

Town of Estancia
Regular Meeting of the Board of Trustees

Thursday, May 26, 2022 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

The meeting was called to order at 6:40pm 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 Sedillo made a motion to approve the agenda as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approve Town of Estancia Credit Card Policy and Procedure- Action Item

Clerk Michelle Jones explained that the Department of Finance Administration was requesting a written Credit Card policy and procedure from all the municipalities, and it needed to be submitted with the Interim budget by June 1. DFA had provided some samples that the municipalities could use for guidance. Ms. Jones explained that the policy/procedure she reviewed stated that the entity did not take credit card payments by phone. She explained that, according to the League attorney, this is a best practice, but not required by law. The Board discussed this and decided to continue to take credit card payments over the phone. It is a payment method that many of our residents prefer and are comfortable with. Mayor Dial said that we should make clear to our residents that we will never call them requesting a payment over the phone; this could help avoid a resident being scammed. The rest of the written policy and procedures was very basic and in compliance with how we accept and process credit card payments. Trustee Hall pointed out some grammatical errors that needed to be corrected. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the Town of Estancia Credit Card Policy and Procedures as written, with the grammatical errors corrected. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

3.0 Budget Workshop – Information Only

The workshop began with Clerk/Trustee Michelle Jones giving a brief update of the Town's current financial status. The fiscal year will end on June 30. We are in good shape financially. The monthly GRTs continue to remain very consistent and strong at about \$120,000 a month. The Town will end the year with a net income of approximately \$1.4 million dollars.

First Head Librarian Ms. Angela Creamer presented her wish list for her department. The Board concurred with her requests. In summary, she will become a Department Head and will received a pay increase to \$26.00 per hour, which is consistent with other Librarian's with her credentials. Her part time assistant will receive \$17.00 per hour and her other part-time employee will receive \$15.00 per hour. We will also add funding for a summer intern to her budget at a rate of \$12.50 per hour. Lastly, we will budget for a new floor in one of the rooms.

Next, Sergeant Jason Downing presented his budget requests. In summary, in order to remain competitive, his hourly pay will increase to \$29.00 per hour, \$30.00 with his supervisor increase. Officer Torrez will

receive \$27.00 per hour and Officer Rodriguez and any other new certified new hire will receive \$26.00 per hour. We will budget \$60,000.00 for a new vehicle and will discuss paying of the current loan we have in place for one of his other vehicles. We will budget \$10,000.00 in major buildings for his department to create a holding cell. We will budget \$25,000 in supplies for radios, and \$4600.00 for body cam data storage.

Mayor Dial spoke about needs in the Public Works Department and Fire/EMS. We will budget approximately \$16,000 for HVAC. We will need to get estimates for the Fire department roof and the pool roof. And we need to discuss and budget for a paid Fire/EMS department. Mayor Dial requested \$300,000.00 be added to the budget for this department. He said we may need 3 paid EMS positions.

Trustee Lovato discussed the new baseball field. We will budget \$200,000.00 for the creation of this field. We will budget for town phones for the Trustees, we will budget \$10,000 for Parks and Rec activities and \$10,000 for fish for the pond.

And lastly the Board requested a 5% cost of living pay increase for all other employees.

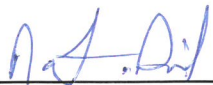
Trustee Sedillo requested a pay increase to \$1500.00 per month for the Mayor and \$500 per month for each Trustee. Trustee Hall said that this would have to be enacted during the next election.

Clerk/Treasurer Jones will put these requests in to the interim budget and submit the budget to DFA before the June 1 deadline. The Board will schedule another budget hearing as we get closer to the end of the fiscal year to in the first few weeks of July.

Adjournment

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

The meeting adjourned at 9:21 pm.

Approved: 

Date: 6/20/2022

Attest: 

Date: 6/20/2022