

**Regular Meeting of the Board of Trustees**

**Monday, December 4, 2023, 6:15pm**

**Estancia Town Library- Southwest Room, 601 S. 10<sup>th</sup> St. Estancia, NM 87016**

*\*No Zoom will be Available due to location of meeting\**

**Minutes**

**Invocation and Pledge of Allegiance**

The meeting was called to order at 6:15pm and Roll Call was taken:

Trustee Lovato – Present  
Trustee Sedillo – Arrived late  
Trustee Chavez – Present  
Trustee Hall – Present  
Mayor Dial – Present

**Trustee-Elect Amy May and Trustee-Elect Patrick Sanchez were sworn in. Their terms will begin on January 1, 2024**

**1.0 Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the December 4, 2023 Agenda as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Approval of the November 6, 2023 Regular Meeting minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the November 6, 2023 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of the December 4, 2023 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the December 4, 2023 Bill list. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**4.0 Certificates & Awards**

**4.1 Fire Dept. – Certificate of Valor: Segan Frazier**

Mayor Dial presented EMT Segan Frazier a Certificate of Valor, along with our sincere thanks for his courageous actions saving a life.

**4.2 Police - Certificate of Valor: Sgt. Tom Carter**

Mayor Dial presented Estancia Police Sergeant Tom Carter a Certificate of Valor, along with our sincere thanks for his courageous actions saving a life.

**No Public Comment –**

**5.0 Department Updates:**

**Police-** Chief Downing presented the following written report :

**ESTANCIA POLICE DEPARTMENT  
NOVEMBER, 2023 REPORT**



Prepared by Jason Downing, PhD  
ESTANCIA POLICE DEPARTMENT

## General Updates

### EPD GENERAL UPDATE

- **Staffing**
  - Physical Fitness test completed for three applicants.
- **Police Vehicle Order Update**
- **Police Radio Project**
- **School Resource Officer Position/Funding**
  - Discussion
- **Red Cross Support**
  - Temporary Sheltering/Housing
  - Mental Health Assistance
  - Financial Assistance
  - Health Services



**EPD TRAINING**

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- **Chief's Training (Farmington)**
- **Safe School Conference – ABQ**

Completed  
Completed

- Ofc. Vazquez

- **Armorer School (Santa Fe)**
  - Chief Downing

Dispatch Activities	OCT 2023	OCT 2023	Month to Month Trend (Oct - Nov)
EPD Response	111	92	
TCSO Response	60	53	
<b>Combined</b>	<b>171</b>	<b>145</b>	<b>-15.20%</b>
<b>Call Type—*EPD Only</b>			
Public Service		1	
911 Open/Hang Up			
Livestock			

Abandoned Vehicle				
Accident w/o Injury				
Abdominal Pain				
Accident w/Injury				
Alarm			1	
Animal			2	
Arrest				
Assault			1	
Assistance				
Wanted Person				
Welfare Check			3	
Abandoned Vehicle				
Altercation				
Abduction				
Bleeding/Cuts				
Bite				
Blood Pressure				
B&E (Burglary)				
Battery				
Break/Fracture				
Breathalyzer				
Burglary				
Cardiac				
Chest Pain				
Child (Welfare)				
Civil Matter			2	
Close Patrol			36	
Contraband				
Complaint				
Custody Dispute				

Cuts/Lacerations				
CYFD Referral			1	
Damage to Property				
Domestic Violence				
Diabetic Problem				
Dog (Bite)			1	
Down Powerline				
Disturbance				
DWI			1	

Drill				
EMS Evaluation			1	
ETOH (Alcohol)				
Escort				
Fainting				
Falls			1	
Fingerprinting				
Follow Up			1	
Fight				
Fireworks				
Fire Structure			1	
Fire Alarm				
Fraud			2	
Found Property				
Fuel Spill				
General Sickness				
Harassment				
Hit & Run				
Headache				
Illegal Control Burn				
Identity Theft				
Information			3	
Illegal Dumping				
Juvenile				
Landlord Tennant				
Lift Assist				
Locked Out				
Lost & Found				
Lost Animal				
Neighbor Dispute				
Noise Complaint				

Missing Person			1	
Motorist Assist				
Narcotics				
Open Door				
Out of Control (JUV)				
Overdose				
Panic Attack				
Paper Service				

Protection Order				
Prowler				
Reckless Driver			1	
Runaway				
Recovered Property				
Security Check				
Seizure				
Sexual Assault/Rape			1	
Shoplifting				
Shots Fired				
Narcotics				
Smoke Check				
Domestic Violence				
Stolen Items				
Stolen Vehicle				
Street Racing				
Stroke				
Suicidal Person				
Unk Susp Person				
Suspicious Activity			3	
Suspicious Package				
Suspicious Person			2	
Suspicious Vehicle				
Swelling				
Theft				
Threat			1	
Traffic Control			1	
Traffic Stop			9	
Transport				
Trespass				
Warrant Service				
Unc Breathing			1	

Unc Not Breathing			1	
Wanted Person				
Unknown / Man Down				
Unwanted Person				
Warrant Service			2	
Welfare Check				
Wrecker				

**Code Enforcement-** Code Enforcement Officer Bill Teaney said that the people who were living in their RVs have complied with our ordinance and have moved out. He said that permits have been very slow this lately, but Animal Control has been very busy. He has taken in several dogs and has been able to adopt out a few. He issued a citation to Dollar General for their weeds.

**Fire and EMS** Volunteer Fire Chief Chris Wolonsky said they only had one call for fire, which is good. He is working on getting new software for billing and reporting calls and they have had 173 EMS calls since last May.

**Library- December 2023 Library Report** Head Librarian Angela Creamer submitted the following update:

I have nothing new to report other than the Estancia Special Events Committee placed 200 luminarias at the park on Saturday December 2. Thank you to those who helped fill the bags and place them around the pond.

**Maintenance-** Last week PW Supervisor Edwin Bencomo, Manuel Hernandez, Mayor Dial and Laura Acosta had to leave a Water training early to work on a water break in town. Water had to be shut off temporarily to the town. JP Mainline came in and cameraed and clean some trouble areas in town. They are working on getting the right aerator for the pond and gravel work is being done at the airport.

**Judicial-** Municipal Court Clerk Cindy Solomon presented the Board with new fee options for FY25. She presented three different fee scenarios. Plan A is the option that she and Judge Dile are in favor of- and across the Board \$23.00 increase to all the current fees. This information will be presented again at a future meeting for Board action.

**Administration-** Clerk/Treasurer Michelle Jones presented the following written report:  
Clerk's Update 12.04.2023

1. We have completed our audit. We did our best and I am very proud of our team!
2. The Highland Phase II Road project is underway and is moving along very well.
3. We have a Pre-Con meeting scheduled for Wednesday, December 6 for our Meter Project.
4. We were awarded the Recreational Grant- \$514,162 for the Baseball Facility. We should receive the Grant Agreement in the next few weeks. We have to sign that before we can proceed.
5. We have a YCC audit meeting on December 13<sup>th</sup> with a representative from YCC to recap the project.
6. Our Cemetery project is moving along very well. We will order the street signs in the next few days.
7. We have formally requested Capital Outlay funding based on our ICIP.

### Old Business

- 6.0 Update on property located at 515 Iverness – Code Enforcement Officer William Teaney – Information/ Possible Action** Code Enforcement Officer Bill Teaney said that Municipal Court was held, but the owner of the property at 515 Iverness did not show. The Judge issued a “Show Cause”, which our Police Chief issued to the owner. **NO ACTION, INFORMATION ONLY**

### New Business

- 7.0 Approval to reclassify Ms. Melanie Gallegos from PD Administrative Assistant to PD Records Custodian/Administrative Assistant- Action Item** This reclassification will more accurately identify Ms. Gallegos’ duties and will allow for reimbursement of her salary from the LERF grant.

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the reclassification of Ms. Melanie Gallegos from PD Administrative Assistant to PD Records Custodian/Administrative Assistant. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**8.0 Approval of Resolution 2023-23 Open Meeting Act – Action Item Roll Call Vote**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2023-23 Open Meeting Act. Trustee Lovato 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 2023-24 Holiday Calendar- Action item Roll Call Vote**

This Holiday Calendar will recognize Juneteenth. **ACTION TAKEN:** Trustee Lovato made a motion to approve Resolution 2023-24 Holiday Calendar. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez- For, Trustee Hall – Yes. **MOTION CARRIED**

**10.0 Presentation of Addition to the Fire Department Building- Information Only** Clerk/Treasurer Jones said she received more detailed information about the Fire Grant that will be used for this addition today. The Town will be awarded \$400,000.00 for this building addition. In addition, the Town will receive \$25,000.00 for Fire Stipends. Chief Wolonsky envisions the addition of two more bays, sleeping quarters, and fixing needed repairs. Mayor Dial, Clerk Jones, and Chief Wolonsky will get together to discuss the grant and how to move forward. **NO ACTION, INFORMATION ONLY**

**11.0 Mayor/Council:**

**Trustee Hall** said he will present a list of things he would like to see the Town accomplish in the next two years. He said that the presentation of the Proclamation to Dr. Stogner went very well and was much appreciated.

**Trustee Chavez** said that she wants to see the Town following through on Flood Mitigation, repairs and renovations to the Park.

**Trustee Sedillo** said that he has really enjoyed working with both Trustee Chavez and Trustee Lovato. He thanked them both for their service to the town and said that they will be sorely missed.

**Trustee Lovato** congratulated in-coming Trustees May and Sanchez. He is very happy about the Grant the Town received for the Baseball Field. He said that the basketball court needs to be next. Lastly, he said it was an honor to serve with this Board of Trustees.

**Mayor Dial** said that we will recognize our out-going Trustees and two town retirees at our next meeting. We will also have treats and a white elephant gift exchange.

**Adjournment**

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

The meeting adjourned at 7:25pm.

Approved: 

Date: 12/18/2023

Attest: 

Date: 12/18/2023