**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, January 6, 2020 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 – Absent**

**Mayor Dial - Present**

1. **Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the January 6th agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the December 16, 2019 Regular Meeting and Library Meeting Minutes – Action Item**

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

1. **Discussion/Approval of the January 6, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the January 6, 2020 Bill list. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –**

Town EMW Gas Representative Sylvia Chavez gave the Board of Trustees an EMW Gas update.

 She said nothing has really changed since her last update. She said EMW should be receiving

 their CNG equipment soon. They are still looking for property in Moriarty for the equipment to

 be installed. They are currently monitoring gas prices closely in order to keep our prices low.

 Ms. Chavez was thanked for her update.

 Town resident Chancy Rogers complained to the Board that his water meter is not being read on

 the same date each month. The Mayor told Mr. Rogers that, per the ordinance, the Town has

 several days to get all the meters read and, with only two employees, it takes days to read all the

 meters. Mr. Rogers also complained about the potholes in town. He was told that the same two

 employees that read the meters are also working diligently to fill the potholes. Mr. Rogers was

 thanked for his attendance at the meeting and for his comments.

1. **Department Updates:**

**Police/Animal Control-**

Estancia Police Chief Vernon Cobb told the Board that his department only received 17 calls in the month of December. He said that they caught a burglar in the act and he has been arrested.

He said they are still having some problems with dogs.

  **Page 1 of 6**

**Fire-** Volunteer Fire Chief Chris Wolonsky said that he is busy getting all his paperwork up to date. He said that his department received 42 calls for service last month and were only able to respond to 9. He said he really needs help getting more volunteers. He said he was thankful for Superior Ambulance. Trustee Sedillo said that it would be really helpful if Superior could be housed in Estancia.

**Library-** Head Librarian Angela Creamer submitted the following written report:

Library Report January 2020

**Exhibit**

The Maxwell Museum of Anthropology will be setting up a display for our Library. Evidence and Theory: Photographs Archive of the Maxwell Museum will feature some never before seen photographs. The usual cost of this traveling exhibit is $1,500. I have negotiated with them to bring a smaller scale version at no cost to us. The Exhibit is scheduled to arrive in February.

**Library Use**

AARP is scheduled to use the library to do taxes for low income persons and senior citizens on Thursdays February 6th – April 9thby appointment.

**Events**

Kite flying day at the Library: the library will have a kite flying contest for all ages, Tuesday March 31 at 3:30. There will also be a kite making station set up for those that want to make a kite. Contest categories are longest flying kite, most creative kite, and highest flying kite (visual). We need judges!

**Continued Programing**

Library Lizards, bookworm buddies, Two GED classes, adult book club, and individual computer tutoring

**Maintenance-** Public Works Supervisor Lorenzo Bernal said that his department has been very busy. They have been patching holes, reading meters, digging graves, etc. He said well 9 needs to be checked. Mayor Dial said they are also going to be doing a big leak repair in Hwy 41 and Iverness.

**Administration-** Clerk Michelle Jones submitted the following written report:

Clerk’s Update 1/6/2020

1. We have requested a meeting with our Legislators to talk about Capital Outlay Requests.
2. We have met with Donzil Worthington from Bohannan Huston to discuss beginning work on the List Stations and Preliminary Engineering Reports for our Water and Wastewater systems.
3. We are halfway through the fiscal year and will have an in-depth review of our finances at our next meeting.

 **Page 2 of 6**

**Old Business**

1. **Action/Discussion of Town building being leased by Sonny Garcia- Action Item**

Town Clerk Michelle Jones told the Board that her office calculated the fair market value for the

Jiu Jitsu building and the rent calculated to $6.00 more than what Mr. Garcia was previously paying. She told the Board that the Mayor presented Mr. Garcia with the updated rental amount and he declined the offer. **NO ACTION**

1. **Economic Strategy Update for the County and Municipality- Information Only**

In summary, County Commissioner Javier Sanchez talked to the Board about an idea he has to help boost the economy in the county and its municipalities. He said that, as we all know, the Town needs a bank. He asked if the Board thought enough was being done to get a bank and what the Board thought we should do. Commissioner Sanchez proposed creating a committee that could specifically address the economic needs of the county. He wanted to call it an Ambassadorship. He was reminded that we pay EVEDA to do just what he is proposing. After much discussion, Commissioner Sanchez asked the Board to consider the Ambassadorship idea and to be prepared to possibly vote on it at the next meeting. Also, the Clerk was asked to call EVEDA and see if a representative could attend the next meeting to discuss this issue. **NO ACTION, INFORMATION ONLY**

**New Business**

1. **Approval of On-Call Professional Contracts with Bohannan Huston and Dennis Engineering- Action Item**

Clerk Michelle Jones reminded the Board that the Town had gone out for RFP for On- Call Engineers, had done interviews and selected two engineering firms. She asked the Board to approve the contracts. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the On-Call Engineering contracts between the Town of Estancia and Bohannan Huston and the Town of Estancia and Dennis Engineering. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Request for Pay increase for PW employee Manuel Hernandez from Grade 4 level 1- $11.95/hr to Grade 4 level 2- $12.91/hr as his probationary period has ended – Action Item**

Public Works employee Manuel Hernandez has very successfully completed his probationary period with the Town. Mayor Dial requested approval of a grade level increase. **ACTION TAKEN:**  Trustee Lovato made a motion to approve a pay increase from Grade 4 level 1 to Grade 4 level 2 for Public Works employee Manuel Hernandez. Trustee Chavez seconded the motion. All in Favor. **MOTION CARRIED**

Mr. Hernandez is congratulated on his much-deserved pay increase and sincerely thanked for the outstanding job he is doing for the Town.

1. **YCC Award Acceptance- Action Item**

The Town of Estancia was awarded $75,291.24 from YCC for our project this summer. The Town must formally accept the award in order to receive a letter to proceed from YCC for the project. **ACTION TAKEN:** Trustee Lovato made a motion to accept the YCC award. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

 **Page 3 of 6**

1. **Approval of Resolution 2020-01 Authorizing the Execution and Delivery of a Loan Agreement with NMFA for the partial payment of a vehicle for the Estancia PD- Action Item- Roll Call Vote**

The Town was approved for a loan from NMFA in the amount of $ 17,689.73 to use towards the purchase of a new vehicle for the PD. The Town must, by resolution, authorize the execution and delivery of a loan agreement with NMFA for the funds. **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2020-01 Authorizing the Execution and Delivery of a loan agreement with NMFA for the partial payment of a vehicle for the Estancia PD. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Sedillo- yes, Trustee Lovato – yes, Trustee Chavez- yes. **MOTION CARRIED**

The balance of the total cost of the vehicle will be paid with LEPF funds that were rolled over from FY19.

1. **Discussion of repairs needed to Well 9 – Discussion and Possible Action**

Mayor Dial, PW Supervisor Guy Bernal and Deputy Clerk Michelle Dunlap told the Board that the Town was having major issues with Well 9 and it would have to be diagnosed and repaired soon. There could be an issue with the casing. Mayor Dial and Mr. Bernal will proceed with the diagnostic. **NO ACTION, DISCUSSION ONLY**

1. **Discussion of repairs needed to Town Hall- Discussion and Possible Action**

Mayor Dial put this item on the agenda because there is a major issue with some cracking in the walls of the Town Hall. He wanted the Board to know because the needed repairs could be quite costly. **ACTION TAKEN:** Trustee Sedillo made a motion directing the Mayor to obtain three quotes for the repairs to the Town Hall for the Board to review. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion of County Fair Building Lease- Discussion and Possible Action**

Mayor Dial told the Board that the County’s 6 month lease extension with the Town for the use of the Fairgrounds will expire at the end of January. He has sent the County a letter telling them that he would extend the lease an additional three months if the County expressed their intent to purchase the Fairgrounds property in writing before the end of the month. The Mayor cautioned the Board that if the lease expires and no credible offer is made, this situation could get very tense and difficult. The Fairgrounds appraised for approximately $250,000.00. The Town has offered to sell the Fairgrounds to the County for $100,000.00 - $10,000.00 annually for ten years. The Board expressed their agreement with the Mayor’s position and their support of his actions. **ACTION TAKEN:** Trustee Sedillo made a motion directing the Mayor to continue negotiating with the County on the Town’s behalf. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion of Work on Alan Ayers Road- Discussion Only**

Alan Ayers road is the road from Hwy 41 to the prison and beyond. Now that the prison has re-opened, maintaining this road has become very costly for the Town. The prison has agreed to help with the cost, but only to patch the road. To truly fix this road would cost hundreds of thousands of dollars. The Town will be asking the Legislature for Capital Outlay funds for the road, but the Mayor informed the Board that if the Town does not receive any funding from the State for this road, he would like to revert it back to a country road; rip it up and lay down base course and millings. He will keep the Board informed about this. **NO ACTION, INFORMATION ONLY**

 **Page 4 of 6**

1. **31st Annual Municipal Day- Information Only**

Clerk Michelle Jones told the Mayor and the Board of Trustees that the NMML Municipal Day was going to be held on February 7th. There is money in the budget for the Trustees, Mayor, Clerk and Deputy Clerk to attend. She told the Board to confirm with her as soon as possible if they would like to attend. **INFORMATION ONLY**

**16.0 Mayor/Council:**

 **Trustee Hall – absent**

 **Trustee Chavez** asked about the lights at the park. Mayor Dial will be meeting with a rep from

 CNMEC at the park to talk about the project and work on an estimate. He will present this at the

 next Board meeting.

 **Trustee Lovato** thanked all the visitors for attending the meeting.

 **Trustee Sedillo** thanked the PW department and the Mayor for their work at the park; it looks

 great. He said that he has heard that people might be fishing illegally; he will contact Game and

 Fish about this.

 **Mayor Dial** asked if, when the school closes early due to inclement weather and we send our

 town employees home early with pay, can we also send our Public Works employees home with

 pay and our Police officers? He will be researching this question.

 He told the Board that he is currently working with our neighbor municipalities and the County

 on a new MOA for E-911 services. Dispatch wants to raise our contribution to $3000.00 per year.

 A Dispatch Commission is being developed to address this issue and other issues that concern

 911 services and Dispatch.

 He received all of the Tax ID numbers for the Town’s properties. We will match these with the

 items on our Asset Listing to have a better master list.

Lastly, he told the Board that he is working with the PD to look into possibly moving the Department into the old Jiu Jitsu building.

He is in the process of scheduling a meeting with our representatives to discuss our Capital Outlay requests.

**17 Executive Session – Pursuant to NMSA 1978, Section 10-15-1 to 10-15-4 Section (H) (8) Real**

**Property**

**ACTION TAKEN:** Trustee Sedillo 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 Section (H)(2) to discuss Real Property- Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato-Yes, Trustee Sedillo-Yes, Trustee Chavez-Yes. **MOTION CARRIED**

**Executive Session began at 8:15pm.**

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Lovato made a motion to return to Regular Session at 8:50pm. Trustee Chavez seconded the motion. All in Favor. **MOTION CARRIED** Trustee Lovato stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

  **Page 5 of 6**

**Adjournment**

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

The meeting adjourned at 8:51 pm.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Page 6 of 6**