

Regular Meeting of the Board of Trustees
TUESDAY, February 20, 2024, 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Board of Trustees Meeting
Time: Feb 20, 2024 06:15 PM Mountain Time (US and Canada)
Join Zoom Meeting
<https://us06web.zoom.us/j/81179502539?pwd=NJD4pAC1vyphDgE2zaSWmT3RFDnaNa.1>
Meeting ID: 811 7950 2539
Passcode: 327060
Find your local number: <https://us06web.zoom.us/u/ke6llrjyM>

Invocation and Pledge of Allegiance

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

Trustee May – Present
Trustee Lovato – Present
Trustee Sanchez – Present
Trustee Hall – Present
Mayor Dial – Present

1.0 Approval/Disapproval of Agenda – Action Item

ACTION TAKEN: Trustee May made a motion to approve the February 20, 2024 Agenda as written. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the February 5, 2024 Regular Meeting minutes – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the February 5, 2024 Regular Meeting minutes as written. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the February 20, 2024 Bill List – Action Item

ACTION TAKEN: Trustee May made a motion to approve the February 20, 2024 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

Public Comment – At the discretion of the Mayor. For information only (No Action can be taken). Comments may be limited to (5) minutes per person on any subject.

Old Business

4.0 Animal Immobilization – Tranquilizer PD Policy Proposal- Discussion/Review

Police Chief Downing presented a draft Animal Immobilization – Tranquilizer PD policy. He asked the Board to review the policy for discussion/action at the next meeting. **NO ACTION, INFORMATION ONLY**

5.0 SRO MOU Amendment Update- Discussion Only

Police Chief Downing said that the Estancia School district has signed the MOU amendment. He will attend one more meeting with them to finalize some details. He will also meet with Mayor Dial, Clerk/Treasurer Jones, and Deputy Clerk Hubbard to discuss how the salary reimbursement will go. Officer Vazquez will be our new SRO. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Town employees exercise equipment order request- Action Item

Chief Downing presented quotes for exercise equipment. The new equipment will be housed in the old TOPS room at Town Hall and all town employees will have access to use the equipment. We will find out if our employees can get some kind of a discount on their health insurance if they use the equipment. Since the equipment will be for all town employees, Ms. Jones requested to use funds for the Baseball fund line item as we received a grant for the baseball

field. The equipment will cost approximately \$15,000.00. The Board agreed to this request. **ACTION TAKEN:** Trustee Lovato made a motion to approve the purchase of exercise equipment for use by Town Employees and to take the funds from the Baseball field line item. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

7.0 Police Trailer Order Request- Action Item

Police Chief Downing said that his department needs a trailer. He said that very often they must transport equipment for trainings, town events, etc. He said that he does not have the funding in his budget for this purchase. Clerk Jones said that she can take the funds from Major Building supplies for this purchase if the Board approves it. The trailer will cost approx. \$9,000.00. **ACTION TAKEN-** Trustee Hall made a motion to approve the purchase of a trailer for the police department. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

8.0 Approval of Resolution 2024.03 Amending the Personnel Ordinance - Action Item, Roll Call Vote

Police Chief Downing recommended the following amendment:

From:

8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS.

With respect to the Police Department, uniforms will be provided by the Town, as well as weapons and personal safety equipment and gear. An annual shoe allowance of \$100.00 will be budgeted by the Board of Trustees, and an account or accounts will be set up by the Administration at shoe stores to be agreed upon by the Police Chief. Police officers may purchase shoes at the pre-designated stores by using a Purchase Order. Police Officers will be allotted \$150.00 to purchase a jacket every other year, or as determined by the Police Chief. Upon termination, the officer may keep their shoes, but must return all uniforms, patches, jacket and any and all other items of likeness with the Town insignia, whether personal or town issued, to the Estancia Police Department, as well as all personal safety equipment, gear, and Department issued weapons.

To:

8.7 PERSONAL SAFETY EQUIPMENT AND REQUIRED UNIFORMS.

With respect to the Police Department, uniforms will be provided by the Town, as well as weapons and personal safety equipment and gear. After the initial uniform has been issued, Police Officers will be authorized an annual uniform allowance. The uniform allowance rate will be established by the Board of Trustees. Police Officers utilizing annual uniform allowance must obtain approval by the Chief of Police prior to purchase. The Department will purchase approved uniform items and track the remaining annual uniform allowance funds for each officer. Once the approved uniform allowance is spent, Police Officers will be responsible to pay for any necessary uniform items until the fund is replenished.

Upon termination, the officer must return all uniforms, patches, jacket and all other items of likeness with the Town insignia, whether personal or town issued, to the Estancia Police Department, as well as all other Department issued personal safety equipment, gear, and weapons.

Clerk Jones commented that she would prefer a set dollar amount for each officer for budgeting purposes. Trustee Hall disagreed saying that, with inflation, it is better written as is. Clerk Jones said that she will request more Specific amounts at budget time. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2024.03 Amending the Personnel Ordinance. Trustee May seconded the motion. Roll Call Vote: Trustee May- Yes, Trustee Lovato- Yes, Trustee Sanchez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

- 9.0 Discover Channel Watch Party- @/22 (Thurs) @ 4:00pm- Information Only**
 Chief Downing told all in attendance that there will be a watch party at the Police Station on Thursday, Feb. 22@ 4:00 pm for the Discover Channel episode of The Germinator. The Town of Estancia PD will be highlighted in this episode and all are invited to attend. **NO ACTION, INFORMATION ONLY**
- 10.0 Request to Contract with iWorQ for online Permit Management and online Code Enforcement Management- Action Item**
 Clerk Jones gave written information about the I WorQ program to the Board. This is a program that would help us to organize our Code Enforcement permits and cases online. The program has an initial start up cost of \$4,000.00 and an annual cost of \$2400.00. The Board wants to review the information before making a decision. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee May seconded the motion. All in favor. **ITEM TABLED**
- 11.0 Ratification of the Mayor's signature on the Bill of sale for the purchase of a used ambulance- Action Item**
ACTION TAKEN: Trustee Hall made a motion to ratify the Mayor's signature on the Bill of Sale for the purchase of a used ambulance for the Town. Trustee May seconded the motion. All in favor. **MOTION CARRIED**
- 12.0 Approval of Resolution 2024.02 Authorizing the Submittal of an application for the FY25 Road COOP Fund- Action Item, Roll Call Vote**
 The town is applying for COOP funding to help repair roads. This COOP application will request funds to repair 10TH Street and others. **ACTION TAKEN:** Trustee May made a motion to approve Resolution 2024.02 Authorizing the Submittal of an application for the FY25 Road COOP Fund. Trustee Sanchez seconded the motion. Roll Call Vote: Trustee May- Yes, Trustee Lovato- Yes, Trustee Sanchez – Yes, Trustee Hall – Yes. **MOTION CARRIED**
- 13.0 Approval of Proposal of work from Wildlife, Fisheries & Habitat Services LLC to restock the pond- Action Item**
 Mr. Steven Ferguson from Wildlife, Fisheries & Habitat Services, LLC presented the Board with a quote to restock the pond with fish. Mr. Ferguson has been a great partner with the Town for many years. Last year's fish stocking went very well and we are glad to approve this proposal. **ACTION TAKEN :** Trustee May made a motion to approve the Proposal of work from Wildlife, Fisheries & Habitat Services LLC to restock the pond. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**
- 14.0 Mayor/Council:**
Trustee Hall had no update for this meeting.
- Trustee May** requested that Clerk Jones look into the possibility of creating an After-school program for residents; a place for residents to take their kids after school. Clerk Jones commented that there used to be a program and she will research.
- Trustee Lovato** had no update for this meeting.
- Trustee Sanchez** had no update for this meeting.
- Mayor Dial** had no update for this meeting.


Adjournment

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

The meeting adjourned at 7:31 pm.

Approved: 

Date: 3/4/2024

Attest: 

Date: 3/4/2024