

Town of Estancia
Regular Meeting of the Board of Trustees

MONDAY, JANUARY 23, 2023 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 6:18pm and Roll Call was taken:

Trustee Lovato – Present

Trustee Sedillo – Absent

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 January 23, 2023 agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the January 3, 2023 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the January 3, 2023 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the January 23, 2023 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the January 23, 2023 Bill list. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – Resident Julia Holmes complained to the Board about dogs who have been roaming at large in town. She said she has told our Animal Control person who has addressed the issue. She said the minutes he is off work, the dogs are out again. She said she called the PD yesterday about the issue. Trustee Lovato said he has also received calls about dogs running at large in town. Mayor Dial said he agrees there is a dog problem. He said that we are working on trying to get a shelter area to hold dogs before we can transport them to the Torrance County shelter. We are getting quotes for the small temporary shelter right now.

Old Business

- 4.0 Lighting/Construction of the Baseball field- Discussion/Possible Action** We will begin working on this project soon with a Project Manager from Bohannan Huston. **ACTION TAKEN:** Trustee Lovato made a motion to TABLE this item. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

New Business

- 5.0 Select Roads for COOP, MAP, and TPF Funding- Richard Runyon – Discussion/Possible Action Item** Richard Runyon from Dennis Engineering spoke with the Trustees and the Mayor about the different programs and the different options. Several roads and funding options were discussed. Mr. Runyon will create Resolutions for these funding requests that will be presented at the February 6 Meeting for approval. **NO ACTION, DISCUSSION ONLY**

6.0 Review/Approval of PD SOPs for Shoplifting, Special Event Assignment, and approval of the Special Assignment OT form- Action Item

Estancia Police Sergeant Jason Downing presented the SOPs and the overtime form for review by the Board. Sergeant Downing explained the importance of having something in writing addressing Shoplifting and Special Event assignments. Too many times, the PD is contacted at the last minute to assist with a Special Event. This SOP and OT form will help to set guidelines for this process. The Board did request that the SOP be revised to state that Special Event assignments could be declined or refused as determined by the Mayor.

ACTION TAKEN: Trustee Lovato made a motion to approve the SOP for Shoplifting as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

ACTION TAKEN: Trustee Hall made a motion to approve the Special Event Assignment SOP with the revision as listed above and the Special Assignment OT form. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

7.0 Approval of 2nd Qtr Qtrly Report- Action Item

Clerk/Treasurer Michelle Jones presented the 2nd qtr report to the Board. She said that the Town is in good shape. We are 50% through the fiscal year. Currently the Town’s revenues are \$1,928,520.92- 45% of the years budgeted revenues. Expenditures are \$1,587,256.82- 27% of the Town’s budgeted expenditures. She presented the Board with the Town’s LGBMS recap:

FUND	CASH	INVESTMENTS	REVENUES	TRANSFERS	EXPENDITURES	ADJUSTMENTS	BALANCE	RESERVES	ADJUSTED BALANCE
GEN FUND	\$ 2,809,173.00		\$ 799,047.53		\$ 757,478.88	\$ -	\$ 2,850,741.65		\$ 2,850,741.65
CORRECTIONS	\$ 15,081.00		\$ -				\$ 15,081.00		\$ 15,081.00
EMS	\$ 7,991.00		\$ -				\$ 7,991.00		\$ 7,991.00
FIRE PROTECTION	\$ 222,160.00		\$ 50,406.50		\$ 180,819.17		\$ 91,747.33		\$ 91,747.33
LEPF	\$ 13.00		\$ 42,262.00		\$ 13,456.75		\$ 28,818.25		\$ 28,818.25
STREETS COOP	\$ 307,970.00		\$ 451,455.69		\$ 207,105.26		\$ 552,320.43		\$ 552,320.43
GRANTS	\$ 69,702.00						\$ 69,702.00		\$ 69,702.00
DWI	\$ 298.00						\$ 298.00		\$ 298.00
AMERICAN RESCUE PLAN	\$ 183,356.00		\$ 195,438.00				\$ 378,794.00		\$ 378,794.00
CANNABIS ACT REGULATION	\$ 188.00						\$ 188.00		\$ 188.00
OTHER SPECIAL REVENUE	\$ 50,000.00						\$ 50,000.00		\$ 50,000.00
STATE LEGISLATIVE APPROPRIATION P	\$ 19,028.00		\$ 35,254.18		\$ 35,254.18		\$ 19,028.00		\$ 19,028.00
OTHER STATE FUNDED PROJECTS							\$ -		\$ -
NMFA DEBT SERVICE	\$ 5,325.00						\$ 5,325.00		\$ 5,325.00
WATER ENTERPRISE	\$ 93,339.00		\$ 137,867.58		\$ 157,729.32		\$ 73,477.26		\$ 73,477.26
SOLID WASTE ENTERPRISE	\$ 139,921.00		\$ 93,867.69		\$ 109,314.04		\$ 124,474.65		\$ 124,474.65
WASTEWATER/SEWER ENTERPRISE	\$ 334,443.00		\$ 82,137.14		\$ 86,369.56		\$ 330,210.58		\$ 330,210.58
METER DEPOSITS	\$ 45,902.00		\$ 1,400.00		\$ 295.04	\$ -	\$ 47,006.96		\$ 47,006.96
TRUST & AGENCY	\$ 188,983.00	\$ 1,046,611.29	\$ 39,384.61		\$ 39,434.62		\$ 188,932.99		\$ 188,932.99
TOTALS	\$ 4,492,873.00	\$ 1,046,611.29	\$ 1,928,520.92	0.00	\$ 1,587,256.82	\$ -	\$ 4,834,137.10		\$ 4,834,137.10

ACTION TAKE: Trustee Hall made a motion to approve the 2nd Qtr Qtrly report. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

8.0 Schedule a hiring committee to conduct interviews for Deputy Clerk - Action Item

ACTION TAKEN: Trustee Lovato made a motion to convene a hiring committee to conduct interviews for the Deputy Clerk position on Wednesday, February 15, 2023 at 5:54pm. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

9.0 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 Lovato 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 Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

Executive Session began at 7:57pm.

Reconvene Regular Session:

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

Regular Session resumed at 8:27pm.

10.0 Possible Action concerning the EMT job description- Action Item

The Town will post for three EMT positions as planned. **NO ACTION**

11.0 Discussion/Possible Action concerning attending Municipal Day in Santa Fe and going to DC to request Federal Grant Funding- Discussion and Possible Action Clerk/Treasurer Jones will register the Trustees, the Mayor, and herself to attend Municipal Day in Santa Fe on February 17. Ms. Jones will start the process of scheduling meetings with our representatives in DC in March. **NO ACTION, INFORMATION ONLY**

12.0 Mayor/Council:

Trustee Hall asked if anything was being done to fix the potholes in town. Mayor Dial said that the town is looking in to buying a skid steer. Trustee Hall said he is glad to hear that the town water meter project is moving along. He also asked about the fire hydrants in town; these still need to be addressed. He asked about Caselle. Clerk Jones said that she is not working on this right now, when a Deputy Clerk is hired, there will be time to pursue moving to Caselle again. Trustee Hall is concerned about some trees near the pond. Mayor Dial will ask the rep from Duprees Trees about this.

Trustee Chavez asked about Christmas lights in town. She said this is the time to work on this before the Christmas season is here again. She also asked about replacing missing street signs in town and getting lights at the park. She also asked that new flags be purchased for the library.

Trustee Sedillo is absent.

Trustee Lovato gave an EMW Gas update. He said that, unfortunately, natural gas prices will be increasing significantly. He said that EMW Gas is trying very hard to keep consumer prices low, but for the next few months, the price will go up. He said that prices should come down again by May or June. He will be presenting a video showing how a skid steer works; the town is considering purchasing one. He said the EYDG program was a huge success this year with 175 kids participating. He is very interested in renovating the Community Center Gym. We are requesting Capital Outlay funding and will be also requesting Federal funding for this renovation.

Mayor Dial said that, due to the weather, the Town offices would be on a 2-hour delay tomorrow. He also said that he would be out of town for a week in May. He told the Board that Mr. Ronnie Reynolds had resigned from the EMWT Board. The Town will solicit letters of interest for the position.

Adjournment

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

The meeting adjourned at 9:00 pm.

Approved: NTD

Date: 2/4/2023

Attest: Middleton

Date: 2/4/2023