

Town of Estancia
Regular Meeting of the Board of Trustees

Monday, April 4, 2022 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

The meeting was called to order at 6:15 pm 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 Hall made a motion to approve the agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the March 21, 2022 Regular Meeting Minutes – Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the March 21, 2022 Regular Meeting minutes. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the April 4, 2022 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the April 4, 2022 Bill list. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

Library- no update at this meeting

Planning and Zoning – Clerk Michelle Jones told the Board that she is planning on moving forward with citing a resident into Municipal Court for violations of the Nuisance Ordinance.

Maintenance- The Town has hired a new Maintenance Supervisor who will start at the beginning of May. Mayor Dial said that we are currently making repairs to Well 3 and Well 8. There was a leak at the pool, but our Maintenance guys fixed it. We are also working on fixing one of the entrance doors at the pool.

Police/Animal Control Sergeant Jason Downing told the Board that he is working on several fixed right now at the PD. He is working on getting all the vehicles up and running properly as well as the radios, etc. He said Policies and Training will be a big focus for him. He recently completed an inventory audit of our firearms. Mayor Dial said he is working on getting Sergeant Downing cross-commissioned.

Sergeant Down presented the following written report:

ESTANCIA POLICE DEPARTMENT FEBRUARY 2022 REPORT



Sgt. Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

Dispatch Activities	February 2022	March 2022	Month to Month Trend
EPD Response*	33		
TCSO Response*	49		
Call Type			
Abandoned Vehicle	2		
Alarm	2		
Animal Call	3		
Arrest	1		
Assist	1		
B&E	1		
Battery	1		
Medical	5		
Civil Standby	2		
Close Patrol	3		
Disturbance	4		
Fingerprinting	2		
Fire Alarm	1		
Fire Structure	1		
Follow-up	3		
Found Property	1		
Harassment	1		
Information	9		
Noise Complaint	1		
Juvenile	1		
Paper Service	1		
Reckless Driver	2		
Runaway	1		
Narcotics	1		
Domestic Violence	1		
Stolen Items	1		
Suicidal Person	1		
Suspicious Person	1		
Theft	2		
Traffic Stop	5		

Call Type			
Trespass	2		
Unwanted Person	2		
Warrant Service	4		
Livestock	1		
Welfare Check	7		
Unknown	5		
Total	83		

*Some calls for service were responded by both TCSO and EPD.

Additional Notes

Vehicles

All EPD vehicles are in need of repairs, general maintenance service, and/or emergency equipment fixes.

Working to get police vehicles fully operational.

Radios

In the EPD office, the handheld radios do not function correctly. Reception is spotty both in the office and often out in the field.

Transmitting from the office to the dispatch center is also frequently problematic.

Researching possible solutions.

Policies (Standard Operating Procedures)

Current policies need to be reviewed, created, and updated to better meet law enforcement standards.

Training

Training plans are being developed for EPD Officers.

Administration Clerk Michelle Jones presented the following written report:

Clerk's Update 04/04/2022

1. Our new website is up and running!
2. We had our kickoff for our new water meter project!
3. We received \$200,000 in Capital Outlay funding for flood mitigation. We have applied for Federal Funding for all three of our top priority projects, (Flood Mitigation, Town Hall, Park pond and pool) and will be meeting with Congresswoman Melanie Stansbury on April 12 to discuss our funding requests.
4. The appraisers came and looked at Mama Bears, we should have their report very soon.
5. We had a meeting about the COOP post office road project and we are pursuing additional funding to go further down the road.
6. We have secured lifeguard certifications spots for our lifeguards and our pool supervisor. The application deadline is April 28th.
7. I reached out to PoolPro to see about getting our pool ready for inspection.
8. We have reached out to the EVSWA about having a Town Clean up weekend.
9. I have inquired again about getting equipment to video our meetings.
10. I will be working on Caselle stuff this week

Old Business

- 5.0 Discussion/Approval of a proposed contract for consulting services for the PD- Action Item**
ACTION TAKEN: Trustee Hall made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**
- 6.0 Approval to suspend the Town's Volunteer Fire Department PRC certification- Discussion and Possible Action** Volunteer Fire Chief Chris Wolonsky addressed the Board- He outlined the pros and cons of suspending or terminating the Town PRC certification. The parameters of the current PRC are too broad and expose the town to possible liability. The PRC give the town the ability to bill for transports, but we have not billed in years. If we suspend the PRC, we can still transport but we reduce the liability significantly. Also, if we suspend and not terminate, we can reactivate it later. Trustee Sedillo said he did not want to terminate the certification, and this was a good option. **ACTION TAKEN:** Trustee Chavez made a motion to suspend the Town's PRC certification for 1 year. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 7.0 Review of the MOU with Torrance County for PD Services- Discussion and Possible Action**
Sergeant Jason Downing told the Board that he has met with the Sheriff and had had some length discussions about the MOU. He said that he believes that, overall, the Town is not getting what they are paying for with the MOU. He said that we are not getting the training or the patrolling that we are paying for. He said that his personal recommendation is to see if there is anything we can pull out of this MOU that could benefit us going forward. Trustee Lovato said that he does not believe that the Sheriff is adhering to the obligations of the MOU. **ACTION TAKEN:** Trustee Hall made a motion to execute the 30 day termination clause with thanks to the Sheriff and his office for assisting us during a very rough spot. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

New Business

8.0 Approval of Proclamation Declaring April 2022 as Autism Awareness Month- Action Item
Town of Estancia residents and honored guests Ms. Angela Coburn and Ms. Senaida Anaya, who have family members on the spectrum, read the Proclamation for approval:

*Town of Estancia
Board of Trustees*

**DESIGNATE APRIL 2022 AS
"AUTISM AWARENESS MONTH"**

WHEREAS, Autism Spectrum Disorder (ASD) is a neurobiological disorder that interferes with the development of communication and social interaction skills; and

WHEREAS, one of every forty-four children born this year will be later diagnosed as having an Autism Spectrum Disorder; and

WHEREAS, more than 3.5 million Americans are currently living with an ASD diagnosis, making Autism the fastest growing developmental disorder; and

WHEREAS, Autism is a lifelong condition that presents challenges to education, employment, housing and community development; and

WHEREAS, early intervention, evidence-based practices and proven support greatly improve the outcomes and reduce the lifelong costs of care of individuals with Autism and their families; and

WHEREAS, April is recognized as Autism Awareness Month in the United States,

***NOW THEREFORE, BE IT RESOLVED,** we, the Town of Estancia Board of Trustees, do hereby proclaim April 2022, as AUTISM AWARENESS MONTH, and commend the many professionals, families, advocates, and volunteers working to promote greater understanding of Autism in order to improve the quality of life of those affected with Autism.*

**Signed and Sealed this 4th day of April, 2022
by The Town of Estancia Board of Trustees
Estancia, New Mexico.**

Nathan Dial, Mayor
Attest: Michelle Jones, Clerk/Treasurer

The Board of Trustees, Mayor Dial, and Clerk Jones sincerely thanked Ms. Anaya and Ms. Coburn for joining us to pass this very important Proclamation. **ACTION TAKEN:** Trustee Lovato said that he is honored to be a service provider and he is honored to make the motion to approve the Town of Estancia Proclamation Designating April as Autism Awareness Month. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

9.0 Presentation of the FY21 Audit- Lee Baldwin, Baldwin Accounting and Consulting, LLC- Information only Mr. Lee Baldwin presented the FY21 Town of Estancia Audit to the Board. He told the Board that the Town has finally resolved its Management of Pooled Cash finding from 2016, allowing the Auditor to provide the Opinion on the financial statements of the town. This Audit Opinion signifies a 4 year goal achieved. He said that the Town had also resolved its other remaining finding 2020-01 Exceeded Budget Authority.

Mr. Baldwin informed the Board that the Town did incur one finding: 2021-01 Late Audit Report- Other noncompliance. He told that Board that he had suffered a health issue which caused the Audit to be submitted late. He said that he had clearly stated in the finding that the late submission was not caused by the Town.

The Board thanked Mr. Baldwin for his work on the audit and wished him good health. **NO ACTION, INFORMATION ONLY**

10.0 Approval of Resolution 2022-15 Acceptance and Approval of the FY21 Audit- Action Item Roll Call Vote ACTION TAKEN: Trustee Hall acknowledged the hard work that was necessary for this audit outcome and said he was proud to make a motion to approve Resolution 2022-15 Acceptance and Approval of the FY21 Audit. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall- Yes. **MOTION CARRIED**

11.0 Approval of the Mayor's hiring of Mr. Justin Duff to the position of Public Works Supervisor - Action Item Clerk Michelle Jones said that the hiring committee had interviewed three candidates for this position and had ranked the candidate responses to questions and had recommended that the Mayor hire Mr. Justin Duff to the position of Public Works Supervisor. **ACTION TAKEN:** Trustee Hall made a motion to approve the hiring of Mr. Duff to the position of Public Works Supervisor. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

12.0 Schedule the next Ordinance Workshop- Action Item Clerk Jones said she would gather the proposed amendments to the Personnel Policy for review at a Public Hearing that the Board to schedule at their next meeting. **NO ACTION**

13.0 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978- 10-15-1 (H)(8) the sale of real property- Action Item Roll Call Vote

ACTION TAKEN: Trustee Sedillo made a motion to go into Executive Session, Pursuant to NMSA 1978- 10-15-1 (H)(8) to discuss the sale of real property. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall- Yes. **MOTION CARRIED**

Executive Session began at 7:31pm.

Return to Regular Session- ACTION TAKEN: Trustee Lovato made a motion to return to Regular Session, stating that the only item discussed in Executive Session was the item on the agenda, and no action was taken. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

Regular Session resumed at 7:48pm.

14.0 Mayor/Council:

Trustee Hall said that Ms. Amy May would be representing him on the upcoming interview board. He said that Ms. May's shop will be opening on April 13th. He said the recent tree maintenance looks great and he is very happy about the hiring of Mr. Duff.

Trustee Chavez said this was a very good meeting and she had no update.

Trustee Sedillo said that the park looks really nice. He will work on stocking the pond and he wants to consolidate the signing at the park .

Trustee Lovato reminded all of the upcoming Easter Egg hunt at the park on April 16th at 11:00am.

Mayor Dial asked if the Sheriff's debate will go on in April. Trustee Lovato is not sure. Mayor Dial said that will order the same number of fireworks that we did last year. In this way, we can have funding for a DJ and/or a band and food. He said that next Arbor Day, we might plant a Christmas Tree in the middle of the pond. He said he will be at the next Commission meeting to ask about splitting the cost to repair 9th street from Alan Ayers to the Lift Station.

He said he attended a recent EVSWA Special Meeting. At the meeting, the Board decided to give the current Manager a letter of termination. The Interim Manager is Danette Cabber. He has a meeting next week with a company that is looking at locating their business on land adjacent to our airport. This could add 200 jobs.

Adjournment

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

The meeting adjourned at 8:14 pm.

Approved: 

Date: 4/18/2022

Attest: 

Date: 4/18/2022