

Town of Estancia
Regular Meeting of the Board of Trustees

Wednesday, July 5, 2023 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: July 5, 2023 Town of Estancia Board of Trustees Meeting

Time: Jul 5, 2023 06:15 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89897054219?pwd=NDRJMUtkQzlxMVJreHgzV1hHODRwUT09>

Meeting ID: 898 9705 4219

Passcode: 882319

Meeting ID: 898 9705 4219

Passcode: 882319

Find your local number: <https://us06web.zoom.us/u/k0NC4Ampv>

Invocation and Pledge of Allegiance

The meeting was called to order at 6:17pm 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 July 5, 2023 Agenda as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the June 12, 2023 Special Meeting minutes – Action Item

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

3.0 Approval of the June 19, 2023 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee Sedillo made a motion to approve the June 19, 2023 Regular Meeting minutes. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

4.0 Discussion/Approval of the July 5, 2023 Bill List – Action Item

ACTION TAKEN: Trustee Sedillo made a motion to approve the July 5, 2023 Bill list. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

5.0 Department Updates:

Police- Chief Downing presented the following written report to the Board:

ESTANCIA POLICE DEPARTMENT JUNE, 2023 REPORT



Prepared by Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

General Updates

PD GENERAL UPDATE

- **Patrol Vehicles**
 - o Both older Tahoe's are inoperable and are at the mechanic shop.
 - o Currently Ofc. Alderete is using Admin vehicle.
 - o No pool vehicles available.

TRAINING UPDATE

- **September 20 - 2nd Annual Emergency Lifesaver Training (Attached flyer)**
 - o Albuquerque Fire Rescue Training Team:
 - Tourniquet & Trauma Kit
 - First Aid Refresher
 - NARCAN
- **Field Training (FTO)**
 - o Ofc. Alderete is getting ready to start Phase 2 of FTO training.
 - o There are four phases in FTO training.

SCHOOL RESOURCE OFFICER

- Update

Dispatch Activities	MAY 2023	JUNE 2023	Month to Month Trend (MAY-JUNE)
EPD Response	88	131	
TCSO Response	81	48	
Combined	169	179	5.9%
Call Type-*EPD Only			
Public Service		2	
911 Open/Hang Up		4	
Abandoned Vehicle		1	
Accident w/o Injury		1	
Abdominal Pain			
Accident w/Injury			
Alarm			
Animal			
Arrest			
Assault		1	
Assistance			

Wanted Person			
Welfare Check		3	
Abandoned Vehicle			
Altercation			
Abduction			
Bleeding/Cuts			
Blood Pressure			
B&E (Burglary)		1	
Battery			
Burglary			
Child (Welfare)		1	
Civil Matter		1	
Close Patrol		36	
Contraband		1	
Complaint			
Custody Dispute		1	
Cuts/Lacerations			
CYFD Referral			
Damage to Property		1	
Domestic Violence			

Dog (Bite)		1	
Down Powerline			
Disturbance		1	
DWI		1	
Drill			
EMS Evaluation		2	
ETOH (Alcohol)		2	
Escort			
Fainting			
Falls		1	
Fingerprinting			
Follow Up		1	
Fight		1	
Fireworks			
Fire Alarm		3	
Fraud			
Found Property			
General Sickness			
Harassment		1	
Hit & Run			

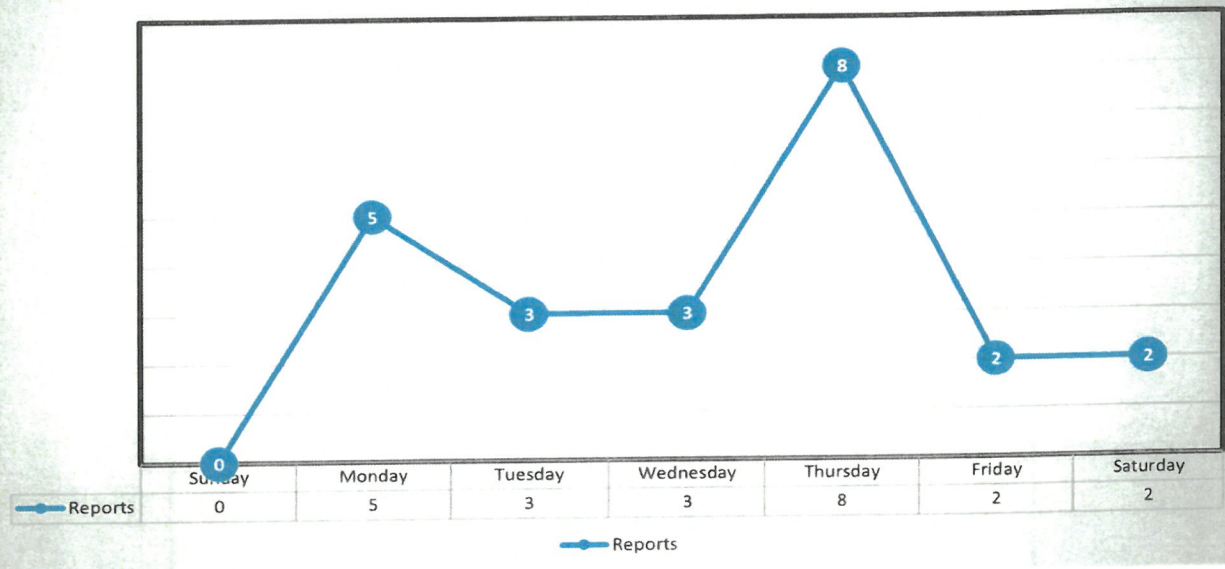
Headache			
Illegal Control Burn			
Identity Theft			
Information		6	
Illegal Dumping			
Juvenile		1	
Landlord Tennant			
Lift Assist			
Lost & Found			
Neighbor Dispute			
Noise Complaint			
Motorist Assist			
Narcotics			
Open Door		1	
Panic Attack			
Paper Service			
Protection Order		3	
Reckless Driver		2	
Runaway			

Recovered Property			
Security Check		17	
Seizure		1	
Sexual Assault/Rape			
Shots Fired		1	
Narcotics			
Smoke Check			
Domestic Violence		1	
Stolen Items		2	
Stolen Vehicle			
Street Racing		1	
Stroke			
Suicidal Person			
Unk Susp Person		3	
Suspicious Activity			
Suspicious Vehicle		2	
Theft		1	
Threat		2	
Traffic Control			
Traffic Stop		17	
Transport			
Trespass			
Warrant Service			

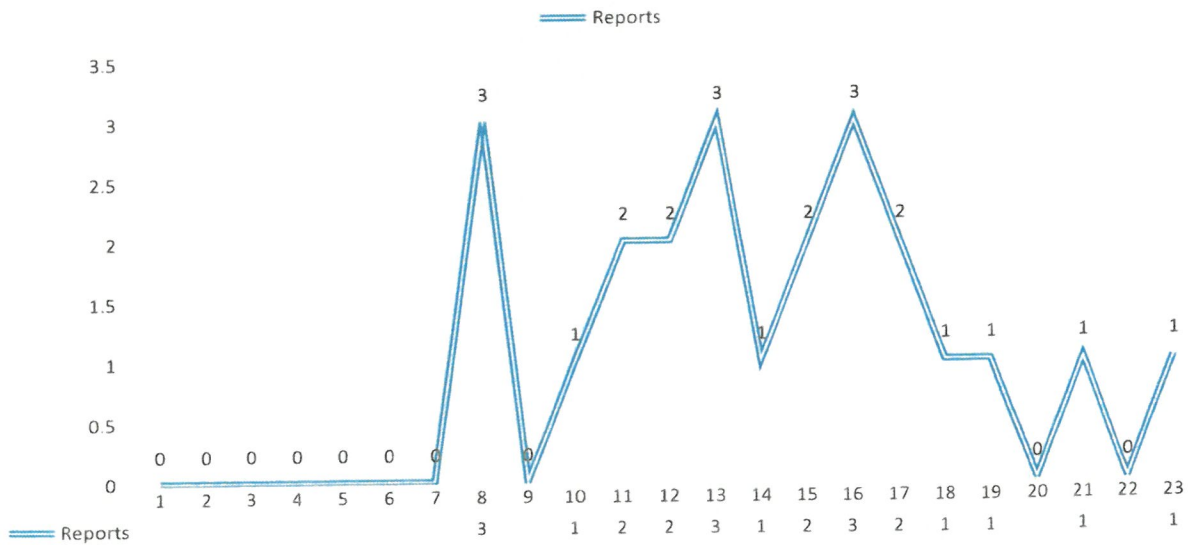
Unc Breathing			
Wanted Person			
Unknown/ Man Down			
Unwanted Person		1	
Warrant Service		2	
Welfare Check			
Vandalism			

EPD Data Charts

Day of Week Chart
-JUNE REPORT-



TIME OF DAY CHART
-JUNE REPORT-





2nd Annual

EMERGENCY LIFESAVER TRAINING



FREE

In-service Training

-Bleed & Control (Tourniquet & Trauma Kit*)

**Will county towards NMSA 29-7-7.7 annual training*

-First Aid Refresher

-NARCAN

Date:

September 20, 2023 (Wednesday)

Time:

9:00 AM - 12:00 PM

Location:

Torrance County Dispatch
Training Room

Address

753 Salt Mission Trail
McIntosh, NM 87032

Instructors:

- Albuquerque Fire Rescue Training Team
- Chief Jason Downing, Estancia PD

Sponsored By:

- Estancia Police Department

Scan to RSVP

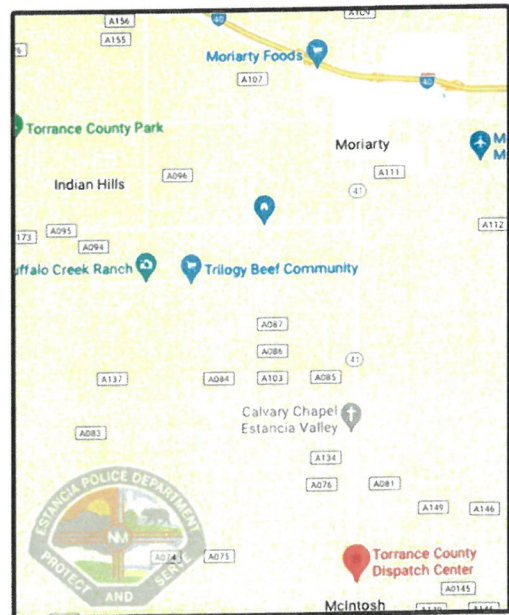


Please RSVP

Email or scan QR code to RSVP

EPD@townofestancia.com

Space is limited



Code Enforcement- Code Enforcement Officer William Teaney told the Board that Animal Control has been slow lately. He had a voluntary surrender of a dog recently and he had a dog adopted out. He also issued a citation for a dog roaming at large. Work will continue where the kennels are located. There will be a privacy fence erected and a cat room. The Animal Control vehicle is not working and is in the shop. Planning and Zoning has been busy. He issued a new Development Permit for a property on Karah Lane recently and was approached by a landowner who is looking into creating a Cannabis Dispensary. Mr. Teaney sent him a copy of our Ordinance. It appears that his land is too close to our current dispensary and would not be allowed. Mr. Teaney presented the Board with a proposed P&Z fee schedule which increases many of our current fees to be comparable with other municipalities. The Board agrees with the fee increase and will most likely formally approve the increases at our next meeting.

Fire had no update for this meeting.

EMS- EMS Chief Jonathan Barela said that the 4th of July Firework presentation went really well; very safe and enjoyable for the residents. He said that the people who delivered the fireworks gave very good directions concerning how to handle them. He said that the EMS and the Fire Department are working very well together. They recently purchased a Stryker gurney and it is working very well. Mayor Dial said asked that Chief Barela look into courses for Firework certification.

Library- Clerk Jones read the attached written report to the Board:

66 Kids are signed up in the Reading Program.
17 kids and 9 adults enjoyed the Wonder on Wheels traveling museum.
22 kids and 18 adults enjoyed our annual Box and Bubble Day.

Clerk Jones told the Board that Assistant Librarian Barbara Spada will be retiring this month. Ms. Spada has been an incredible employee for the Town. She is so loved and we don't want her to leave! But we wish her the best!!

Maintenance- was tied up with a leak and could not give an update at this meeting.

Administration- Clerk/Treasurer Jones presented the following written report:
Clerk's Update 06.05.2023

1. The YCC project started today-
2. We completed FY23! We will most likely need a Special Meeting at the end of the month to complete FY23 Resolutions and approve FY24. All in all, it was a very good year!!!
3. We received the Capacity Grant for \$30,000.00 At the next meeting, I hope to bring you information on hiring a Grant Manager.
4. Our Meter Project is in the final design stages and should begin within the next few weeks.
5. We should know about our Federal Funding requests will the next few weeks.
6. Things at the pool are going very well! Business is booming at both the pool and the snack bar! Our new trash service provider has offered to host a free pool day! We are working out the details.
7. We will work on the ICIP early August.
8. We are already beginning audit prep.

Old Business

- 6.0 Discussion and Possible Action concerning the property located at 515 Iverness-**
Discussion/Possible Action Code Enforcement Officer William Teaney told that Board that progress is being made at the residence. He told the Board that he visits the couple living there often to discuss their

progress. While progress is being made, it is clearly not enough. There is discussion about the debris that is still in the front and back yards, the inoperable vehicles, and the tarp that has been draped around the property. The tarp appears to be an attempt at a fence, but it is not a fence. Mr. Lutrick, a neighbor, attended the meeting to also comment on the property. He sees progress, but also believes that it is clearly not enough. After some discussion, the Board agrees that the occupants of the property and the owner must clean the property of all debris, trash, etc. by September 5, 2023 at 8:00am. If the property is not sufficiently cleaned by that time, the owner of record will be cited into Municipal Court. Officer Teaney will draft a letter informing the owner of the Board's decision. The letter will be sent by certified mail after legal review. **ACTION TAKEN:** Trustee Sedillo made a motion directing Code Enforcement Officer William Teaney to draft a letter informing the owner of the property at 515 Iverness, Estancia NM, that they have 60 days to clean up this property to the level of "broom clean". The letter will be reviewed by the Town's legal counsel, then sent to the owner via certified mail. After 60 days, if the property is not cleaned as directed in the letter, the owner will be cited into Municipal Court. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

New Business

- 7.0 Discussion/Possible Action for proposed USDA Grant Application for PD Vehicles- Discussion/Possible Action** Police Chief Downing spoke to the Board about this grant application. He said, in summary, that it is a pre-application that the USDA is requesting in order to see if the Town would qualify for a USDA grant to assist in the purchase of PD vehicles. Once the pre-application is reviewed and approved, the Town can move forward with the actual application. A USDA application requires several steps, including a Public Hearing. A USDA grant is a great avenue for pursuing funding. **ACTION TAKEN:** Trustee Lovato made a motion to move forward with the USDA grant application for PD vehicles. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 8.0 Approval of Resolution 2023-11 Participation in MAP Project L500558- Action Item- Roll Call Vote** **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2023-11 Participation in MAP Project L500558. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**
- 9.0 Approval of Resolution 2023-12 Request for the Match Waiver for L500558- Action Item- Roll Call Vote** **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2023-12 Request for the Match Waiver for L500558. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**
- 10.0 Approval of Finance Administrative Assistant/Receptionist Job Description and Approval to post for the position with a starting salary of \$16.00 per hour- Action Item**
The Board reviewed the job description and made some minor changes.
ACTION TAKEN: Trustee Lovato made a motion to approve the Finance Administrative Assistant/Receptionist job description with the requested amendments and to approve posting the position with a starting salary of \$16.00. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 11.0 Schedule next FY24 Budget Workshop-** The Board will review the 4th Qtr Qtrly report and the Final Budget at the next regular meeting. **NO ACTION**
- 12.0 Mayor/Council:**
Trustee Hall said that he likes the location of the port-a-potties at the park and suggests that they remain there through the summer season.

Trustee Chavez said that the 4th of July festivities at the park were awesome this year! She will begin the process of renting the tent for Old Timers Day. She also said that the American Flags around town are being stolen. Mayor Dial said he is working on getting cable instead of rope for the flags and locking the cable. Trustee Chavez also said that one of her horseshoes from the horseshoe tournament was stolen and to be on the look out for it and we need Duprees to come out and assist with the trees again. Clerk Jones said that she has reached out to him and will try to get ahold of him again.

Trustee Lovato said that he has not been able to meet with the Baseball fiend architect because he is on Jury Duty. He said that the Independent newspaper is going to do a story on the murals that will be painted at the pool and at the Community Center. He said he is still waiting to hear from the Municipal League about the Town sponsoring EYDG. Lastly, Trustee Lovato said he is very happy to be on this Board of Trustees, this is a great Board and the 4th of July was Awesome!

Trustee Sedillo said that everything was awesome for the 4th of July. The Fishing Derby was really good with about 33 participants! He requested catch and release signs for the pond. He will get with Game and Fish to get a list of all the fishing rules.

Mayor Dial said that the man who donated the Bear statue to the Veterans Park has an Eagle he would like to see to the Town for \$750.00. Mayor Dial showed the Board a picture of the Eagle and the do want to purchase it. Mayor Dial also talked about a compliance problem the Town has with a stock tank in town and that he may have a solution. Lastly, he asked for input from the Board about the traffic control for the holiday; he wants to use this same setup for Town events. The Board was very complimentary about the traffic control and the special event signage.

Adjournment

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

The meeting adjourned at 8:33 pm.

Approved: 

Date: 7/17/2023

Attest: 

Date: 7/17/2023