

Town of Estancia
Regular Meeting of the Board of Trustees

Monday, November 6, 2023, 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Regular Board Meeting
Time: Nov 6, 2023 06:15 PM Mountain Time (US and Canada)
Join Zoom Meeting
<https://us06web.zoom.us/j/89756622760?pwd=BEmTTxW6KaGsVRoswID1ZCh3bHp9pS.1>
Meeting ID: 897 5662 2760
Passcode: 614980
Find your local number: <https://us06web.zoom.us/j/89756622760?pwd=BEmTTxW6KaGsVRoswID1ZCh3bHp9pS.1>

Invocation and Pledge of Allegiance

The meeting was called to order at 6:18 pm 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 Lovato made a motion to approve the 11.06,2023 agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the October 2, 2023 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee Lovato made a motion to approve the October 2, 2023 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the November 6, 2023 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the November 6, 2023 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

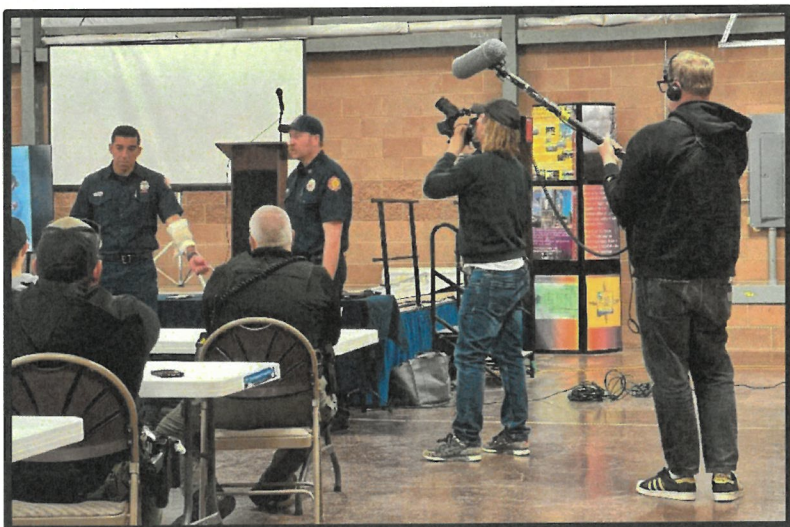
Police- Chief Downing presented the following written report:

Prepared by Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

General Updates

EPD GENERAL UPDATE

- **Staffing**
 - Ofc. Lucian Alderete Quit (404)
- **NM National Guard Event (10/23)**
 - Estancia Elementary School
- **Award – Law Enforcement Recruitment Fund (LERF)**
 - Estancia PD was awarded the initial \$75,000 funds.
 - The replaced funds will be used to order a police unit and cover most of the equipment cost.
- **German Discovery Channel Filming**



EPD TRAINING

- **Completed** AFR Emergency Lifesaver Training (open to public)
 - October 13th
- **Completed** Bola Wrap Certification Training
 - October 13th (afternoon)
- **Chief’s Training - Farmington**
 - November 12-17
- **Safe School Conference – ABQ**
 - November 12-16
 - Ofc. Vazquez
- **Required Biennium & Annual Training**
 - Department personnel are expected to complete the required training by the end of November.

Dispatch Activities	SEPT 2023	OCT 2023	Month to Month Trend (Sept - Oct)
EPD Response	123	111	
TCSO Response	49	60	
Combined	172	171	-0.58%
Call Type—*EPD Only			
Public Service		1	
911 Open/Hang Up		1	
Livestock			
Abandoned Vehicle		1	
Accident w/o Injury		1	
Abdominal Pain			
Accident w/Injury			
Alarm			
Animal		3	
Arrest			

Assault				
Assistance				
Wanted Person				
Welfare Check				
Abandoned Vehicle				
Altercation				
Abduction				
Bleeding/Cuts				
Bite				
Blood Pressure				
B&E (Burglary)			1	
Battery			1	
Break/Fracture				
Breathalyzer				
Burglary				
Cardiac			1	
Chest Pain				
Child (Welfare)			1	
Civil Matter				
Close Patrol			24	
Contraband				
Complaint				

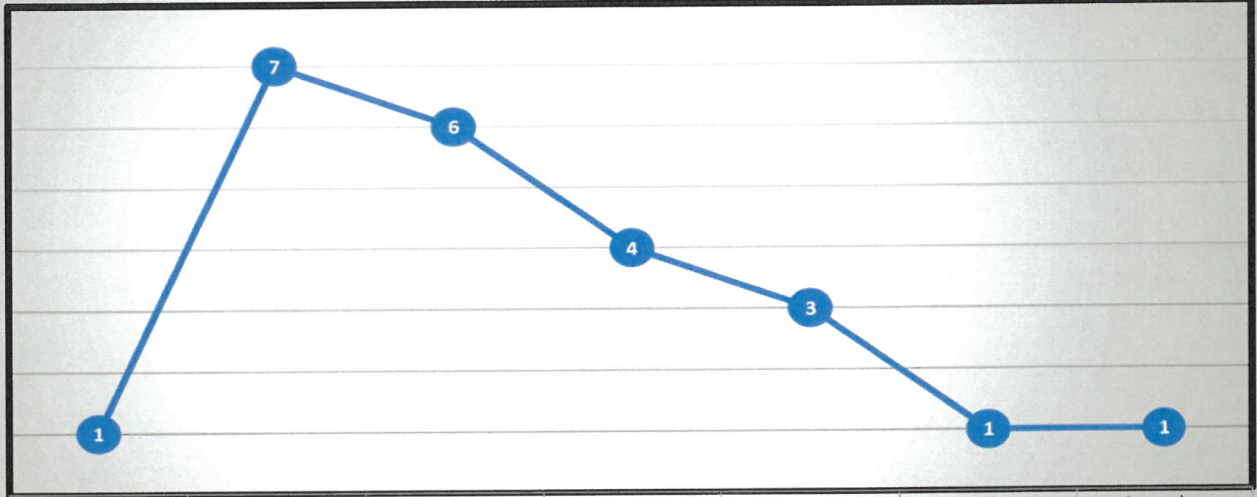
Custody Dispute				
Cuts/Lacerations				
CYFD Referral			2	
Damage to Property			1	
Domestic Violence				
Diabetic Problem				
Dog (Bite)			1	
Down Powerline				
Disturbance			2	
DWI				
Drill				
EMS Evaluation				
ETOH (Alcohol)				
Escort				
Fainting				
Falls				
Fingerprinting				
Follow Up				

Fight				
Fireworks				
Fire Alarm			3	
Fraud				
Found Property				
Fuel Spill				
General Sickness				
Harassment				
Hit & Run				
Headache				
Illegal Control Burn				
Identity Theft				
Information			5	
Illegal Dumping				
Juvenile				
Landlord Tennant				
Lift Assist				
Locked Out			1	
Lost & Found				
Lost Animal				
Neighbor Dispute				
Noise Complaint				
Missing Person				
Motorist Assist				
Narcotics				
Open Door			1	
Out of Control (JUV)			1	
Overdose			1	
Panic Attack				
Paper Service				
Protection Order				
Prowler				
Reckless Driver			1	
Runaway				
Recovered Property				
Security Check			21	
Seizure				
Sexual Assault/Rape				

Shoplifting			1	
Shots Fired				
Narcotics				
Smoke Check				
Domestic Violence				
Stolen Items				
Stolen Vehicle				
Street Racing				
Stroke				
Suicidal Person				
Unk Susp Person				
Suspicious Activity				
Suspicious Package				
Suspicious Person				
Suspicious Vehicle				
Swelling				
Theft				
Threat				
Traffic Control				
Traffic Stop				
Transport				
Trespass				
Warrant Service				

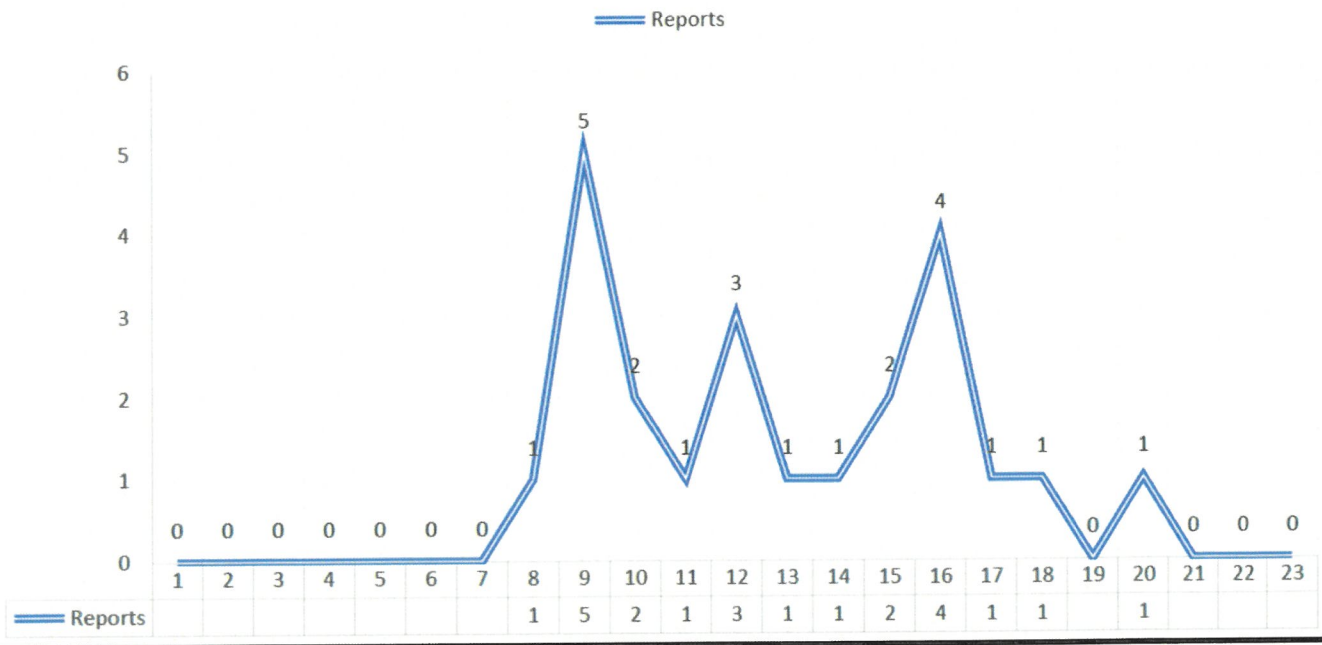
Unc Not Breathing				
Wanted Person				
Unknown / Man Down				
Unwanted Person				
Warrant Service				
Welfare Check			6	
Wrecker				
Vandalism				

Day of Week Chart -OCTOBER REPORT-



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Reports	1	7	6	4	3	1	1

TIME OF DAY CHART -OCTOBER REPORT-



Code Enforcement- Code Enforcement Officer Bill Teaney said that he is currently working on an issue with a resident and has sent the resident a warning. He picked up three more dogs and has turned them over to the County and has received an injured dog from the County. He recently held a shot clinic that went well. He will retest for the Floodplain Manager Certification again on December 13. His next Municipal Court date is November 16th.

Fire- Volunteer Fire Chief Chris Wolonsky said that things are going very well in his department and Fire calls are way down.

EMS is looking at new software for billing. Our part of the MOU is complete; we are waiting on final signatures from the County.

Library- Head Librarian Angela Creamer presented the following written report.

November 2023 Library Report Childrens Programming:

We have 18 Library Lizards (K-Sth grade) and 14 Bookworm Buddies (0- pre k) participating in craft and story time activities. We have an additional 23 children participating in the read to earn prizes program. Teen Night: Movie night for the Teens will be on Friday Jan 26th.

We have a small group of elementary kids that visit the library almost every day to play games on the computers. I would like to encourage them to do their homework at the library so I asked them to form a homework club. They have named their club the Homework Geckos and will start meeting soon! The Gingerbread house making party will be on Tuesday December 19th.

For the Community:

The book sale raised \$78.90.

The Library will be celebrating veterans by serving them free coffee and muffins on Thursday November 9th from 9 am to 12 pm. I have created a flyer with a list of services that are available to local veterans. The Library is taking donations for our local senior shut- ins as part of our annual Christmas Baskets for Senior Citizens in cooperation with the Estancia Senior Center. We will be creating 35 baskets that will be distributed

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on Friday, December 15th. We are asking for donations from local business and individuals. Mrs. Pegeen Mouser is using the SW room to teach the Ukulele.

Ms. Kathleen Long has continued to meet with the public to educate and discuss the Declaration of Independence and Bill of Rights on Tuesday mornings.

The Library computers have a short cut to the UNM HEP (High School Equivalency Program) program. This program enables anyone to receive tutoring without traveling to Alb.

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

Elf on the Shelf will be traveling around Town! Watch her adventures on Facebook. Our display case is available for local artist and collectors to use.

Projects:

The new carpet has been installed and we continue to receive compliments.

GO Bond \$10,951.90 (spend by April 1, 2024)

Overdrive 2023 yearly subscription (eBook, audiobooks) **\$1,533.12**

ABDO Book Purchase (Youth nonfiction) **\$603.99**

Envision IT Solutions (3 Patron Computers and installation) **\$6077.00**
First Book (various book titles) **\$127.99**
ABDO Book Purchase (various youth titles) **\$1,081.60**
Balance of **\$1,528.20** will be used to for Overdrive 2024 yearly subscription.

State Aid

We will be receiving State Aid documents this month.

Rural Libraries Program Grant \$2,646.29 (spend by June 30, 2024)

Grant documents have been signed, with the award amount of \$2,646.29. This grant money can be used for library collections, staff salaries, library equipment, and other operational expenditures associated with the delivery of library services.

Maintenance- Public Works Supervisor Edwin Bencomo presented the following written report:

Edwin Bencomo

Public Works Update for October 2023

- Park
 - I. Sprinklers have been turned off for the winter and will be turned back on in the spring.
 - II. Mowed the park one last time this month also at the fire department, by the PD, pool and the library.
- Sewer Work
 - I. JP Mainline quoted \$2,106 to camera Alan Ayers, Masonic Lodge, Town Hall and Joe Barela
 - II. TLC did not send quote
 - III. Mark Simon quoted \$1000 but said his camera isn't as good as TLC or JP Mainline
- Cemetery
 - I. Turned off cemetery will be turned back on in spring.
- Well4
 - I. Wesley Dennison came out and pulled out the pump he also cleaned the pipe and replaced a couple pipes due to corrosion. We are now currently pumping 74 GPM.
- Alleys
 - I. Finished cutting all the over grown trees in all the alleys in town along with mowing them.

Administration- Clerk Jones presented the following written report:

1. We are working on the Audit this week.
2. We have a pre-con meeting with Dennis Engineering tomorrow to review the plans for Highland Phase II. This is TPF monies.
3. Installation of the new water meters should begin on or about November 27.
4. We have applied for the Recreation Grant for the Baseball field. We should hear very soon if we were awarded.

Old Business

5.0 Update on property located at 515 Iverness – Code Enforcement Officer William Teaney – Information/ Possible Action Code Enforcement Officer Bill Teaney showed the Board pictures he had taken of the property. The Board reviewed the pictures. Some cleanup has occurred, but there is much more that needs to be done. This case will be heard in Municipal Court on November 16. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Ratification of Resolution 2023-21 Participation in Local Government Road Program Request for Time Extension- Action Item Roll Call Vote
ACTION TAKEN: Trustee Hall made a motion to Ratify Resolution 2023-21 Participation in Local Government Road Program Request for Time Extension. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez – For, Trustee Hall- Yes. **MOTION CARRIED**

7.0 Ratification of Resolution 2023-22 Participation in TPF Road Program- Action Item – Roll Call Vote
ACTION TAKEN: Trustee Hall made a motion to Ratify Resolution 2023-22 Participation in TPF Road Program. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez – For, Trustee Hall- Yes. **MOTION CARRIED**

8.0 Review of 1st Qrt Qrtly Report – Information Only
 Clerk/Treasurer Jones presented the Board with a copy of the 1st qtr P&L and the attached recap:

Quarterly Reporting Recap - FY2024 Q1 - Estancia (Town) - Chief - Printed from LGBMS on 2023-11-02 15:13:12

State of New Mexico Local Government Budget Management System (LGBMS)
 Report Recap - Estancia (Town) - FY2024 Q1
 Printed from LGBMS on 2023-11-02 15:13:12

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserve	Adj. Balance
11000 General Operating Fund	3,070,939.00	0.00	438,997.16	0.00	615,359.78	0.00	2,894,476.38	51,279.98	2,843,196.40
20100 Corrections	15,368.00	0.00	469.00	0.00	99.00	0.00	15,738.00	0.00	15,738.00
20600 Emergency Medical Services	7,991.00	0.00	5,189.00	0.00	0.00	0.00	13,180.00	0.00	13,180.00
20900 Fire Protection	26,654.00	0.00	52,777.00	0.00	5,829.86	0.00	73,601.14	0.00	73,601.14
21100 Law Enforcement Protection	0.00	0.00	96,239.67	0.00	1,106.05	0.00	95,133.62	0.00	95,133.62
21210 Laws of FY22 LERR (YEAR 2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21800 Municipal Street	687,094.00	0.00	5,103.50	0.00	11,533.33	0.00	680,664.17	0.00	680,664.17
21800 Intergovernmental Grants	69,702.00	0.00	0.00	0.00	0.00	0.00	69,702.00	0.00	69,702.00
22300 DWI Fund	298.00	0.00	0.00	0.00	0.00	0.00	298.00	0.00	298.00
26000 American Rescue Plan Act	378,794.00	0.00	0.00	0.00	0.00	0.00	378,794.00	0.00	378,794.00
28000 Cannabis Regulation Act	188.00	0.00	1,333.24	0.00	0.00	0.00	1,521.24	0.00	1,521.24
29900 Other Special Revenue	50,000.00	0.00	0.00	0.00	33,957.68	0.00	16,042.32	0.00	16,042.32
30300 State Legislative Appropriation Project	18,887.00	0.00	0.00	0.00	0.00	0.00	18,887.00	0.00	18,887.00
39900 Other Capital Projects	0.00	0.00	13,463.90	0.00	17,676.77	0.00	-4,212.87	0.00	-4,212.87
40400 NMFA Loan Debt Service	5,325.00	0.00	0.00	0.00	0.00	0.00	5,325.00	0.00	5,325.00
49900 Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50100 Water Enterprise	10,189.00	0.00	76,941.44	0.00	77,182.21	0.00	9,948.23	0.00	9,948.23
50200 Solid Waste Enterprise	122,147.00	0.00	56,356.58	0.00	68,715.34	0.00	109,788.24	0.00	109,788.24
50300 Wastewater/Sewer Enterprise	365,237.00	0.00	46,617.92	0.00	73,366.80	0.00	337,488.12	0.00	337,488.12
70100 Meter Deposits	48,483.00	0.00	2,348.73	0.00	0.00	0.00	50,811.73	0.00	50,811.73
79900 Other Trust & Agency	188,923.00	1,030,663.25	29,999.97	0.00	30,000.57	0.00	1,219,585.65	0.00	1,219,585.65
Totals	5,066,099.00	1,030,663.25	824,837.11	0.00	934,827.39	0.00	5,986,771.97	51,279.98	5,935,491.99

Ms. Jones said that the budget is healthy, but she is concerned about the water enterprise revenue; it is not what it has been in the past. Hopefully, the installation of new meters will improve the accuracy of the meter account reading and improve revenue. She and her team will be watching this fund very closely to make sure that we do not exceed our budgeted expenditures and that we cut back expenditures in that fund if necessary. **NO ACTION, INFORMATION ONLY**

9.0 Approval of Job Description for PD- Action Item

Police Chief Downing presented a Job Description for a new position within his department- PD Records Custodian/Administrative Assistant. The Board reviewed the job description. Clerk Jones said she was not sure if there could be a "records custodian" other than the Clerk; she said she would confirm with Legal to make sure this verbiage was allowed. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the new PD job position and description **PD Records Custodian/Administrative Assistant** pending a final review from Legal. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

ACTION TAKEN:

10. Discussion/ Possible Action concerning Notary Fees- Discussion/Possible Action

Clerk Jones is now a Notary. The Board has decided that her Notary services can be provided to the public free of charge. **ACTION TAKEN:** Trustee Lovato made a motion allowing Clerk Jones to provide Notarial services to the public free of charge pending Legal review. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 Discussion/ Possible Action for the creation of a Special Use for Baseball Facility Property for lighting- Discussion/Possible Action

Trustee Hall said that we do not need to do a Special Use, we are a Governmental entity, and this is already Special Use Government. Trustee Hall will be meeting with Code Enforcement Officer Bill Teaney and Architect J. Brawley to discuss this issue. **NO ACTION, INFORMATION ONLY**

12.0 Discussion concerning Parade Permits- Discussion Only

Mayor Dial said that he is very frustrated with the Parade Permit process. He said the permit basically puts all liability on the Town and is a waste of time. He informed the Board that he is questioning this process and is asking about any possible repercussions of us not doing this permit anymore. **NO ACTION, DISCUSSION ONLY**

13.0 Discussion/Possible Action concerning cancellation of the November 20, 2023 Board Meeting- Discussion and Possible Action

ACTION TAKEN: Trustee Lovato made a motion to cancel the November 20, 2023 Board of Trustees Meeting. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

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

ACTION TAKEN: Trustee Chavez 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) to discuss personnel. 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 8:02pm.

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 Sedillo seconded the motion. All in favor.

Regular Session resumed at 8:13pm.

15.0 Mayor/Council:

Trustee Hall had no update for this meeting.

Trustee Chavez said she has received complaints about the poor lighting at the park. She also inquired about Christmas lights at the park, and she inquired about maintenance of the cemetery.

Trustee Sedillo wished all a very Happy Thanksgiving.

Trustee Lovato had no update for this meeting.

Mayor Dial informed all that there will be a Matanza on Saturday at the Legion and the cost will be \$10.00 a plate. Also there will be breakfast served at the school at 9:00am for Veterans Day. He told the Board that there is an issue with the distribution of our ESGRTs because of the EVSWA NMFA loan. Ms. Cabber from EVSWA is working on resolving this. Mayor Dial also talked about an incident that occurred at the Neil Mertz Judicial Complex. He said, in summary, that they are doing things in that building that hurt the community.


Adjournment

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

The meeting adjourned at 8:29 pm.

Approved: 

Date: 12/4/2023

Attest: 

Date: 12/4/2023