

Town of Estancia
Regular Meeting of the Board of Trustees

TUESDAY, September 5, 2023, 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Estancia Board of Trustees Reg Meeting

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87917483934?pwd=VDhTbnFrcG9uWWw4ZmJ3Njhzcck9tUT09>

Meeting ID: 879 1748 3934

Passcode: 934678

Find your local number: <https://us06web.zoom.us/u/kbntT43jw1>

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 – Arrived late

Trustee Chavez – Present

Trustee Hall – Present

Mayor Dial – Present

1.0 Approval/Disapproval of Agenda – Action Item

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

2.0 Approval of the August 21, 2023 Regular Meeting minutes – Action Item

Trustee Hall asked for the following amendment:

- Public Comment from Mr. Joe Barela- remove “and is more than happy to pay for it.”

ACTION TAKEN: Trustee Hall made a motion to approve the minutes with the amendment listed above. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the September 5, 2023 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the September 5, 2023 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

Police- Chief Downing presented the following written report:

**ESTANCIA POLICE
DEPARTMENT
AUGUST, 2023 REPORT**



Prepared by Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

General Updates

PD GENERAL UPDATE

- **USDA Grant - Patrol Vehicle(s)**
 - USDA is still reviewing submitted application.

TRAINING UPDATES

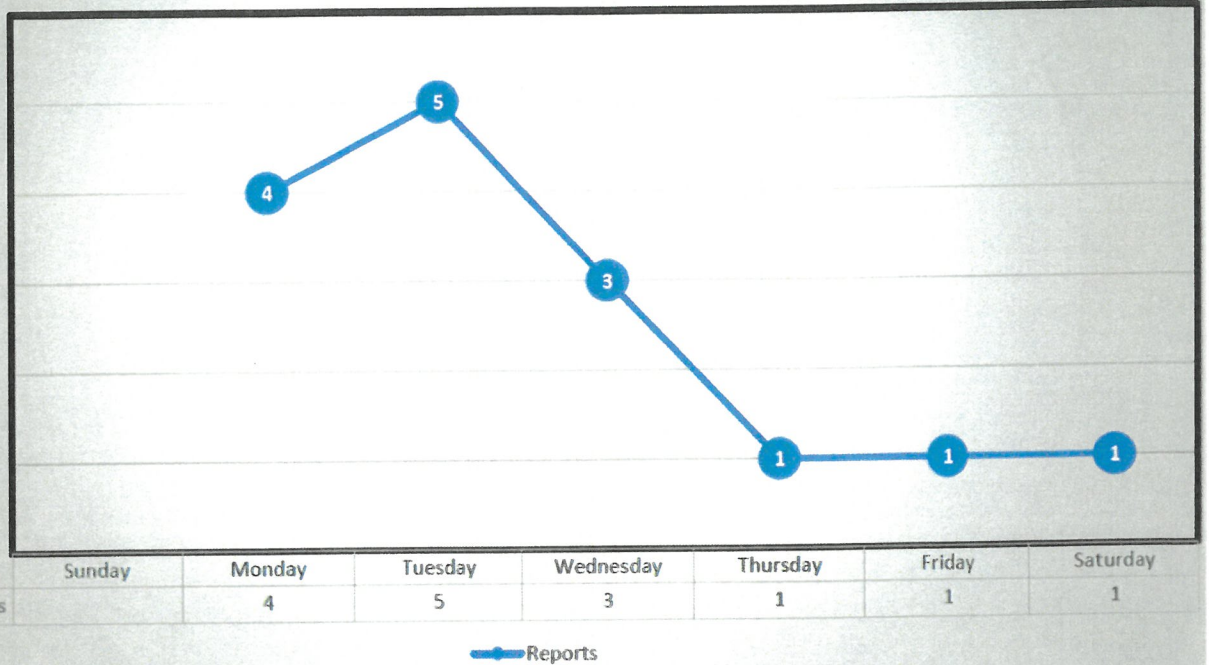
- **Rescheduled AFR Emergency Lifesaver Training**
 - **September to October 13 (Friday)**
- **Up-Coming NMDPS Rifle Instructor Certification**
 - Chief Downing
 - **September 18-22**
- **Completed NM State Police Commercial Vehicle Training**
 - Sgt. Carter & Ofc. Alderete
- **Completed RADIOACTIVE TABLETOP EXERCISE**
 - Ofc. Green, Ofc. Alderete, Chief Downing
 - FBI, DHS, Local Law Enforcement, and Emergency Management

Dispatch Activities	JULY 2023	AUG 2023	Month to Month Trend (July-August)
EPD Response	85	141	
TCSO Response	53	62	
Combined	138	203	47%
Call Type—*EPD Only			
Public Service		3	
911 Open/Hang Up			
Livestock		1	
Abandoned Vehicle			
Accident w/o Injury			
Abdominal Pain			
Accident w/Injury			
Alarm		1	
Animal		3	
Arrest			
Assault			
Assistance		1	
Wanted Person			
Welfare Check			
Abandoned Vehicle			
Altercation			
Abduction			
Bleeding/Cuts			
Bite		1	
Blood Pressure			
B&E (Burglary)			
Battery		2	
Break/Fracture		1	
Breathalyzer		2	
Burglary		2	
Chest Pain		1	
Child (Welfare)			
Civil Matter		2	
Close Patrol		31	
Contraband			
Complaint			
Custody Dispute			

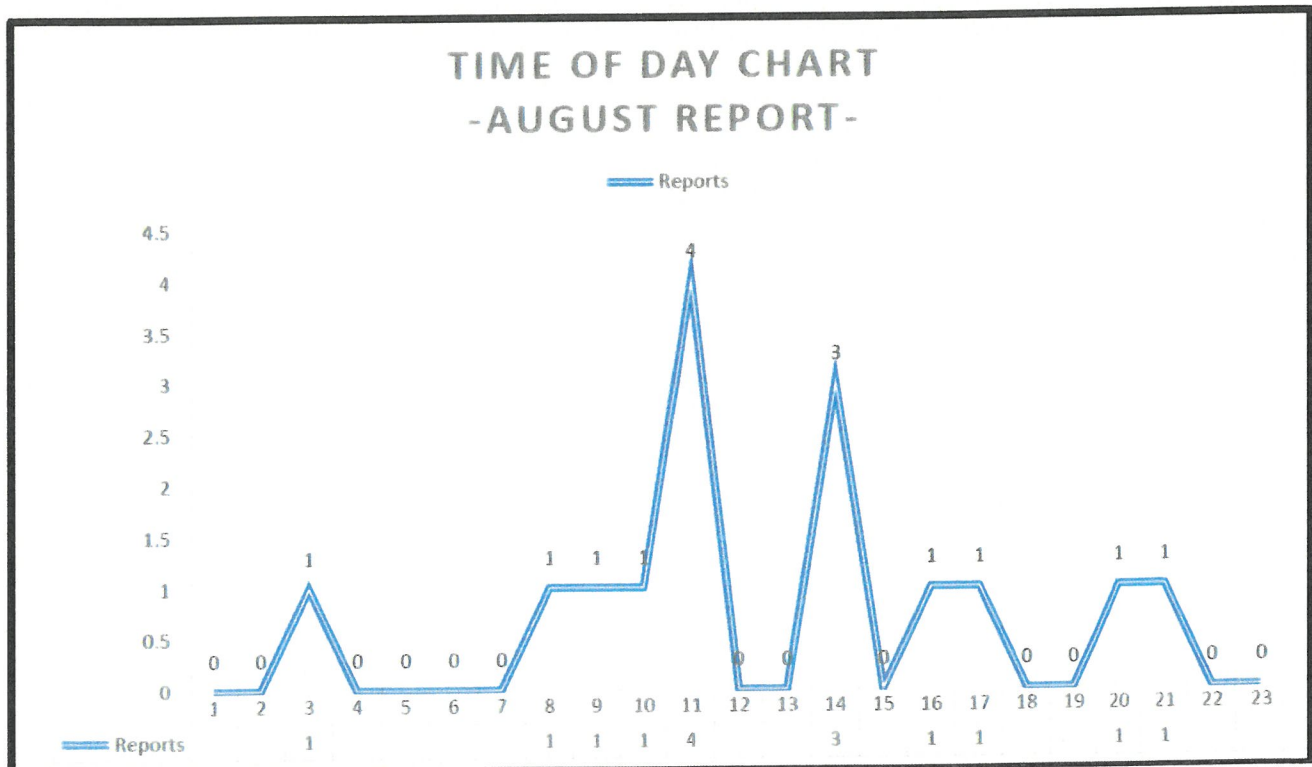
Cuts/Lacerations			
CYFD Referral		1	
Damage to Property			
Domestic Violence			
Diabetic Problem		1	
Dog (Bite)			
Down Powerline			
Disturbance			
DWI			
Drill			
EMS Evaluation			
ETOH (Alcohol)		1	
Escort			
Fainting			
Falls			
Fingerprinting		1	
Follow Up			
Fight			
Fireworks			
Fire Alarm		1	
Fraud		1	
Found Property			
General Sickness			
Harassment		1	
Hit & Run			
Headache			
Illegal Control Burn			
Identity Theft			
Information		5	
Illegal Dumping			
Juvenile			
Landlord Tennant			
Lift Assist			
Lost & Found			
Neighbor Dispute			
Noise Complaint			
Motorist Assist			
Narcotics			
Open Door		1	
Panic Attack			

Paper Service				
Protection Order			3	
Prowler				
Reckless Driver			1	
Runaway				
Recovered Property				
Security Check			30	
Seizure				
Sexual Assault/Rape				
Shots Fired				
Narcotics				
Smoke Check				
Domestic Violence				
Stolen Items				
Stolen Vehicle				
Street Racing				
Stroke				
Suicidal Person			1	
Unk Susp Person			2	
Suspicious Activity				
Suspicious Vehicle			2	
Swelling			1	
Theft				
Threat				
Traffic Control				
Traffic Stop			22	
Transport				
Trespass			3	
Warrant Service				
Unc Breathing				
Unc Not Breathing			1	
Wanted Person				
Unknown / Man Down				
Unwanted Person			2	
Warrant Service			4	
Welfare Check			5	
Wrecker			1	
Vandalism				

Day of Week Chart -AUGUST REPORT-



TIME OF DAY CHART -AUGUST REPORT-



Code Enforcement- Code Enforcement Officer William Teaney said that things in his office are going pretty slow. He had a dog that was picked up by the owner. He has sent a clean-up letter to the residence at 707 Lassiter. He said that no further cleaning has taken place at the property at 515 Iverness; they have until early October to clean or be sited into court.

Fire- Volunteer Fire Chief Wolonsky has submitted an application for a Fire Fund Grant. He is requesting \$400,000.00 for repairs to the Fire Station. This Grant has no match.

EMS- Volunteer EMS Chief Jonathan Barela said that everything in his department is going very well. His department's presence at school sports events has been very important and is very much appreciated. He said that his department has been working very well with the County, which is also a very good thing. He also said that they have had a better response from volunteers.

Library-Head Librarian Angela Creamer had no update at this meeting.

Maintenance- Public Works Supervisor Edwin Bencomo said that his department has been very busy, as usual. They have been working on tree trimming with Duprees Trees, fixing leaks, cleaning up weeds, and working on the wells. He said that Well 4 might be giving out. He said someone will be coming out to look at it. He will get with Gustin Electric to work on the gate at the airport. Dennison will be coming out tomorrow to look at the fountain at the pond. Trustee Hall requested again that action be taken concerning the out of service fire hydrants in town. Mr. Bencomo was also asked to clean the easement between 904 and 914 Williams. He was asked about the electric panel at the Punkin Chunkin field, about the status of the repairs to Alan Ayers, meters around town, and the trees at the park.

Administration- Clerk Jones presented the following written report:
Clerk's Update 09.05.2023

1. The YCC project has been completed. We will be posting a YCC sign at the site and will order additional signage for previous projects. Deputy Clerk Roy Hubbard was in charge and worked closely with the YCC crew, the YCC Supervisor, our Maintenance Crew and the Mayor. The project was a great success.
2. The Pool Season has ended for this year. Utility Billing Clerk Laura Acosta was in charge and has worked very closely with our Pool Supervisor and with the guards. The Snack bar has been a great success. We are still entering our totals in the system; it always costs us about \$40,000.00 to run the pool for the summer.
3. Our 4th Qtr Qtrly report and our FY24 budget have both received DFA approval. We have now moved on to audit prep.
4. We had very productive meetings with the Army Corp of Engineers, representatives for Congresswoman Melanie Stansbury's office, and representatives from Senator Heinrich's office. In all instances, we are waiting for further direction. Things are definitely moving forward with respect to grant agreements and studies to progress flood mitigation.
5. We are currently signing the contract for the Meter Project. Once the contract is signed by all parties, it will be given to legal for a final review before the meter installation begins.
6. We had a phone call with Caselle and moving forward with the migration again.
7. I have sent the application for Bill to re-testing for his flood mitigation certification. We are still in the process of sending Edwin's Water Cert application out.
8. I have received my Notary Certification – I am just waiting for my stamp to come in the mail.
9. I will be attending T/LPA Certification training later this month. This certification, along with some ADA compliance updates, are required to be eligible for Federal Funding Grants.

10. We will be applying again for the Recreation Grant for the Baseball field. The application deadline is Sept 13.
11. Our ICIP was accepted and is ready for publication.
12. Roy has been scheduled for Human Resource training.

Old Business

5.0 Presentation of the plan for the Baseball field- Trustee Lovato - Information Only

Trustee Lovato said that the work that Mr. Brawley has done is amazing. He has created a plan for the Baseball facility that has structure, quotes, and options. Clerk Jones commented that all of the very specific direction that Mr. Brawley has provided with help is to make a very compelling application for the upcoming Recreational Grant. Trustee Lovato will ask Mr. Brawley about how to proceed with the RFP for lighting. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Approval of Ms. Laura Acosta's reclassification to General Office Clerk with an hourly pay of \$23.00 – Action Item NO ACTION

7.0 Approval of the hiring of Officer Valdez to the position of Certified Police Officer with an hourly pay rate of \$29.00- Action Item Chief Downing told the Board that Officer Valdez interviewed very well. He is a known entity with 8 years of experience. **ACTION TAKEN:** Trustee Lovato made a motion to approve the hiring of Officer Valdez. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

8.0 Approval of Resolution 2023.18 State of New Mexico Municipality of Estancia Ordinance Amendment- Chapter Two- Article One and Two Compensation for Elected Officials – Action Item Roll Call Vote Trustee Hall requested the new stipend amounts to be as follows:

- Mayor - \$1,000.00 per month
- Mayor Pro-Tem - \$600.00 per month
- Trustee- \$500.00 per month
- Municipal Judge - \$1,000.00 per month

Trustee Hall also requested that the penalty for missing a meeting be removed from the resolution. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2023.18 State of New Mexico Municipality of Estancia Ordinance Amendment- Chapter Two- Article One and Two Compensation for Elected Officials as stipulated and amended above. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall – Yes. **MOTION CARRIED**

9.0 Enforcement of Unregistered Vehicles within Town easements- Discussion/Possible Action

Mayor Dial sent a letter to all residents informing them at, beginning now in September, action will be taken on unregistered vehicles in town easements. The Mayor commented that residents have already begun to move their vehicles. Trustee Lovato thanked Mayor Dial for this action, saying that he has noticed also that people are already beginning to move their vehicles. Mayor Dial proposed to begin red-tagging the vehicles with notice that after 72 hours, if the vehicles are not moved, the owners will be cited in to court. Chief Downing and Code enforcement Officer Teaney will work on this. **NO ACTION, DISCUSSION ONLY**

10.0 Information about police vehicle costs- Information Only Chief Downing said that he has given Clerk Jones a quote for a new vehicle. The vehicle is approximately \$50,000.00 and the outfitting is approximately \$30,000.00. He is still waiting to hear about a possible USDA grant. Ms. Jones will research a PPRF loan/grant as well. **NO ACTION, INFORMATION ONLY**

11.0 Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(2) Personnel.

ACTION TAKEN: Trustee Hall made a motion to go into Executive Session, Pursuant to NMSA 1978 10-15-1 Sections (H)(2) to discuss personnel. Trustee Sedillo seconded the motion. **ROLL CALL VOTE:** Trustee Lovato – Yes, Trustee Sedillo – Yes, Trustee Chavez – For, Trustee Hall- Yes. **MOTION CARRIED**

Executive Session began at 7:36 pm.

Return to Regular Session

ACTION TAKEN: Trustee Sedillo made a motion to return to Regular Session, stating that the only item discussed in Executive Session was the item listed on the agenda, and no action was taken. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

Regular Session reconvened at 7:54 pm

12.0 Mayor/Council:

Trustee Hall requested that, going forward, Executive Session be held after the Mayor/Trustee updates. Trustee Hall read the letter attached below. He is requesting that this letter be sent to our representatives. He said that the current staff at the post office is a shallow representative of what that post office used to be.

On behalf of the Board of Trustees and the citizens of the Town of Estancia, I wish to request your help to resolve problems we are encountering with our local U.S. Post Office.

Our town is among those communities that do not have mail delivery to our homes. If we live within a certain distance from the post office, we must send and receive mail there. Beyond that distance, rural mail delivery is provided. Since USPS has collaborated with private carriers to make final delivery of their parcels, our residents have had many problems, mainly because one entity deals in post office box numbers and the other in physical addresses.

But those are not our complaints. Recently our post office announced that it will be closing the lobby at night because persons have been found rummaging through the trash, and they might find personal information. This is from an institution that for centuries has been providing secure depositories for letters and packages after hours. Rather than make it difficult to access the large amount of trash generated at the post office, the decision was made to curtail the 24-hour lobby access. Our chief of police reported that no reports of such activity had been received by his office.

Also, the post office has removed the trash cans in the lobby. One of our trustees was told this was done, again, because of the "security" of the trash, and that the post offices in McIntosh and Moriarty had done the same thing. This indicates that our local problem is wider spread.

The post office offers no "do not mail" service. Anyone can send mail to post office boxholders upon payment of the proper fee. As a result, residents sort the mail they receive and often discard the majority of it. Now they must take the whole pile home. We do not believe that this is acceptable service from a United States post office.

There is also a drive up mailbox with a declared lane at the post office, but it has become almost unusable. It had a long duck-bill receptacle that was convenient for dropping letters. It was replaced with an inset slot that is unreachable through a driver's window. In order to use the drive-up mailbox, one must unbuckle and open the door.

The person in charge told our trustee that the old chute had been knocked off during recent construction. "There's nothing we can do about it," he said.

The post office has played an important part in the growth of this town. It has a history of efficient service and of employees making every effort to get each letter to its proper recipient. That makes it even more unfortunate that we have to ask for your help to reverse these unnecessary impediments.



Thank you for your help in this matter

Nathan M. Dial, Mayor Town of Estancia

Trustee Chavez asked about the status of plaques for retired employees Barbara Spada and Milton Torres. Deputy Clerk Hubbard will give her an update. She said Punkin Chunkin will happen this year.

Trustee Sedillo asked if we had received any Federal funding for a road zipper; we did not.

Trustee Lovato thanked Trustee Hall for drafting the letter concerning the post office. He said that the Youth Corps Banquet will be held at the American Legion

Mayor Dial said that we will be reaching out to the League concerning updating our Personnel Drug Policy. With the state legalization of cannabis, we will have to update our zero-tolerance ordinance. He recently attended the League conference; he said it was good.

Adjournment

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

The meeting adjourned at 8:22 pm.

Approved: *Nat D.*

Date: 9/18/2023

Attest: *Madeira*

Date: 9/18/2023