

Town of Estancia
Regular Meeting of the Board of Trustees

Monday, July 17, 2023 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Join Zoom Meeting

<https://us06web.zoom.us/j/81274781842?pwd=Z29mTUlvMUNtcnNTZkl0akExaFFudz09>

Meeting ID: 812 7478 1842

Passcode: 757660

Find your local number:<https://us06web.zoom.us/j/81274781842?pwd=Z29mTUlvMUNtcnNTZkl0akExaFFudz09>

Invocation and Pledge of Allegiance

The meeting was called to order at 6:15 pm 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

Mayor Dial requested that the Board TABLE items 8 and 14. **ACTION TAKEN:** Trustee Hall made a motion to approve the Agenda with items 8 and 14 TABLED. Trustee Chavez seconded the motion. All in favor.

MOTION CARRIED

2.0 Approval of the July 5, 2023 Regular Meeting minutes – Action Item

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

3.0 Discussion/Approval of the July 17, 2023 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the July 17, 2023 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Public Comment- Estancia Police Chief Downing presented the Board with five draft SOPs for their review. All the SOPs concern Use of Force. These documents will be on the next agenda for review and possible approval.

No Old Business

New Business

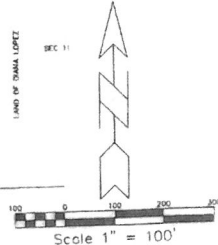
**4.0 Discussion/Possible Action concerning \$500.00 meter tampering fee-Shae Silva-
Discussion/Possible Action NO ACTION**

5.0 Discussion/Approval of Plat for Tracts” A” & “B” Lands of Young & Young, LLC – Action Item
Mr. Bob Prewitt and Mr. Tim Aldrich addressed the Board. The proposed Plat is attached here:

- PROPERTY CORNERS
- ⊙ FOUND MAG NAIL WITH WASHER "LS 14401"
 - FOUND 3/8" REBAR
 - FOUND 1/2" REBAR WITH CAP "LS 9607"
 - △ FOUND 1/2" REBAR WITH CAP "NOT LEGIBLE"
 - FOUND SQUARE POST
 - SET 1/2" REBAR W/ CAP "LS 7719"

SUMMARY PLAT FOR
TRACTS "A" & "B"
LANDS OF YOUNG & YOUNG, LLC
BEING WITHIN
EAST 1/2 OF THE NORTHEAST 1/4, SECTION 11
TOWNSHIP 6 NORTH, RANGE 8 EAST, N.M.P.M.
TOWN OF ESTANCA
TORRANCE COUNTY, NEW MEXICO
MAY, 2023

LAND OF BERUL, LLC



PUBLIC STREET RIGHT-OF-WAY DEDICATED TO THE TOWN OF ESTANCA IN FILE 20MPLE BY THIS PLAT - 2.7899 ACRES

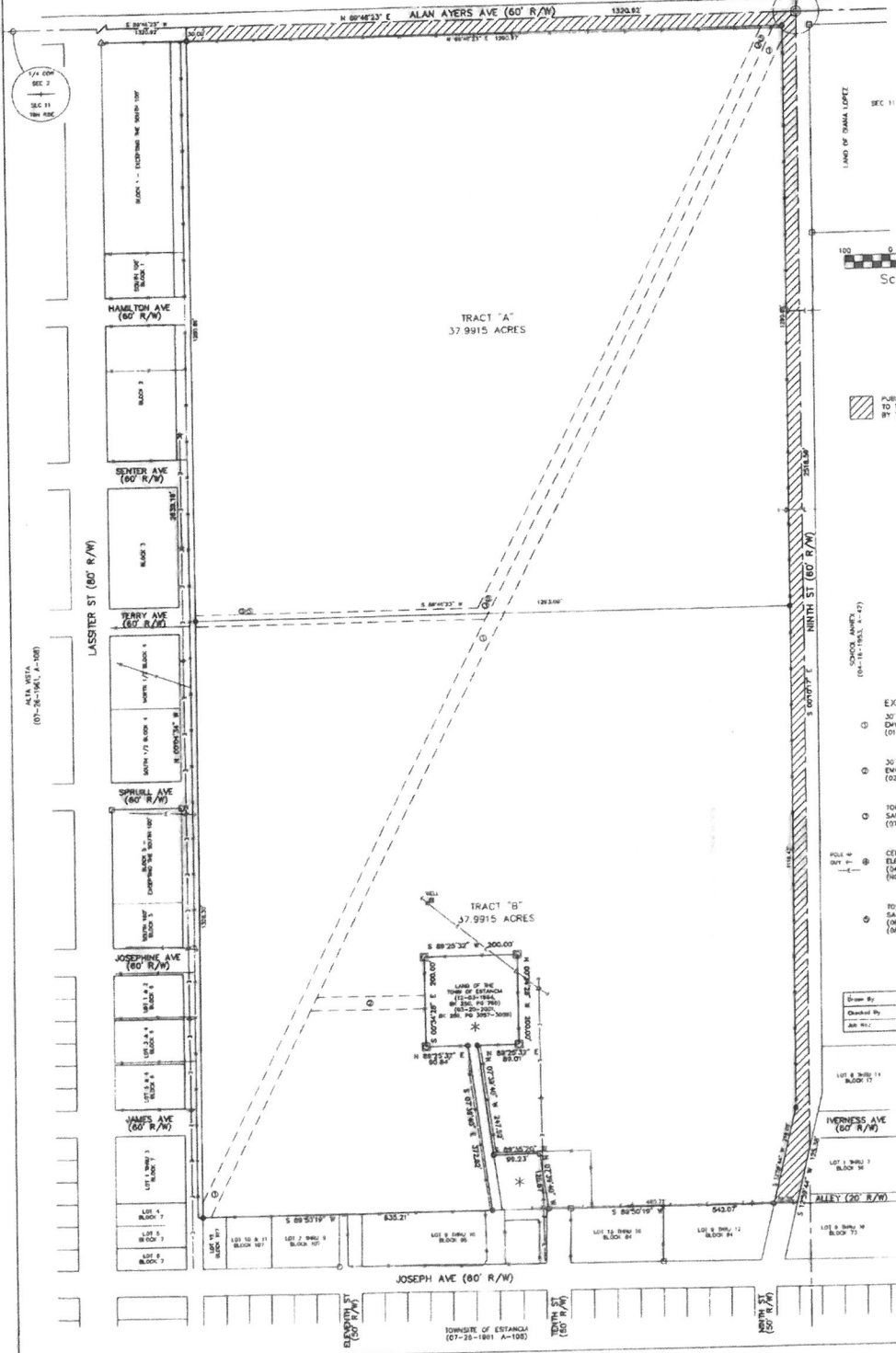
CONVEYANCE (04-11-1988, N-47)

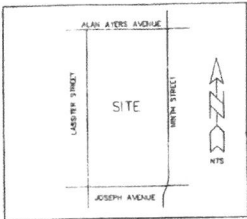
- EXISTING EASEMENTS
- ⊙ 30' GAS LINE EASEMENT DWH GAS ASSOCIATION (01-28-1983, BOOK MSC 158 PAGE 178-179)
 - ⊙ 30' GAS LINE EASEMENT ENW GAS ASSOCIATION (02-04-1988, BOOK 256 PAGE 4226-4226)
 - ⊙ TOWN OF ESTANCA SANITARY SEWER EASEMENT (07-23-2003, BOOK 334 PAGE 4901-4901)
 - ⊙ CENTRAL NEW MEXICO ELECTRIC COOPERATIVE ELECTRIC TRANSMISSION/DISTRIBUTION EASEMENT (04-11-2010, BOOK 325 PAGE 7473) (NO EASEMENT WIDTH GIVEN)
 - ⊙ TOWN OF ESTANCA SANITARY SEWER EASEMENT (08-29-2011, BOOK 325 PAGE 711-714) (08-29-2011, BOOK 325 PAGE 715-727)

Drawn By	JA	Date	05-16-2023
Checked By	JA	Drawing Name	23MPLE.DWG
Job No.	23-010	Sheet	1 of 1

LOT 6, BLDG 11, BLOCK 10
WERNERS AVE (60' R/W)
LOT 1, BLDG 7, BLOCK 10
ALLEY (20' R/W)

ALDRICH LAND SURVEYING
P.O. BOX 30701, ALBUQUERQUE, N.M. 87130
505-884-1990





LOCATION MAP ZONE ATLAS: C7 & C8

DESCRIPTION
 A tract of land situated within the East 1/2 of the Northeast 1/4, Section 11, Township 6 North, Range 8 East, New Mexico Principal Meridian, Town of Estancia, Torrance County New Mexico, being the Land of Young & Young, LLC, as the same is shown and designated in Parcel Map Representation. Dated: filed for record in the office of the County Clerk of Torrance County, New Mexico, on March 29, 2016, in Book 330, Pages 2462-2483, and in Special Warranty Deed, on March 20, 2001, in Book 287, Pages 3057-3058, and in Warranty Deed, on December 3, 1984, in Book 250, Page 760 and containing 78.7728 acres more or less.

SUMMARY PLAT FOR TRACTS "A" & "B" LANDS OF YOUNG & YOUNG, LLC BEING WITHIN EAST 1/2 OF THE NORTHEAST 1/4, SECTION 11 TOWNSHIP 6 NORTH, RANGE 8 EAST, N.M.P.M. TOWN OF ESTANCIA TORRANCE COUNTY, NEW MEXICO MAY, 2023

- PURPOSE OF PLAT**
- To create Tracts "A" and "B" as shown herein
 - To grant easements as shown herein
 - To dedicate public street right-of-way as shown herein

- SUBDIVISION DATA**
- Total number of existing tracts: 1
 - Total number of tracts created: 3
 - Acres Subdivided: 78.7728 acres
 - Right-of-Way Dedication: 2 28'0" wide

- NOTES**
- Boundaries are local boundaries.
 - Distances are ground distances.
 - Bearings are based on the line between the northeast corner of Section 11 and the north 1/4 corner Section 11 - N 89°48'21" E (NOTE - GLO bearing is N 89°51' E).
 - Boundaries of boundary in the following plat of record identified:
 PLAT OF "TOWNSHIP OF ESTANCIA"
 (07-20-1981, A-102)
 PLAT OF "SCHOOL ALLEY"
 (04-16-1953, A-42)
 "SPECIAL WARRANTY DEED"
 (03-20-2001, BOOK 289, PAGES 3057-3058)
 "AGREEMENT BETWEEN OWNER AND THE TOWN OF ESTANCIA"
 (03-29-2016, BOOK 330, PAGES 2462-2483)
 all being records of Torrance County, New Mexico
 - Flood Survey performed February, 2023.
 - The Search and Record Letter, Faculty McLeod Title of New Mexico, Inc. Order No. 202300234605, Dated May 28, 2023.
 - Address of Property: Estancia, New Mexico 87016
 - Town of Estancia, New Mexico Zone: RR-2
 - 100 Year Flood Zone Designation: ZONE AE, Base Flood Elevation (BFE) is 5125.8, Flood 1 of 1, Flood Insurance Rate Map, Town of Estancia, Torrance County, New Mexico, dated July 16, 1990. This property lies in the 100 Year Flood Plain. Elevation is 5125.8.

FREE CONSENT AND DEDICATION
 The subdivision herein described is with the free consent and in accordance with the desires of the undersigned owner(s) and/or proprietor(s) thereof. Said owner(s) and/or proprietor(s) do hereby consent to the creation of Tracts "A" and "B" as shown herein, and owner(s) and/or proprietor(s) do hereby consent to the granting of easements as shown herein, and owner(s) and/or proprietor(s) do hereby consent to the dedication of public street right-of-way to the Town of Estancia as shown herein. Said owner(s) and/or proprietor(s) do hereby consent to all the foregoing and do hereby certify that this subdivision is their free act and deed.

Owner(s) Young and Young, LLC, a New Mexico limited liability company
 By: [Signature] 5/16/2023
 Cash D. Young, Managing Member

OWNER'S ACKNOWLEDGEMENT
 STATE OF NEW MEXICO)
 BERNALILLO COUNTY)
 On this 14th day of May, 2023, this instrument was acknowledged before me by Jason D. Young, Managing Member of Young and Young, LLC, a New Mexico limited liability company.
 Notary Public: [Signature]
 My Commission Expires: [Signature]
 I, the undersigned, do hereby certify that I am a Notary Public for the State of New Mexico.

APPROVED AND ACCEPTED BY:
 The plat shown herein, being within the extra-territorial jurisdiction of the Town of Estancia, Torrance County New Mexico, is hereby approved by the Torrance County Planning and Zoning Commission.

Chairman, Torrance County Planning and Zoning Commission: [Signature] Date

UTILITY APPROVALS

Central New Mexico Electric Cooperative, Inc. Date [Signature]
 DWR Gas Association Date [Signature]
 Lumen Date [Signature]

ASSESSOR CERTIFICATE
 We, the undersigned, certify that the account R026699 is currently assessed in the name of Young and Young, LLC.
 Torrance County Assessor: [Signature] Date

TAX CERTIFICATE
 We, the undersigned, certify that a search of the tax records for the tracts of land shown herein has determined that no taxes due and payable are current for account number R026699 listed above.
 Torrance County Treasurer: [Signature] Date

JURISDICTIONAL AFFIDAVIT
 I, Timothy Aldrich, a duly qualified Registered Professional Land Surveyor under the laws of the State of New Mexico, do hereby certify that this plat and description were prepared by me or under my supervision, shows all easements as shown on the plat of record or made known to me by the owners and/or proprietors of the subdivision shown herein, utility companies and other parties expressing an interest and meets the minimum standards for Land Surveying in the State of New Mexico and the Town of Estancia and Torrance County Subdivision Ordinance and is true and correct to the best of my knowledge and belief.
[Signature] 05-16-2023
 Timothy Aldrich, P.S. No. 7719 Date

SURVEYOR'S CERTIFICATION
 I, Timothy Aldrich, a duly qualified Registered Professional Land Surveyor under the laws of the State of New Mexico, do hereby certify that this plat and description were prepared by me or under my supervision, shows all easements as shown on the plat of record or made known to me by the owners and/or proprietors of the subdivision shown herein, utility companies and other parties expressing an interest and meets the minimum standards for Land Surveying in the State of New Mexico and the Town of Estancia and Torrance County Subdivision Ordinance and is true and correct to the best of my knowledge and belief.
[Signature] 05-16-2023
 Timothy Aldrich, P.S. No. 7719 Date

Drawn By	TA	Date	05-10-2023
Checked By	TA	Drawing Name	23010PL1.EVNC
Job No.	23-070	Sheet	1 of 2

ALDRICH LAND SURVEYING
 P.O. BOX 30701 ALBU, N.M. 87190
 505-884-1990

The purpose of the Plat is to create Tracts A and B as shown, to great easement as shown, and to dedicate public street rights-of-way as shown.

ACTION TAKEN: Trustee Lovato made a motion to approve the **Plat for Tracts” A” & “B” Lands of Young & Young, LLC** as presented. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

6.0 Approval of Resolution 2023-13 Participation in COOP Project L500537- Action Item- Roll Call Vote
ACTION TAKEN: Trustee Lovato made a motion to approve **Resolution 2023-13 Participation in COOP Project L500537**. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

7.0 Approval of Resolution 2023-15 Approving the FY23 4th Qtr Qtrly Report- Action Item- Roll Call Vote
 Clerk/ Treasurer Jones told the Board that the Town had a good year again. The 4th qtr recap is attached here:

FUND	CASH	INVESTMENTS	REVENUES	TRANSFERS	EXPENDITURES	ADJUSTMENTS	BALANCE	RESERVES	ADJUSTED BALANCE
GEN FUND	\$ 2,809,173.00		\$ 1,853,225.64		\$ 1,591,559.78	\$ -	\$ 3,070,838.86		\$ 3,070,838.86
CORRECTIONS	\$ 15,081.00		\$ 377.00		\$ 90.00		\$ 15,368.00		\$ 15,368.00
EMS	\$ 7,991.00		\$ -				\$ 7,991.00		\$ 7,991.00
FIRE PROTECTION	\$ 222,160.00		\$ 100,813.00		\$ 296,319.81		\$ 26,653.19		\$ 26,653.19
LEPF	\$ 13.00		\$ 45,794.30		\$ 45,807.30		\$ -		\$ -
STREETS COOP	\$ 307,970.00		\$ 634,408.22		\$ 255,284.65		\$ 687,093.57		\$ 687,093.57
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		\$ 116,721.69		\$ 116,863.57		\$ 18,886.12		\$ 18,886.12
OTHER STATE FUNDED PROJECTS							\$ -		\$ -
NMFA DEBT SERVICE	\$ 5,325.00						\$ 5,325.00		\$ 5,325.00
WATER ENTERPRISE	\$ 93,339.00		\$ 248,023.57	\$ (42,000.00)	\$ 289,174.38		\$ 10,188.19		\$ 10,188.19
SOLID WASTE ENTERPRISE	\$ 139,921.00		\$ 195,928.18		\$ 213,702.78		\$ 122,146.40		\$ 122,146.40
WASTEWATER/SEWER ENTERPRISE	\$ 334,443.00		\$ 156,449.42	\$ 42,000.00	\$ 167,655.93		\$ 365,236.49		\$ 365,236.49
METER DEPOSITS	\$ 45,902.00		\$ 3,950.00		\$ 1,389.50	\$ -	\$ 48,462.50		\$ 48,462.50
TRUST & AGENCY	\$ 188,983.00	\$ 1,046,611.29	\$ 99,268.30		\$ 99,329.20		\$ 188,922.10		\$ 188,922.10
TOTALS	\$ 4,492,873.00	\$ 1,046,611.29	\$ 3,650,397.32	0.00	\$ 3,077,176.90	\$ -	\$ 5,066,093.42		\$ 5,066,093.42

Our revenues exceeded our expenditures by \$573,220.42. We are planning on expending more next fiscal year to complete several projects. **ACTION TAKEN:** Trustee Chavez made a motion to approve **Resolution 2023-15 Approving the FY23 4th Qtr Qtrly Report**. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

7.0 Approval of Resolution 2023-16 Approving the FY24 Final Budget- Action Item- Roll Call Vote
 Attached is the FY24 recap:

FUND	CASH	INVESTMENTS	REVENUES	TRANSFERS	EXPENDITURES	ADJUSTMENTS	BALANCE	RESERVES	ADJUSTED BALANCE
GEN FUND	\$ 3,070,838.86		\$ 1,986,002.00		\$ 2,975,510.75	\$ -	\$ 2,081,330.11		\$ 2,081,330.11
CORRECTIONS	\$ 15,368.00		\$ 2,000.00		\$ 100.00		\$ 17,268.00		\$ 17,268.00
EMS	\$ 7,991.00		\$ 5,500.00		\$ 13,491.00		\$ -		\$ -
FIRE PROTECTION	\$ 26,653.19		\$ 133,381.30		\$ 160,034.49		\$ -		\$ -
LEPF	\$ -		\$ 99,500.00		\$ 99,500.00		\$ -		\$ -
STREETS COOP	\$ 687,093.57		\$ 718,441.00		\$ 693,128.00		\$ 712,406.57		\$ 712,406.57
GRANTS	\$ 69,702.00		\$ 75,292.00		\$ 75,292.00		\$ 69,702.00		\$ 69,702.00
DWI	\$ 298.00						\$ 298.00		\$ 298.00
AMERICAN RESCUE PLAN	\$ 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	\$ 18,886.12		\$ 607,513.06		\$ 607,513.06		\$ 18,886.12		\$ 18,886.12
OTHER STATE FUNDED PROJECTS							\$ -		\$ -
NMFA DEBT SERVICE	\$ 5,325.00			\$ 19,200.00	\$ 19,200.00		\$ 5,325.00		\$ 5,325.00
WATER ENTERPRISE	\$ 10,188.19		\$ 348,500.00	\$ (19,200.00)	\$ 299,014.00		\$ 40,474.19		\$ 40,474.19
SOLID WASTE ENTERPRISE	\$ 122,146.40		\$ 210,000.00		\$ 233,000.00		\$ 99,146.40		\$ 99,146.40
WASTEWATER/SEWER ENTERPRISE	\$ 365,236.49		\$ 177,500.00		\$ 183,965.00		\$ 358,771.49		\$ 358,771.49
METER DEPOSITS	\$ 48,462.50		\$ 6,000.00		\$ 6,000.00	\$ -	\$ 48,462.50		\$ 48,462.50
TRUST & AGENCY	\$ 188,922.10	\$ 1,027,362.14	\$ 200,000.00		\$ 200,000.00		\$ 188,922.10		\$ 188,922.10
TOTALS	\$ 5,066,093.42	\$ 1,027,362.14	\$ 4,569,629.36	0.00	\$ 5,944,542.30	\$ -	\$ 3,691,180.48		\$ 3,691,180.48

We are planning on expending over \$1.0 million dollars more than we are budgeting in revenue. We plan to expend funds on our meter project, a new baseball field, and possibly some new vehicles for the town, etc. **ACTION TAKEN:** Trustee Lovato made a motion to approve **Resolution 2023-16 Approving the FY24 Final Budget.** Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

- 8.0 Approval of Resolution 2023-14 Amending the P&Z, Animal Control Fees- Action Item- Roll Call Vote THIS ITEM IS TABLED**
- 9.0 Approval of the Hiring of Ms. Kristin Shively to the position of Part-time Library Aid with a starting salary of \$16.00 per hour- Action Item** Clerk Jones told the Board that a hiring Board was convened, and candidates were interviewed for this position. Head Librarian Angela Creamer requests the approval of the hiring of Ms. Kristin Shively to the position of Part-time Library Aid with a starting pay of \$16.00 per hour. **ACTION TAKEN:** Trustee Lovato made a motion to approve the hiring of Ms. Shively. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 10.0 Approval of Professional Services Agreement with Duprees Trees for Tree Maintenance- Action Item** This year the Services Agreement is for \$59,000.00. **ACTION TAKEN:** Trustee Lovato made a motion to approve the Professional Services Agreement with Duprees Trees. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 11.0 Schedule a Hiring Committee to interview for the positions of Maintenance Worker 1 and Finance Administrative Assistant- Action Item** **ACTION TAKEN:** Trustee Lovato made a motion to convene a Hiring Committee to interview for the positions of Maintenance Worker 1 and Finance Administrative Assistant on Thursday, July 27, 2023 at 6:00pm. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**
- 12.0 Approval of the Mayor's appointment of Deputy Clerk Roy Hubbard to the MRRTPPO Board- Action Item** Clerk Jones was the representative, but the EVSWA meetings conflict. **ACTION TAKEN:** Trustee Hall made a motion to approve the Mayor's appointment of Deputy Clerk Roy Hubbard to the MRRTPPO Board. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**
- 13.0 Discussion/Possible Action concerning the hourly Pay wage for Chief Downing and Clerk/Treasurer Jones- Discussion/Possible Action** Mayor Dial addressed the Board. He said we are still negotiating a possible contract with Chief Downing. Mayor Dial said that he wants to offer Chief Downing \$36.00 per hour, but he believes that the Clerk/Treasurer should receive the same salary as the Chief. He requested that the Board approve an hourly pay rate of \$36.00 per hour for both Chief Downing and Clerk/Treasurer Jones. **ACTION TAKEN:** Trustee Hall made a motion to approve an hourly rate of \$36.00 per hour for Chief Downing and Clerk/Treasurer Jones. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
- 14.0 Review of the Town's Incident Procedures- Discussion/Possible Action THIS ITEM IS TABLED.**
- 15.0 Discussion/Action concerning abandoned/inoperable vehicles in Town easements and driveways within the town- Discussion and Possible Action** Mayor Dial said that he has been driving around town and has notice several vehicles parked in town easements that look inoperable and unregistered. He is going to crack down on this. He wants to put a notice in the next billing cycle informing residents that, beginning September 1, if they have an unregistered vehicle parked in an easement, it will be tagged. If the vehicle remains unregistered and in the easement, further legal action will be taken. The Board agrees with this action. **NO ACTION, DISCUSSION ONLY**

16.0 **Mayor/Council:**
Trustee Hall said, "It's damned hot."

Trustee Chavez asked about water certification classes for our Public Works Supervisor and a Floodplain Management Certification Class for our Code Enforcement Officer. Clerk Jones said she will look into this. Trustee Chavez also said that she has ordered the tent for Old Timers Day.

Trustee Lovato said that he will be ready soon to present the Board with a proposal concerning EYDG. He also wants us to begin work on the Community Center basketball court as soon as possible.

Mayor Dial told the Board that we were informed that we did not receive any Federal Funding for our Town Hall upgrades or for the purchase of a Road zipper. We are very disappointed. We will have to begin researching other options to fund these very important needs. He said that Old Timers Day is ready to go.

Adjournment

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

The meeting adjourned at 7:24 pm.

Approved: 

Date: 8/7/2023

Attest: 

Date: 8/7/2023