

Regular Meeting of the Board of Trustees

Monday, January 8, 2024, 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Board of Trustees Meeting
Time: Jan 8, 2024 06:15 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/83668059510?pwd=Hz65S0Rba5lekiIcp7Ut4TQROBelja.1>

Meeting ID: 836 6805 9510
Passcode: 669679

Find your local number: <https://us06web.zoom.us/u/kcxS0ngP0L>

Invocation and Pledge of Allegiance

The meeting was called to order at 6:18pm and Roll Call was taken:

Trustee May – Present

Trustee Sedillo – Present

Trustee Sanchez -Arrived late

Trustee Hall -Present

Mayor Dial -Present

1.0 Approval/Disapproval of Agenda – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the January 8, 2024 agenda as written. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the December 18, 2023 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the December 18, 2023 Regular Meeting minutes as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the January 8, 2024 Bill List – Action Item

ACTION TAKEN: Trustee Sedillo made a motion to approve the January 8, 2024 Bill List. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

4.0 Department Updates:

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

ESTANCIA POLICE DEPARTMENT DECEMBER, 2023 REPORT



General Updates

EPD GENERAL UPDATE

- Field Testing (uniform pieces, gear, equipment, etc.)
- SRO Update
- Exercise Project

EPD TRAINING

- **Completed** - Armorer School
- **Completed** - Active Shooter Training
- **Pistol/ Shotgun/ Rifle Instructor School - Edgewood**
 - Sgt Carter (Jan 8-25)
- **Possible Shotgun Instructor School - Edgewood**
 - Chief Downing (Jan 22-25)

CORE CIVIC

- Current TCSO Contract to house inmates
 - EPD has to obtain approval to house inmates at Core Civic

RECRUITING

- Online Presence

Dispatch Activities	NOV 2023	DEC 2023	Month to Month Trend (Nov-Dec)
EPD Response	92	166	
TCSO Response	53	33	
Combined	145	199	+37.24
Call Type-*EPD Only			
Public Service		4	
911 Open/Hang Up			
Livestock			
Abandoned Vehicle			
Accident w/o Injury		1	
Abdominal Pain			
Accident w/Injury			
Alarm			
Animal		7	
Arrest			
Assault			

Assistance				
Wanted Person				
Welfare Check			1	
Abandoned Vehicle			2	
Altercation				
Abduction				
Bleeding/Cuts				
Bite				
Blood Pressure				
B&E (Burglary)				
Battery				
Break/Fracture			1	
Breathing Problems			1	
Breathalyzer				
Burglary				
Cardiac			2	
Careless Driver			1	
Chest Pain				
Child (Welfare)				
Civil Matter			1	

Close Patrol			75	
Contraband				
Complaint				
Custody Dispute			1	
Cuts/Lacerations				
CYFD Referral				
Damage to Property				
Domestic Violence				
Diabetic Problem				
Dog (Bite)				
Down Powerline				
Disturbance				

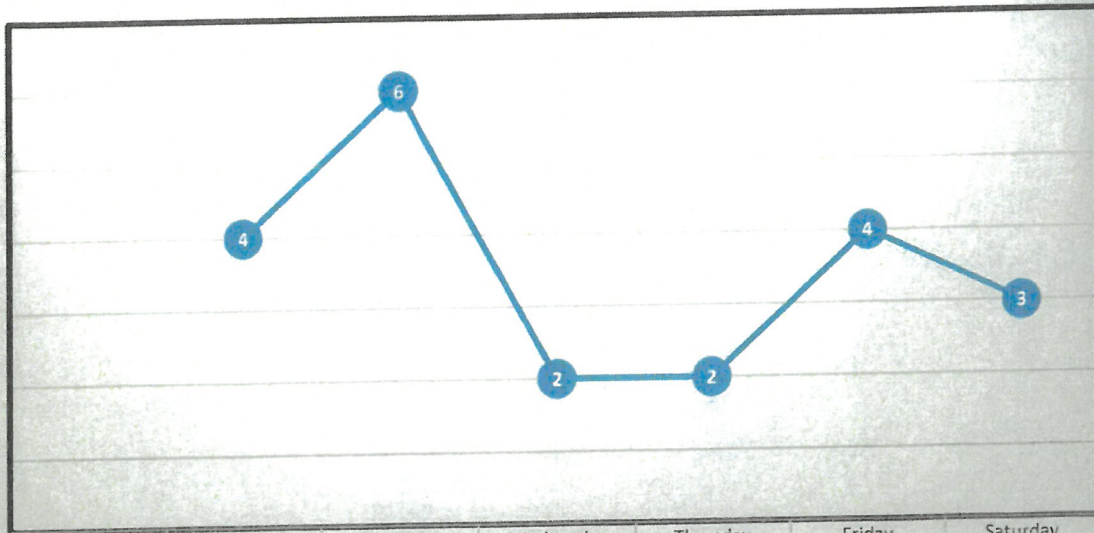
DWI				
Drill				
EMS Evaluation				
ETOH (Alcohol)			1	
Escort				
Fainting				
Falls			1	
Fingerprinting				
Follow Up			5	
Fight				
Fireworks				
Fire Structure				
Fire Alarm				
Fraud				
Found Property				
Fuel Spill				
General Sickness				
Harassment				
Hit & Run			1	
Head/ Face Trauma			1	
Headache				
Illegal Control Burn				
Identity Theft				
Information				
Illegal Dumping			4	
Juvenile				
Landlord Tennant				
Lift Assist				
Locked Out				
Lost & Found				
Lost Animal				
Neighbor Dispute				
Noise Complaint				

Missing Person				
Motorist Assist			3	
Narcotics				
Open Door				
Out of Control (JUV)				
Overdose			1	
Panic Attack				
Paper Service				
Protection Order				
Prowler				
Reckless Driver				
Runaway				
Recovered Property				
Security Check			16	
Seizure				
Sexual Assault/Rape			1	
Shoplifting			1	
Shots Fired			2	
Narcotics				
Smoke Check			1	
Domestic Violence			4	
Stolen Items				
Stolen LP			1	
Stolen Vehicle			1	
Street Racing				
Stroke				
Suicidal Person				
Unk Susp Person				
Suspicious Activity			1	
Suspicious Package				
Suspicious Person				
Suspicious Vehicle			4	
Swelling				

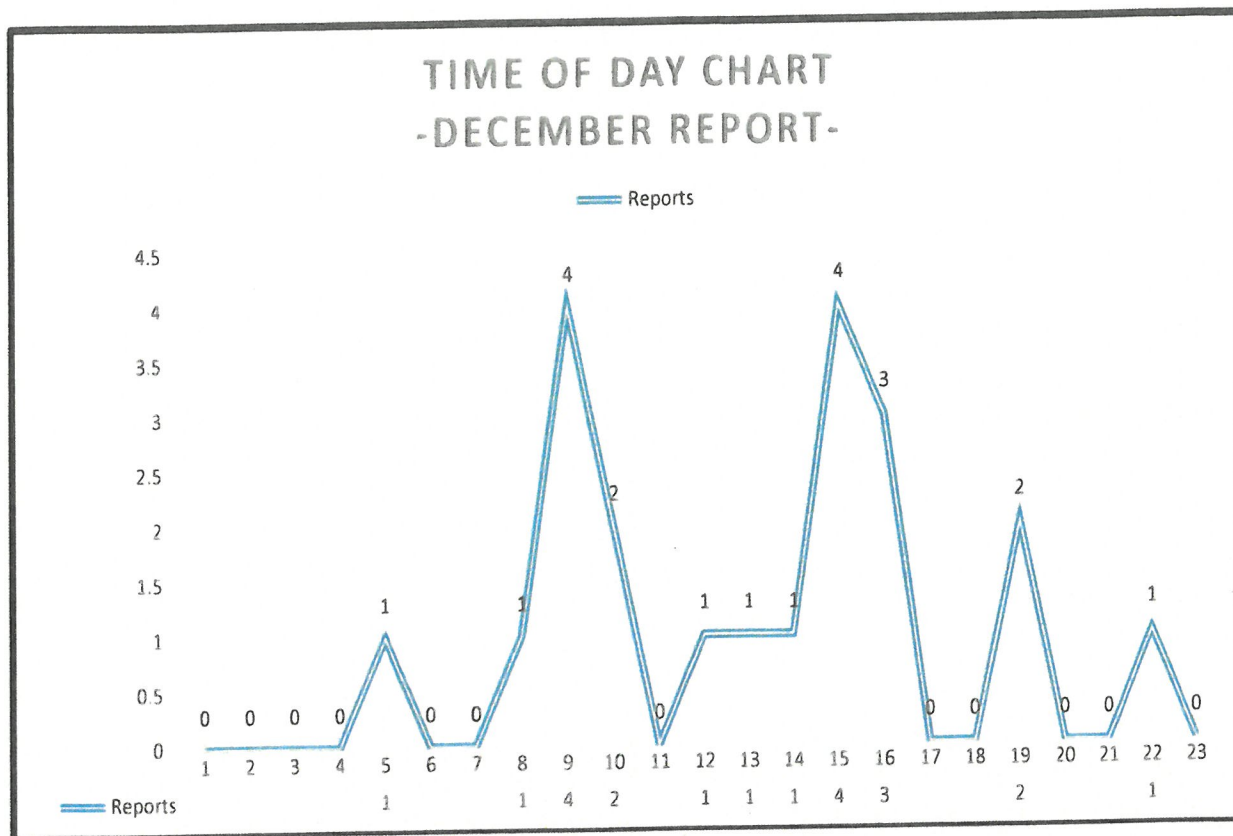
Theft				
Threat				
Traffic Control			17	
Traffic Stop				
Transport				
Trespass				
Warrant Service				
Unc Breathing				
Unc Not Breathing				
Wanted Person				
Unknown/ Man Down				
Unwanted Person			1	
Warrant Service			1	
Welfare Check				
Wrecker				
Vandalism			1	

EPD Data Charts

**Day of Week Chart
DECEMBER REPORT-**



Reports	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		4	6	2	2	4	3



Chief Downing said that there is discussion about Officer Fernandez becoming the new SRO for our schools. Officer Fernandez has been doing an excellent job and may be a good fit for this very important position. Chief Downing also said that he is considering bring in some exercise equipment for his team. The first Discovery Channel episode featuring the Estancia PD will be out soon and his department has been receiving fan mail.

Code Enforcement had no update for this meeting.

Fire- Volunteer Fire Chief Chris Wolonsky said they had 7 fire calls last month. His department needs a new ambulance. We have requested Capital Outlay funds and will pursue a PPRF for one also.

EMS- EMS Chief Jonathan Barela said his department has been very busy. The EMTs have been working Longer shifts, extra shifts, etc. They have been responding to a lot of calls and have been working together very well. They have also been working very well with Torrance County. Mr. Barela reiterated the need for an ambulance. He also said that our PD has been a great help to his team and always respond when a request for PD backup is made.

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

January 2024 Library Report

Childrens Programming:

We have 18 Library Lizards (K-5th 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 February 23.

The Hedgehog Homework Club began today! Students grades K-6th grade are invited to do their homework at the Library. Snacks provided!

The Gingerbread house making party was on Tuesday December 19th. We had 20 children and their parents participate.

The Library will be sharing a link on Facebook for an online story telling event with author Margarita Engle with her book Drum Dream Girl. This will be a live interactive program for children and their parents/caregivers.

I will be attending an online webinar, Transforming Teen Services presented by the NM State Library in February.

For the Community:

AARP will be preparing taxes for seniors and low income families at the Library beginning Feb 1 at no charge.

The Library was able to put together 38 Christmas gift baskets for local senior citizens with donations from local businesses and community members.

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.

Our display case is available for local artist and collectors to use. Heather Hedges has booked the display case for Jan – March. The display will be for information on USNSCC Roadrunner division.

I am working with the Workforce Connection in Moriarty in bringing a job fair to Estancia this spring.

Projects:

We have asked electrician Justin Gore for a quote on electrical work for the Library. We have outside lights that are not working as well as ballasts that need to be replaced inside the library.

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 to following written report:

Edwin Bencomo
Public Works Update for January 2024

- Meters
 - I. Started the meter project
 - II. They've put in about 130 new digital meters

- III. We have been helping the contractors with cleaning out the meter cans that are full of dirt that way they can just go in and install the meters
- Baseball Field
 - I. Got with Westly Dennison to see how we can get water to baseball field
 - II. Looked at booster station by well 4 to see if we could run the water line from there III. Westly will be back to check out the storage tank to see if there's any repairs we could do ourselves to the tank since it leaks through the bottom.
- 160 Fence/Pumpkin Chunkin
 - I. Picked up the fence that was knocked over
 - II. We will be installing new T-Posts in the spring to re-enforce the fence along with new barbed wire

Administration- Clerk/Treasurer Jones presented the following written update:

Clerk's Update 01.08.2024

1. The Highland Phase II Road project is on a planned suspension until Feb 8, 2024 for weather.
2. Our water meter project is well underway. We will be able to update all of our meters.
3. We had a meeting last week for the Baseball field project. We are moving along well with an anticipated completion date in June, 2024.
4. We are halfway through the fiscal year. At our next meeting, I will present a recap of our financials and a resolution to approve the 2nd qtr qtrly report. We will also detail all our current Capital Outlay, Road, and Grant projects.
5. We will be attending Municipal Day in Santa Fe On February 6 and 7.
6. We are in the preliminary stages of planning another trip to DC to meet with our representatives.

Old Business

5.0 **Review and Approval of EVEDA Contract and Payment- Action Item**

ACTION TAKEN: Trustee Hall made a motion to approve the contract and the requested \$5000.00 annual payment of support, adjusting the contract start date to Jan 8, 2024. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

New Business

6.0 **Discussion/Approval of Payment of Support to EBWPC- Discussion and Possible Action** Trustee May asked what the EBWPC, the Estancia Basin Water Planning Committee, does for the town. Trustee Hall explained that, in summary, they fight to keep the water in the basin; they protect the basin and monitor the wells. We will ask for a report from the EBWPC. **ACTION TAKEN:** Trustee May made a motion to approve the \$500.00 payment of support to the EBWPC. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

7.0 **Ratify Resolution 2023.27 Amending the Match for L500521- Action Item Roll Call Vote**

ACTION TAKEN: Trustee Sedillo made a motion to ratify the Mayor signature on Resolution 2023.27 Amending the Match for L500521. Trustee Hall seconded the motion. Roll Call Vote: Trustee May- Yes, Trustee Sedillo – Yes, Trustee Sanchez- yes, Trustee Hall- Yes. **MOTION CARRIED**

8.0 **Approve the Mayor's reappointment of Clerk/Treasurer Jones to the EVSWA Board- Action Item**

ACTION TAKEN: Trustee Hall made a motion to approve the Mayor's reappointment of Clerk/Treasurer Jones to the EVSWA Board. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

9.0 Discussion of \$100,000.00 Capital Outlay Grant for Park, Pond, and Pool- Discussion and Possible Action-
Clerk Jones will do further research on needed repairs to the pool and will report back to the Board. **NO ACTION**

10.0 Mayor/Council:
Trustee Hall presented the following to the Board:

Trustee J. Morrow Hall, January 8, 2024

Some suggestions for the next two years:

I have completed half of my current four-year term as trustee, and I don't plan to run again. These are some things I would like to see accomplished before I'm through. Please let me know if you agree or disagree, so I know which items to work for. I look forward to serving with each of you.

Arthur Park trees: I would like to see a continuing program to plant a variety of appropriate trees in the park, beginning with the newly-denuded southeast corner. We saw this year how quickly the cottonwoods can succumb at their current age. They were a monoculture from about a hundred years ago, with a lifespan of a century. As we replant, and interplant, we need to include a variety of types and sizes and lifespans. The town's street trees are also primarily a monoculture – of Siberian elms. They were mostly planted in the '30s, and they are well past their prime. We need to extend our interplanting to street trees, as well. Can you imagine what the town would look like if a disease killed all the elms?

Planning commission: It is very important that we revive the town's planning commission. This official town entity has certain duties set out in the zoning and subdivision ordinances, and it is supposed to play a major role in creating the annual ICIP document. It needs five good members to help the town deal with future developments. It is also charged with creating and revising the town's comprehensive plan.

Comprehensive plan: We are required to revise the town's plan every few years. It's time to do it again. We can get funding from COG, and assistance from companies that make these plans all the time – but that's a problem. When we go through the process again, we need to make a special effort to involve as many citizens as possible. Otherwise it is a waste of time. This plan is the authority for many of our activities.

Highland sidewalk project: Some years ago, a plan to install paving, curb, gutter, and sidewalk improvements was begun. It linked NM-55 with Highland Avenue along the east side of 10th Street. Going then to NM-41, the Highland sidewalk, curb, and gutter were later installed on the north side down to 5th Street. The connections at the intersections were not completed. I would like to see this done, including enclosing the drainage ditch at the northwest corner of 6th Street to allow an unimpeded sidewalk. Then, I would like this kind of engineered paving, curb, gutter, and sidewalk to be continued each year. We can't use federal funding for sidewalks unless there are usable sidewalks on the other side of the street. We can and should use other funds.

Remove Williams one-way block: There used to be a lot more traffic on the 500 block of Williams Avenue when the post office and the bar were located on it. Given the volume of traffic now, I think the block can be restored to two-way. There are many people who ignore or simply don't see the signs, and that is dangerous. That block has drainage problems, so it might be a candidate for the next street project after Highland, at which time it could be reconfigured as two-way.

Town payments: The town presently charges a fee to accept card payments. I would like to see the town accept cash, check, or debit or credit cards, in person or online, without surcharge. This would require us to budget the cost as an expense. Most businesses operate this way, and citizens expect it.

Artworks: I was involved with the donation to the town of seven works of art made by Simrel Achenbach at his woodshop and studio here in Estancia (now Trustee Sanchez's shop) in the 1990s. They are in storage next door. Three of them are quite large and heavy, and we want to hang them on the west wall of the gym between windows. The other four are smaller, and it was proposed to hang them in a group on the wall at the east end of the entry "gallery." Simrel later moved to New York and is well known, and these works are quite valuable. I would like to see them securely hung by someone who knows how. If we get a community building improvement grant, this could be included in the scheduling.

Thank you for taking the time to consider these items.

Trustee May said that she is excited to learn how all of this works! She also said that the Events Committee will be meeting again soon to talk about Easter.

Trustee Sedillo welcomed newly elected Trustees May and Sanchez to the Board. He said that MOLI training is very good and suggested looking into Edge training. He thanked Chief Downing for implementing so much training and policy in his department.

Trustee Sanchez said, "thank you for letting me be here." He is looking forward to contributing to the growth and success of the town.

Mayor Dial said that the 4H is looking for volunteers to help them out. He said that he will be out of pocket for the majority of October and that he is running for County Commissioner.

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

Executive Session began at 8:02 pm.

Return to Regular Session. **ACTION TAKEN:** Trustee Hall 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 Sedillo seconded the motion. All in favor. **MOTION CARRIED**

Regular Session reconvened at 8:10 pm

Adjournment

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

The meeting adjourned at 8:11 pm.

Approved: Nat Dial

Date: 1/16/2024

Attest: Michele [Signature]

Date: 1/16/2024