

Town of Estancia
Regular Meeting of the Board of Trustees

Monday, December 5, 2022 6:15pm

Estancia Town Library- Southwest Room, 601 S. 10th St. 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 Sedillo made a motion to approve the December 5, 2022 agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the November 21, 2022 Regular Meeting minutes - Action Item

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

3.0 Discussion/Approval of the December 5, 2022 Bill List - Action Item

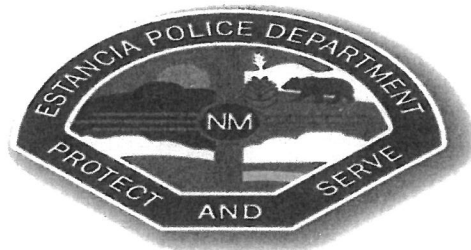
ACTION TAKEN: Trustee Sedillo made a motion to approve the December 5, 2022 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

Police- Sergeant Downing presented the following written report:

**ESTANCIA POLICE DEPARTMENT
NOVEMBER, 2022 REPORT**



HAPPY HOLIDAYS

General Updates

UNCERTIFIED LAW ENFORCEMENT CADET UPDATE

- Lucian's cadet packet was submitted to the law enforcement academy for the January academy class.
- Pre-academy PT Test is scheduled on **December 15** at APD track.

TRAINING

- New Mexico Law Enforcement General Instructor Certification
 - Training & application approved by NMDPS

UPCOMING TRAINING

- Field Training Officer (FTO) certification (**December 5-10**)
- TASER Instructor Certification (TBD)

Continuing to build foundation for PD

- Policies/Procedures
- Equipment (Vehicle/Radio)
- Office Workspace
 - Working towards creating a balanced workspace for officers, employee, and supervisor.

Estancia Municipal Court

- Municipal court resumes hearings on December 15.

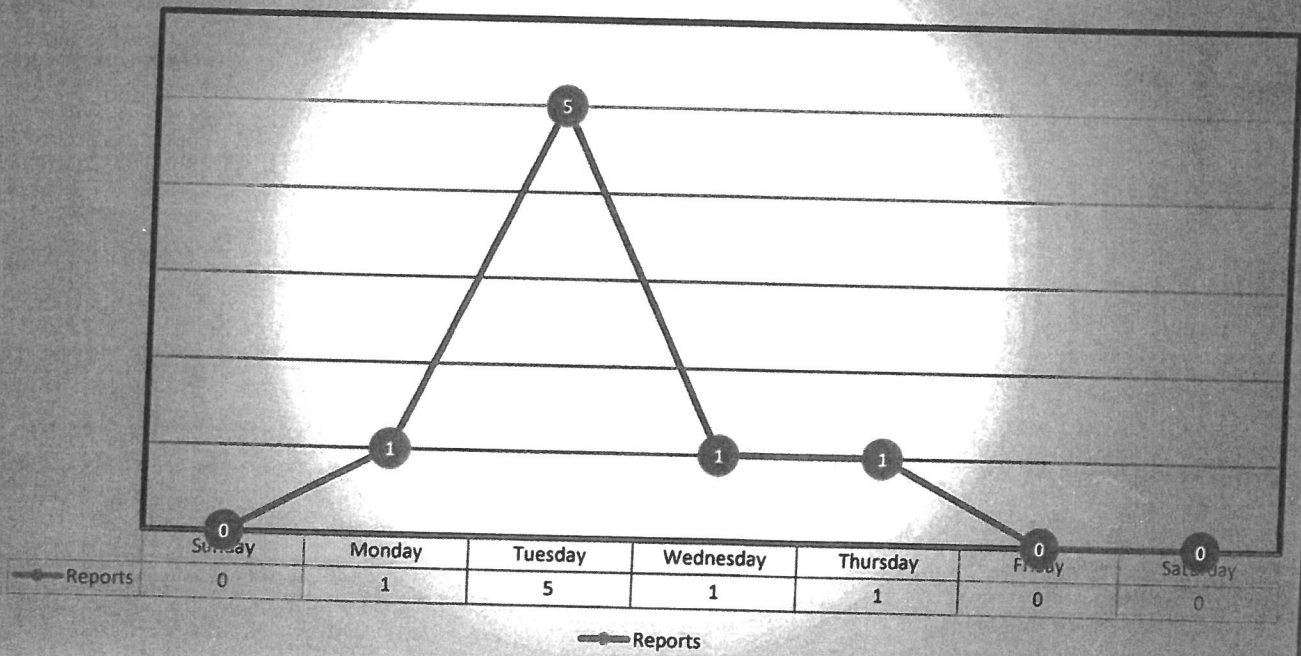
| Dispatch Activities | Oct 2022 | Nov 2022 | Month to Month Trend (Oct - Nov) |
|-----------------------------|-------------|-------------|--|
| EPD Response | 76 | 64 | |
| TCSO Response | 67 | 69 | |
| Combined | 143 | 133 | -6.99% |
| Call Type--*EPD Only | | | |
| Public Service | | | |
| 911 Open/Hang Up | | | |
| Abandoned Vehicle | | | |
| Accident w/o Injury | | | |
| Abdominal Pain | | | |
| Accident w/Injury | | | |
| Alarm | | | |
| Animal (Livestock) | | 1 | |
| Arrest | | | |
| Assault | | | |
| Assistance | | 1 | |
| Wanted Person | | | |
| Welfare Check | | | |
| Abandoned Vehicle | | | |
| Altercation | | | |
| Abduction | | | |
| Blood Pressure | | | |
| B&E (Burglary) | | | |
| Battery | | 1 | |
| Child (Welfare) | | | |
| Civil Matter | | | |
| Close Patrol | | 23 | |
| Custody Dispute | | | |
| Cuts/Lacerations | | 2 | |
| CYFD Referral | | 1 | |
| Domestic Violence | | | |
| Disturbance | | | |
| Drill | | 1 | |
| ETOH (Alcohol) | | | |
| Fainting | | | |
| Falls | | | |

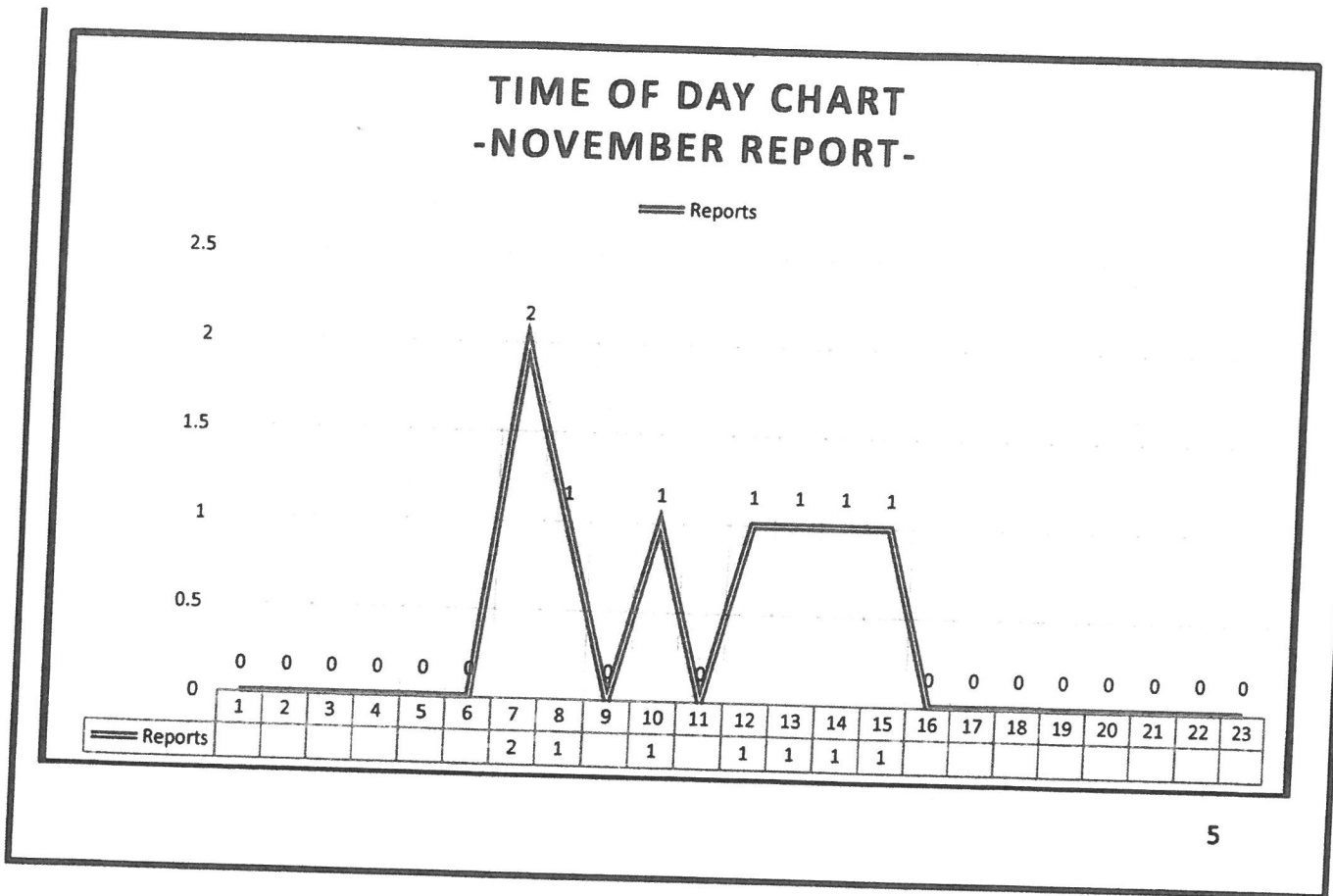
| | | | |
|----------------------|--|----|--|
| Fingerprinting | | | |
| Follow Up | | | |
| Fireworks | | | |
| Fire Alarm | | | |
| Fraud | | | |
| Found Property | | 1 | |
| General Sickness | | | |
| Harassment | | | |
| Hit & Run | | 1 | |
| Illegal Control Burn | | | |
| Identity Theft | | 1 | |
| Information | | 1 | |
| Illegal Dumping | | | |
| Juvenile | | | |
| Landlord Tennant | | | |
| Neighbor Dispute | | | |
| Noise Complaint | | | |
| Motorist Assist | | | |
| Narcotics | | | |
| Reckless Driver | | | |
| Recovered Property | | | |
| Security Check | | 21 | |
| Seizure | | | |
| Sexual Assault/Rape | | | |
| Shots Fired | | | |
| Narcotics | | | |
| Smoke Check | | | |
| Domestic Violence | | | |
| Stolen Items | | | |
| Stroke | | | |
| Suicidal Person | | | |
| Unk Susp Person | | 1 | |
| Suspicious Vehicle | | | |
| Theft | | | |
| Threat | | 1 | |
| Traffic Control | | | |
| Traffic Stop | | 3 | |
| Trespass | | | |
| Warrant Service | | 2 | |

| | | | | |
|-----------------|--|--|-----------|--|
| Unc Breathing | | | | |
| Wanted Person | | | | |
| Unwanted Person | | | 2 | |
| Welfare Check | | | | |
| Totals | | | 64 | |

EPD Data Charts

**Day of Week Chart
-NOVEMBER REPORTS-**





Planning and Zoning/Animal Control – P&Z/Animal Control Officer William Teaney said that he has have several dogs roaming at large calls lately. He has also issued some building permits recently. He is also working to send a nuisance ordinance violation case to Magistrate Court. He was also called about a squatter; TCSO is aware.

Fire- Volunteer Fire Chief Chris Wolonsky said that they are moving forward with refurbishing and ambulance. He said a complaint was filed against a Superior Ambulance paramedic. Mayor Dial has reached out to the County to discuss possible options for EMT services. Chief Wolonsky said that the County is going to lose their Medical Director also. Trustee Lovato thanked volunteer EMT Linda Gutierrez for her response to a family in an emergency recently. Her response was outstanding and commendable. She is a true asset to the community and is very much appreciated.

Library- Head Librarian Angela Creamer presented her annual Library report to the Board. It is attached here:

12/05/2022 Library Report

The Following report was given by Mrs. Angela Creamer, Library Director to the Board of Trustees, and Mayor/Library Board President Nathan Dial on December 5, 2022 at 6:35 pm at the Estancia Public Library.

State Aid

\$10,254.72

Spent: \$3702.70

Two payments - 50% December 2022, 50% January 2023 -

Grant us only for library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of library services.

GO Bond 2020 (spend by April 2024)

\$10,951.90

Spent: \$0

Reimbursed as spent for equipment, library furniture, fixtures and supplemental library resource acquisitions, including print, non-print and electronic resources, collaborative library resources and information technology projects, and for the purchase and installation of broadband internet equipment and infrastructure at non-tribal public libraries statewide

Williams Fund

East Mountain flooring \$9,802.00 to begin December 19th.

Microtek New Alarm System \$4,980.00 (total \$14,980.00)

Capitol Grant

Microtek New Alarm System \$10,000 (total \$14,980.00)

Childrens Programs:

Teen Book Club to start February 2023

Game night with refreshments.

Gingerbread House making party Tuesday 12/13 at 3:30 ages 4 – 12 invited to create a gingerbread a house.

Sixty three children are signed up for the reading program. Twenty four Children are participating in the weekly craft and story time program.

Community:

AARP will be offering free tax service at the Library again this year

Ms. Creamer and her staff are sincerely thanked for the outstanding job they do for our community.

Maintenance Public Works Supervisor Edwin Bencomo said that his team is very busy, as usual. They are putting together the new heavy duty trashcans that have been purchased for the park. They were also working on a waterline repair on Salt Mission Trail. He recently completed some rural water training that he said was very informative. He is working towards getting his water certification.

Administration- Clerk/Treasurer Michelle Jones said that her office is also very busy. They recently completed their annual audit and completed the recent road COOP project. She is following up with the State on a few grants that we are waiting to hear back about. We will be moving forward with the DOT TPF and MAP projects soon.

Old Business

- 5.0 **RFB for Lighting for the Baseball field- Discussion/Possible Action**
ACTION TAKEN: Trustee Lovato made a motion to TABLE this item. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**
Ms. Jones will reach out to our On-Call Engineers from Bohannon Huston to see if they can assist with the Baseball field.

New Business

- 6.0 **Review offers and Select of a buyer for the property at 405 5th street – Action Item**
Realtor Keith Sandy presented two offers he received for the property at 405 5th St. He presented the final net revenue from each. The Board chose the offer with the highest net revenue. **ACTION TAKEN:** Trustee Sedillo made a motion to award the sale to the highest bidder and gave Mayor Dial full authority to complete the sale with the realtor. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 7.0 **Review of Proposed EMS Job description and discussion concerning Superior Ambulance-Discussion and Possible Action** Trustee Lovato said that at this time, we have zero oversight. Mountainair has one full-time employee at this time. Mayor Dial said he has reached out to the County but they are not responding; we need to be proactive. The Town has 4 volunteer certified EMTs at this time. Chief Wolonsky suggested creating positions to work 4-ten hour shifts weekly. At this time, we can't provide housing. **ACTION TAKEN:** Trustee Sedillo made a motion to draft a job description on Town Letterhead with salaries that fit our current budget and post pending legal review. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**
- Ms. Jones, Chief Wolonsky, and Mayor Dial will work on this.
- 8.0 **Approve Resolution 2022-38 to modify the project route and termini of NMDOT COOP L500495- Action Item Roll Call Vote** **ACTION TAKEN:** Trustee Lovato made a motion to approve Resolution 2022-38 to modify the project route and termini of NMDOT COOP L500495. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**
- 9.0 **Schedule a hiring committee to conduct an interview for an uncertified PD candidate in conjunction with the WIOA adult program - Action Item** **ACTION TAKEN:** Trustee Sedillo made a motion to TABLE this item pending further discussion with Sergeant Downing. Trustee Lovato seconded the motion. All in favor. **ITEM TABLED**
- 10.0 **Selection of Capital Outlay Project Requests from ICIP list- Action Item**
ACTION TAKEN: Trustee Sedillo made a motion to submit the following ICIP projects for Capital Outlay funding consideration:
1. Arthur Park and Lake and Pool Improvements.
2. Flood Mitigation
3. Town Hall and Community Center Improvements
4. Regional Animal Control
Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**
- 11.0 **Approval of Resolution 2022-39 Open Meeting Act – Action Item Roll Call Vote**
ACTION TAKEN: Trustee Sedillo made a motion to approve Resolution 2022-39 Open Meeting Act. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**

12.0 Approval of Resolution 2022-40 Holiday Calendar – Action Item Roll Call Vote
ACTION TAKEN: Trustee Lovato made a motion to approve Resolution 2022-40 Holiday Calendar. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**

13.0 Approval of Resolution 2022-41 Budget Adjustments and Transfers- Action Item Roll Call Vote
Clerk/ Treasurer Jones explained that she is requesting to move some salary funds from Water to Wastewater, increase the budgeted revenues and expenditures for the Fire Protection Fund, and add budgeted revenues and expenditures for the NM DOT TPF and MAP funds that we will be receiving.
ACTION TAKEN: Trustee Hall made a motion to approve Resolution 2022-41 Budget Adjustments and Transfers. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**

14.0 Approval of the Mayor’s hiring of Mr. Edwin Bencomo to the position of Public Works Supervisor- Action Item
Clerk Jones told the Board that interviews had been conducted for the position of Public Works Supervisor and Mr. Edwin Bencomo scored the highest and we are seeking approval of the Mayor’s hiring of Mr. Bencomo. The Trustee’s, as well as the Mayor and Clerk, are very happy that a current Public Works employee was promoted to this position. We all wish Edwin the very best of luck as he takes on this new challenge. **ACTION TAKEN:** Trustee Lovato made a motion to approve the Mayor’s hiring of Mr. Edwin Bencomo to the position of Public Works Supervisor. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

15.0 Mayor/Council:

Trustee Hall said that three houses in town have been refurbished; this is a very bright spot, and he is glad to see it. He told a story about an organ that, in 1962, he had been given permission to practice on. (Play on, I say!)

Trustee Chavez asked if the maintenance crew could sweep at the park prior to the Luminaria lighting. She said there is a big hole at the corner of Joseph at 6th or 7th. She also said that the trees at the Plaza look really good.

Trustee Lovato said that we are still waiting for the Christmas tree to be delivered. He said that he is running EYDG this year and may need to use the Community Center Gym from time to time.


Trustee Sedillo talked about the challenge of fixing roads. He said he will email about a zipper for the roads that could help.

Mayor Dial said he will be out of pocket from Wednesday to Friday.

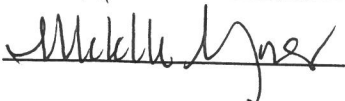
Adjournment

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

The meeting adjourned at 8:17 pm.

Approved: 

Date: 1/5/2023

Attest: 

Date: 1/5/2023