

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, November 4, 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 November 4, 2019 meeting agenda. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the October 21, 2019 Regular Meeting Minutes – Action Item

ACTION TAKEN: Trustee Lovato made a motion to approve the October 21, 2019 Regular Meeting minutes. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the November 4, 2019 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the November 4, 2019 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – A resident in the audience asked if the Town was in debt. Some members of the Board and staff replied yes, the Town does carry debt, but is financially stable at this time.

4.0 Department Updates:

Police/Animal Control- Chief Cobb told the Board that the call volume decreased last month; they received 109 calls. Officer Milbourn is back at work after his recent medical leave. Chief Cobb said that crime is going down in the Town. All good news! The department is still without a volunteer for Animal Control, but it is not a big issue currently.

Chief Cobb said they have 3 Impalas that are ready for auction. Permission to do a silent bid auction will be on the agenda for the next Board of Trustees meeting. He said they are getting more traffic tickets in Town and are strictly enforcing the seat belt laws.

Mayor Dial complimented Chief Cobb on the police presence on Halloween. Trustee Lovato also complimented the Chief on the police presence at the school and at Halloween. Great job Chief Cobb and the PD!

Fire- Volunteer Fire Chief Wolonsky told the Board that his department received their Letter of Compliance from the PRC. This is a major accomplishment – Congratulations Chief Wolonsky!

He said his department received 52 calls last month and were able to respond to 20. He said calls for service will continue to increase and he hopes that he can increase his staff of volunteers who will respond. Chief Wolonsky was also thanked for his presence at the recent varsity game and at Halloween.

Library- The Library had no update for this meeting.

Maintenance-Public Works Supervisor Lorenzo Bernal said his department has been very busy repairing leaks and doing other maintenance throughout the Town. Is said the pond is almost full. Trustee Chavez thanked Mr. Bernal and his staff for their help with Punkin Chunkin; it was a great success. Mr. Bernal will be helping with roof inspections next week. His department is short staffed and still continues to provide excellent work for the Town.

Administration- Clerk Michelle Jones had no written update at this meeting. She told the Board that her staff was preparing for the annual audit next week. She said that one Trustee had to come to the Audit Entrance Conference at 9:30 am on Monday, November 11; Trustee Sedillo volunteered to attend. She informed the Board that the 1st Qtr. Quarterly budget report had been approved by DFA. Lastly, she said that the transition to the new utility billing due date has been going smoothly.

Old Business

5.0 Update on Old Estancia Dump Asbestos Abatement- Information Only

Mayor Dial told the Board that the asbestos has been abated and the majority of the tires have been removed. Once all the tires are removed, we will send NMED an update. The plan is to bury the remaining debris and fence off the area. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Approval of Mayors termination of Public Works Probationary employee Francisco Lopez- Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the Mayor's termination of Public Works Probationary employee Francisco Lopez. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

7.0 Approval of RFP Selection of Dennis Engineering and Bohannan Huston for On-Call Engineering Services- Action Item Clerk Michelle Jones read the following minutes into the record:

RFP FOR ON CALL ENGINEERING SERVICES

EVALUATION MEETING MINUTES

The meeting began at 2:39 pm on Tuesday, October 29, 2019. Mayor Nathan Dial, Clerk Michelle Jones and Deputy Clerk Michelle Dunlap were present and acted as the Evaluation Committee.

Three (3) firms turned in proposals to Town Hall before the published deadline: Dennis Engineering, Bohannan Huston, and WHPacific.

The sealed packets were opened and reviewed one at a time.

Each evaluator scored each packet separately.

Evaluators added their own scores to the RFP Evaluations sheets.

The Evaluation Committee scored the Firms in the following order:

1. Bohannon Huston
2. Dennis Engineering
3. WHPacific

The Committee agreed to recommend Bohannon Huston and Dennis Engineering to the Town of Estancia Board of Trustees for On Call Engineering services at the next Board of Trustees regular meeting on November 4, 2019.

The Evaluation meeting ended at 4:05pm.

Trustee Hall asked why two firms were selected. Clerk Michelle Jones said that, based on work history, which could be taken into consideration, one firm has expertise in roads, the other in water/waste water. Clerk Michelle Jones said that she would send the acceptance letters to Bohannon and Dennis Engineering and then they will draw up the contracts. Trustee Sedillo suggested approving the selection of these engineers pending approval of the contracts.

ACTION TAKEN: Trustee Chavez made a motion to approve the RFP selection of Dennis Engineer and Bohannon Huston for On-Call Professional Engineering Services pending approval of the contracts. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes **MOTION CARRIED**

8.0 Approval of Resolution 2019-27 Library Budget Transfer- Action Item- Roll Call

Clerk Michelle Jones explained that the library was recently painted at a cost of \$1995.00. This purchase qualifies for reimbursement from the Williams Fund. Clerk Jones asked for approval to move \$1995.00 from the Williams fund to the Library fund.

ACTION TAKEN: Trustee Hall made a motion to approve Resolution 2019-27 Library Budget Transfer. 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 2019-28 Ratifying the donation of property from the Town to the East Torrance Soil and Water Conservation District on July 17, 2007 – Action Item

In summary, on July 17, 2007 the Board of Trustees of the Town of Estancia voted unanimously to donate some real property to the East Torrance Soil and Water Conservation District. The deed for this transfer was never recorded. This resolution is created to ratify this donation and get the back-dated deed signed and recorded correctly. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2019-28 Ratifying the donation of property from the Town to the East Torrance Soil and Water Conservation District on July 17, 2007. Trustee Chavez 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 said he was glad to see that work has started in from of Sturges. He said he is looking at the P&Z job description and will have some amendment suggestions.

Trustee Chavez asked about the Town creating plaques for prior YCC projects. She asked about adding additional lighting to the park and about the bathrooms at the park. After some discussion, it was decided that Clerk Michelle Jones will work on the lighting for the park and the bathrooms at the park will be discussed at budget time.

Trustee Sedillo said that the park looks really nice; he thanked the Public Works department. He said he will email Game and Fish about stocking the pond. He will also ask about an exemption to the current fishing license rules. He thanked the Trustees and the Town staff for all their hard work.

Trustee Lovato thanked ‘The Michelles’ for sending the Board meeting packets prior to the meetings. He also thanked Mayor Dial for the cannon at the game!

Mayor Dial said he had a meeting with representatives from EVEDA, a meeting with citizens to discuss the pool, and a meeting to talk about property. He said the School informed him that they would be having some special events for Veteran’s Day. They will be doing a special Flag raising and Presentation and would also be hosting a Veterans breakfast. He is also glad that work has begun in front of Sturges.

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 7:16 pm.

Return to Regular Session.

ACTION TAKEN: Trustee Lovato 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 Hall seconded the motion. All in favor. **MOTION CARRIED**

Regular Session resumed at 7:26 pm.


Adjournment

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

The meeting adjourned at 7:28 pm.

Approved: 

Date: 11/18/19

Attest: 

Date: 11/18/19