

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**

**TUESDAY, JANUARY 3, 2023 6:15pm**

**Estancia Town Library- Southwest Room, 601 S. 10<sup>th</sup> St. Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

The meeting was called to order at 6:16pm and Roll Call was taken:

Trustee Lovato- Present  
Trustee Sedillo - Present  
Trustee Chavez - Present  
Trustee Hall - Present  
Mayor Dial - Present

**The Board held a moment of Silence to acknowledge the passing of Torrance County Commissioner LeRoy Candelaria**

**1.0 Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the January 3<sup>rd</sup> agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Approval of the December 5, 2022 Regular Meeting minutes – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the December 5, 2023 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Approval of the December 12, 2022 Special Meeting minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the December 12, 2023 Special Meeting minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**4.0 Discussion/Approval of the January 3, 2023 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the January 3, 2023 Bill list. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment** – Resident Mr. Mark Martinez addressed the Board concerning roads. He said that there were significant pot holes around Arthur and 11<sup>th</sup> street. He also said that there are too many trees around the fire hydrants in that same area. He worries that the hydrant will be difficult to find in the case of a fire, which could become a liability for the town. He also talked about youth riding unlicensed off-road ATV's in town. He suggested a newsletter informing the public that unlicensed vehicles are not allowed. The Board thanked Mr. Martinez for taking time to come and bring his concerns to the Board.

**5.0 Department Updates:**

**Police-** Sergeant Downing presented the following written report:

**ESTANCIA POLICE  
DEPARTMENT  
DECEMBER, 2022 REPORT**



**HAPPY NEW YEAR**

Prepared by Sgt. Jason Downing, PhD  
ESTANCIA POLICE DEPARTMENT

## **POLICE CADET UPDATE**

- Cadet Alderete starts the academy on January 9, 2023  
Academy graduation is expected on May 18, 2023.

## **POLICE APPLICATIONS**

- Four applications for police officer have been received.
- Three non-certified, one certified.
- One non-certified candidate has been removed from the application process.
- Interview panel for three remaining candidates requested.

## **FIELD TRAINING OFFICER (FTO) PROGRAM**

- Once Cadet Alderete completes the academy training, he will then need to successfully complete a four month +/- FTO program before his initial law enforcement training is considered complete.

## **TRAINING**

- **APPROVED** - NMDPS Estancia PD Course Accreditation
- BolaWrap Instruction Course #NM220532
  - Course will be accredited for 2 years.

**NM220532    December 15, 2022    Expires: December 15, 2024 Bola  
Wrap Instruction Course            Estancia PD**

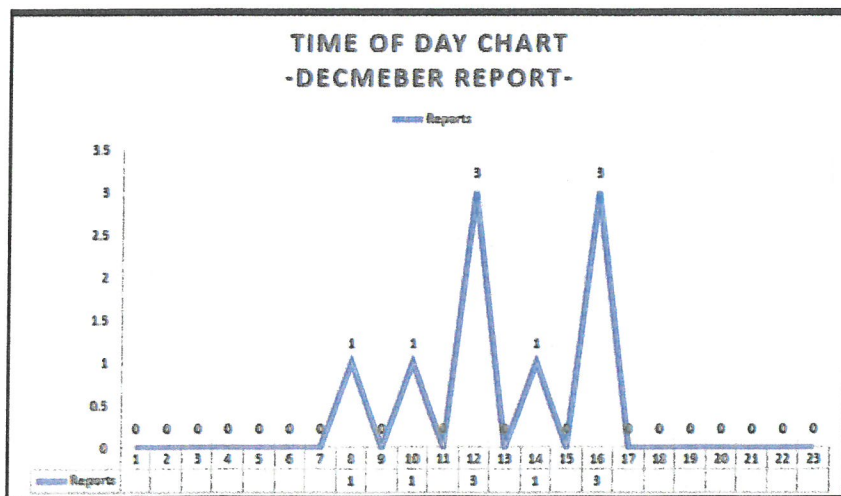
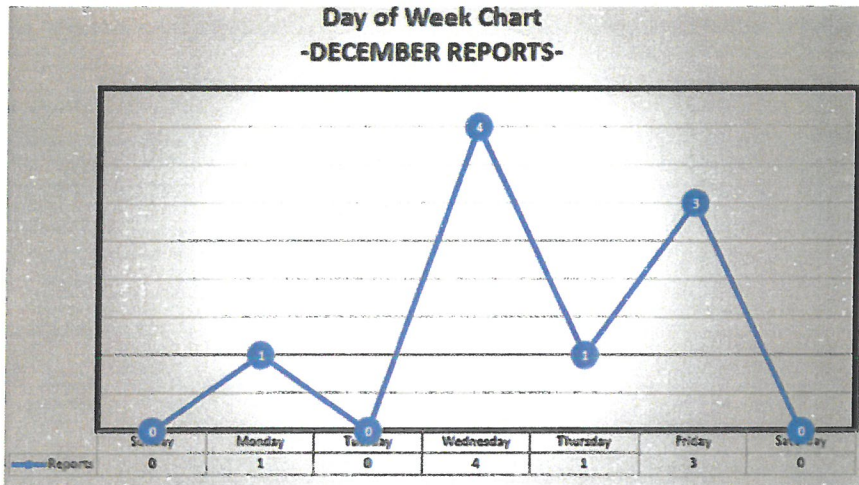
## **TraCS (Traffic and Criminal Software)**

- What is TraCS
  - Statewide data collection software initiative with the goal of electronic data transfer.
  - Allows officers to accurately complete Uniform Traffic Citations, Uniform Crash Reports, Commercial Vehicle Inspection, Offense/Incident Forms, Tow Sheets, and other supplemental forms used daily by Law Enforcement.
- **Estancia PD awarded grant for TraCS equipment and training.**
  - **EPD awarded \$2,595.00 in equipment.**
  - Thermal printer, vehicle mounts, scanner, cables, power management.
  - Town is responsible to purchase thermal printing paper and cost of installation.

Dispatch Activities	NOV 2022	DEC 2022	Month to Month Trend (NOV-DEC)
EPD Response	64	57	
TCSO Response	69	70	
<b>Combined</b>	133	127	-4.6%
<b>Call Type-*EPD Only</b>			
Public Service		1	
911 Open/Hang Up		1	
Abandoned Vehicle			
Accident w/o Injury			
Abdominal Pain			
Accident w/Injury			
Alarm			
Animal (Livestock)			
Arrest		1	
Assault		2	
Assistance			
Wanted Person			
Welfare Check			
Abandoned Vehicle			
Altercation			
Abduction			
Blood Pressure			
B&E (Burglary)			
Battery		1	
Child (Welfare)			
Civil Matter			
Close Patrol		19	
Custody Dispute			
Cuts/Lacerations			
CYFD Referral		1	
Domestic Violence		1	
Disturbance		1	
Drill			
ETOH (Alcohol)			
Fainting			
Falls			

Fingerprinting				
Follow Up				
Fight			1	
Fireworks				
Fire Alarm				
Fraud				
Found Property				
General Sickness				
Harassment				
Hit & Run			1	
Headache			1	
Illegal Control Burn				
Identity Theft				
Information			1	
Illegal Dumping				
Juvenile				
Landlord Tennant				
Lost & Found			2	
Neighbor Dispute				
Noise Complaint				
Motorist Assist				
Narcotics				
Paper Service			1	
Reckless Driver				
Recovered Property				
Security Check			13	
Seizure				
Sexual Assault/Rape				
Shots Fired				
Narcotics				
Smoke Check				
Domestic Violence				
Stolen Items				
Stroke				
Suicidal Person				
Unk Susp Person				
Suspicious Activity			1	
Suspicious Vehicle				
Theft				

Threat			
Traffic Control			
Traffic Stop		1	
Trespass			
Warrant Service			
Unc Breathing			
Wanted Person			
Unknown / Man Down		1	
Unwanted Person		1	
Welfare Check		4	
Vandalism		1	
<b>Totals</b>		<b>57</b>	



**Planning and Zoning/Animal Control** had no update for this meeting.

**Fire-** Volunteer Fire Chief Wolonsky said that they are getting work done to an ambulance and they have a very good Santa day. Progress is being made on the EMT job description. He said the dedication of Attack 23 went very well. He would like to designate a day and time to do alarm checks and he will coordinate with the Mayor to do a controlled burn soon.

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

### **January 2023 Library Report**

#### **Childrens Programming:**

We have 46 children enrolled in the Fall/Spring children's reading program.

The Gingerbread House making party was Tuesday, December 13 with 23 children participating.

The Library along with the State Library hosted a Summer Reading 2023 workshop on Monday, Nov 14<sup>th</sup>. Ten Librarians from all over the state attended.

#### **For the Community:**

AARP will be using the SW room to do taxes for seniors and low income families beginning in February.

The Adult Book Club is meeting regularly on the last Friday of the month.

The community generously donated enough hats, scarves, socks, puzzle books and snacks to help us put together 35 gift bags for the Senior Citizens of our community.

The Estancia Valley Imagination Library (Dolly Parton) received a donation from Avangrid (Wind Farm) of \$1000.00. We are serving 141 children with free books every month!

Teen Game night at the Library will have their first get together on Friday 02/24 from 4 – 6pm. We will be serving snacks and have board games and a Wii available for any teen aged 13 – 17.

#### **Projects:**

The tile project in the SW room is complete.

**Barbara, Lori, Devaya and I thank you for your support!**



**Maintenance-** Public Works Supervisor Edwin Bencomo told the Board that they recently had a big water line break; they needed to dig through some asphalt to fix it. They had an issue with Well 4 that they fixed today. Mr. Bencomo met with Fred Black from Rural Water; they are working together to fix any issues that we have. One concerning our elevated tank. We are planning Town Clean-up weekend and are considering buying an asphalt zipper that Trustee Sedillo recommended.

**Administration-** Clerk/Treasurer Michelle Jones presented the following written report:  
Clerk's Update 01.03.2023

1. We got YCC- We will start the process of hiring the crew and Supervisor in March
2. We were awarded \$50,000 to fund a Grant Writer/Manager.
3. We received notice from Representative Melanie Stansbury's office that the Army Corps of Engineers has been authorized to conduct a Feasibility Study for an updated Hydrologic analysis for the Town of Estancia. This gets us closer to Flood Mitigation. I have reached out to the correct contact with the Army Corp and am waiting to hear back.
4. We are 50% through the fiscal year. YTD revenues are \$1,913,366.15 – 44% of budgeted revenues. And YTD expenditures are \$1,625,754.42 – 28% of budgeted expenditures. I will give an official 2<sup>nd</sup> qtr Qtrly report at our next meeting.
5. Richard Runyon from Dennis Engineering will be at our next meeting to help with DOT COOP, TPF, and MAP funding applications.
6. We ordered the equipment needed to broadcast our meetings. We should be ready to go for our next meeting.
7. I am finalizing the EMT posting with Chief Wolonsky and Mayor Dial and should have it posted soon.

### **Old Business**

- 6.0 Lighting/Construction of the Baseball field- Discussion/Possible Action** Trustee Lovato said that he has met with our on-call Engineer from Bohannon Huston and they will be working on this project for us. He will have more information soon. **NO ACTION, INFORMATION ONLY**
- 7.0 Schedule a hiring committee to conduct interviews for PD candidates - Action Item**  
**ACTION TAKEN-** Trustee Lovato made a motion to convene a hiring committee on January 19<sup>th</sup> at 6:00pm here at Town Hall for the purpose of interviewing PD candidates. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

### **New Business**

- 8.0 Approval of the hiring of Mr. Lucian Alderete to the position of Uncertified Police Officer- Action Item** **ACTION TAKEN:** Trustee Lovato made a motion to approve the hiring of Mr. Lucian Alderete to the position of Uncertified Police Officer. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 9.0 Approval to advertise for a contract Grant writer- Action Item**  
**ACTION TAKEN:** Trustee Sedillo made a motion to approve advertising for a contract Grant writer. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 10.0 Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(2)(8) personnel and the purchase, acquisition, or disposal of 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 Sections (H)(2)(8) to discuss personnel and the purchase, acquisition, or disposal of real property. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 7:37pm.**

**Reconvene Regular Session:**

**ACTION TAKEN:** Trustee Sedillo made a motion to go back into Regular Session and stated that the only items discussed in Executive Session was the those listed on the agenda and no action was taken. Trustee Hall seconded the motion. All in favor.

**Regular Session resumed at 8:27 pm.**

**11.0 Possible Action pertaining to the Sale of Real Property- Discussion/Possible Action**

**ACTION TAKEN:** Trustee Sedillo made a motion to move forward with posting the property for sale. The Town will pay for the owner’s policy, title commitment, and will provide utilities for inspection. If there are any outstanding fees associated with the utilities for the building, the Town will pay those. The Town will not accept an escalation clause and the buyer will pay the closing costs. The minimum offer for the building will be \$60,000.00. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**12.0 Mayor/Council:**

**Trustee Hall-** had no update for this meeting.

**Trustee Chavez-** suggested investing in a carport covering for the maintenance yard; something that could cover and protect the new equipment we have purchased. This is a very good idea that the town will research.

**Trustee Sedillo-** had no update for this meeting.


**Trustee Lovato-** said that EYDG is going strong. On occasion, the 3<sup>rd</sup> and 4<sup>th</sup> grade kids will be practicing in the Community Center gym. He said all the kids have signed waivers and he has keys to the building. He said the basketball court needs work.

**Mayor Dial-** said that we were advised by one of our engineers that going to DC during session to ask for Federal funding is a very good idea. We will reach out to Melanie Stansbury’s team and ask about this. We also want hard data to take with us outlining the advantages to flood mitigation for our residents.

**Adjournment**

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

The meeting adjourned at 8:50 pm.

Approved: 

Date: 1/23/2023

Attest: 

Date: 1/23/2023