his classes.’

**ACTION TAKEN:** Trustee Hall made a motion to approve the minutes as amended above. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

Clerk Jones will amend the minutes as requested.

**3.0 Discussion/Approval of the October 21, 2019 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the October 21, 2019 Bill list. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment –**

**4.0 PD Presentation**

Estancia Police Chief Vernon Cobb presented his Administrative Assistant Melanie Gallegos with a certificate of appreciation for the outstanding job she is doing in supporting him in his new role as Chief. Ms. Gallegos is thanked for all her hard work and is congratulated for receiving this well-deserved recognition.

## No Old Business

## New Business

**5.0 Presentation from Robert Jack from Boy Scout Troop 108 to Discuss Project in the Park- Information Only – Mr. Jack did not attend the meeting. NO ACTION**

**6.0 Approval of Resolution 2019-24 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the NMFA for PD Vehicle Loan- Action Item – Roll Call Vote**

Clerk Michelle Jones explained that the Town has applied for financial assistance from the NMFA in order to purchase a new vehicle for the Police Department. The PD rolled over \$17496.39 from their LEPF fund to help with the purchase. We are asking NMFA to finance the remaining \$17031.61. The total cost of the vehicle is \$34,528.00. We have obtained a price agreement through the state for this vehicle. Specifics for this vehicle are on file in the Town Clerk's office. **ACTION TAKEN:** Trustee Chavez made a motion to approve **Resolution 2019-24 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the NMFA for PD Vehicle Loan.** Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**

**7.0 Approval of Resolution 2019-25 Amending the Personnel Ordinance Section 8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS- Action Item – Roll Call Vote**

At the last Board of Trustees meeting there was a request from the PD to amend Section 8.7 of the Personnel Ordinance. The Clerk's office met with the Chief and with Public Works Supervisor and with the Mayor and agreed to the following proposed amendment:

**From:**

**8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS.**

Employees in the Town's Police Department and Public Works Department are required to wear clothing and/or uniforms prescribed by the Town.

With respect to the Public Works Department, shirts will be provided by the Town, an annual clothing and shoe allowance for pants and shoes will be budgeted by the Board of Trustees, and an account or accounts will be set up by the Administration at retail clothing and shoe stores to be agreed upon by the Public Works Department Director. The Public Works employees may purchase pants and shoes at the pre-designated stores by using a Purchase Order. Upon termination, the employee may keep the clothing and shoes, but must return all Town insignia or patches to the Department Director.

With respect to the Police Department, uniforms will be provided by the Town, as well as weapons and personal safety equipment and gear. An annual shoe allowance will be budgeted by the Board of Trustees, and an account or accounts will be set up by the Administration at shoe stores to be agreed upon by the Police Chief. Police officers may purchase shoes at the pre-designated stores by using a Purchase Order. Upon termination, the officer may keep the clothing and shoes, but must return all Town insignia or patches to the Police Chief, as well as all personal safety equipment and gear and Department issued weapons.

To:

### **8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS.**

Employees in the Town's Police Department and Public Works Department are required to wear clothing and/or uniforms prescribed by the Town.

With respect to the Public Works Department, **after a new employee has successfully completed their probationary year of employment, 6 monogrammed shirts will be provided by the Town, using a purchase order. An annual clothing and shoe boot allowance for pants and shoes boots will be budgeted by the Board of Trustees, and an account or accounts will be set up by the Administration at retail clothing and shoe stores to be agreed upon by the Public Works Department Director Supervisor.** The Public Works employees may purchase pants and shoes at the pre-designated stores by using a Purchase Order. **Annually, employees will be allotted a**

**purchase order amount of \$500.00 to purchase 5-6 pairs of pants, steel toe boots, and a jacket. The Public Works Supervisor can, at his discretion and with the approval of the Mayor, allow a probationary full-time employee to receive his shirts and clothing allowing after 6 months of service.** Upon termination, the employee may keep the clothing and shoes, but must return all Town insignia or patches to the Department Director.

With respect to the Police Department, uniforms will be provided by the Town, as well as weapons and personal safety equipment and gear. An annual shoe allowance **of \$100.00** will be budgeted by the Board of Trustees, and an account or accounts will be set up by the Administration at shoe stores to be agreed upon by the Police Chief. Police officers may purchase shoes at the pre-designated stores by using a Purchase Order. **Police Officers will be allotted \$150.00 to purchase a jacket every other year, or as determined by the Police Chief.** Upon termination, the officer may keep the clothing and shoes, but must return all Town insignia or patches to the Police Chief, as well as all personal safety equipment and gear and Department issued weapons.

**ACTION TAKEN:** Trustee Lovato made a motion to approve **Resolution 2019-25 Amending the Personnel Ordinance Section 8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS.** Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**

### **8.0 Schedule Special Meeting to review and rank RFP submissions for On-Call Engineer Services- Action Item**

The Town issued an RFP for On-Call Engineer Services and received three proposals before the deadline. Now the Town must schedule a time to review the proposals and make selections. Trustee Sedillo informed everyone present that the selection committee cannot be the same as the Board who will approve the selection. Clerk Michelle Jones picked the committee members: Clerk Jones, Deputy Clerk Dunlap, and Mayor Dial. This group will meet before the next meeting to rate and rank the submissions. They will bring their selection(s) to the Board for final approval at the next meeting. **ACTION TAKEN:** Trustee Hall made a motion to approve the RFP Selection committee of Clerk Jones, Deputy Clerk Dunlap, and Mayor Dial, who will meet to rate and rank the proposals before the next Board of Trustees meeting, where they will present their selection(s). 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 2019-26 Budget Expenditure Increase and Budget Transfer- Action Item - Roll Call Vote**

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. At the last meeting, the Board approved an increase in budgeted revenue. Clerk Jones is now asking for approval of an increase in budgeted expenditures in the same amount- \$18,229.32. She is also requesting approval of a budget transfer of \$200.00 from P&Z payroll to DMV supplies. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-26 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 Mayor/Council:**

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

**Trustee Chavez** said that the Punkin Chunkin event was excellent! The Parade was great, the dance was great, and the carnival was awesome! Trustee Chavez thanked the Town for their help in making this a great event. She especially thanked the Public Works department for their help.

**Trustee Sedillo** said that the park looks really nice! He said that he is talking with Game and Fish about getting us on a regular schedule for stocking of fish in the pond.

**Trustee Lovato** said that he is glad to see that Officer Milbourn is back from his medical leave. He asked about a fence in town that might be higher than our ordinance permits. Mayor Dial said he is aware of the fence and went and measured it and it is within our height limit. He said that the stop sign in that area needs to be moved and that he and the Public Works department are working on it.

**Mayor Dial** said that he talked with Mr. Ness and he is aware of the upcoming NMDOT Coop work that will be done in front of his store.

**11.0 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) Personnel Matters**

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

**ACTION TAKEN:** Trustee Hall 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- Personnel Matters and 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 7:07pm.**

**Return to Regular Session.**

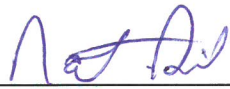
**ACTION TAKEN:** Trustee Hall made a motion to return to regular session. He stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Regular Session resumed at 7:26 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 7:26 pm.**

Approved: 

Date: 11/4/19

Attest: 

Date: 11/4/19