

Regular Meeting of the Board of Trustees
Monday, March 4, 2024, 6:15pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Board of Trustees Regular Meeting
Time: Mar 4, 2024 06:15 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85781002304?pwd=hplTUTwNagWIB6LVvevmZfU34ozuc7.1>

Meeting ID: 857 8100 2304
Passcode: 502058

Find your local number: <https://us06web.zoom.us/j/85781002304?pwd=hplTUTwNagWIB6LVvevmZfU34ozuc7.1>

Invocation and Pledge of Allegiance

The meeting was called to order at 6:18 pm 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 March 4, 2024 agenda as written. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the February 20, 2024 Regular Meeting minutes – Action Item

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

3.0 Discussion/Approval of the March 4, 2024 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the March 4, 2024 Bill List. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment –

4.0 Department Updates:

Police- Chief Downing presented a written update to the Trustees. He said that Officer Vasquez has begun working at the school as the SRO. We are all very glad that the SRO position has been filled.

Code Enforcement- Code Enforcement Officer William Teaney told the Board that he was able to transport 9 dogs to a no-kill shelter in Colorado. He thanked all who helped with this endeavor. He said that we have the Animal Control van back and it seems to be in good condition. He has been receiving several calls inquiring about local properties.

Fire- Volunteer Fire Chief Chris Wolonsky said that his team responded to the recent fire in Moriarty. Their new bunker gear came in and he will reach out to JB about the expansion of the Fire Department building.

EMS- EMS Supervisor Jonathan Barela thanked Chris and Linda Wolonsky for traveling to pick up our new ambulance. He said he had an informal meeting with Estancia School Superintendent Cindy Simms about an EMS presence at games. Football games require an EMS presence; other events will require a special events request.

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

March 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: We had 8 teens!

Lori, Kirsten and I are participating in an 8 week course, Transforming Teen Services presented by the NM State Library.

For the Community:

AARP is preparing taxes for seniors and low income families at the Library until April 11.

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 on Thursday April 25. So far we have 14 employers participating.

Projects:

Electrician Justin Gore with Just In Time electric has begun working on the electrical issues at the Library. He has replaced ballasts inside the library, and will begin working on the outside lights soon.

State Aid

We received \$10,352.38 in State Aid. These funds have been used to purchase our online Cataloging system, large print books and other book processing supplies.

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 is being spent on practice tests for ASVAB, ACT and GED in Spanish and English as well as nonfiction titles for children.



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

Edwin Bencomo

Public Works Update for March 2024

- Meters
 - I. About done installing all the new digital meters
 - II. Relocating meters that are inside customers' properties we are down to our last 3 III. Learned how to use our new digital meters with our drive by system
- Tank at well 4
 - I. Tank has been repaired by Digger Services
 - II. Welded a new floor on the tank where it was leaking before tank is now able to get filled up without leaking.
- Park
 - I. Had Duprees Trees come remove 2 trees by bridge that had fallen.
 - 11. They will be back to finish the rest of the rotted trees that are on the westside of the park next to the bridge
- Compliance
 - I. I am working with Rural Water on fixing our out of compliance issues
 - II. Brett and I are sending in our reports in for Water and Wastewater to eliminate the list of out of compliance issues.
 - III. Installing a new flow meter at the lagoons on Wednesday to avoid getting another violation.

Administration- Clerk Jones presented the following written update:

Clerk's Update 03.04.2024

1. The Highland Phase II Road project is moving forward again. This project should be completed within the next few weeks or months.
2. Our water meter project is well underway. We had training for the new meter reading program last week. Our guys will read the meters with the new system this month.
3. We received one complete bid for the Baseball facility project. We are meeting with the contractor tomorrow at 3:30pm to hammer out some of the details and will bring the contract to you for approval at the next meeting.
4. I have reached out to East Mountain Plumbing to see if someone can come out at look at our pumphouse at the pool and recommend needed repairs.
5. We are closing Town Hall from March 11-14 to go to Utah for Caselle Training. We are very excited to be completing this project after 9 years! The Town paid the first half of the Caselle install in 2015.
6. We have talked to Caselle about moving to Xpress Bill pay and they will work with us and Xpress to make the transition go smoothly.
7. We are processing our annual Business Registration renewals. The renewal application have been coming in pretty steadily.
8. I have formally applied for Congressionally directed funding for our Town Hall project and our Ambulance purchase request and I have formally requested meetings with our representatives. We have heard back from Senator Lujan and Congresswoman Stansbury. I will have our packets ready to go.

9. Our grant writer has submitted a Grant Application for funding for Town Hall and is working on a grant for **our Comprehensive plan.**
10. We will be applying for TPF funding for engineered road work and for road maintenance that does not require engineering.
11. We will be publishing an RFP for On-Call Engineering services within the next month.

Old Business

- 5.0 **Animal Immobilization – Tranquilizer PD Policy Proposal- Discussion/Review**
Chief Downing presented a Draft Animal Immobilization policy. The Board discussed some of the pros and cons of adopting the policy. Chief Downing said he is waiting on the Vet's input. **NO ACTION, INFORMATION ONLY**
- 6.0 **SRO MOU Amendment Update- Information Only**
Chief Downing told the Board that the SRO has started at the school. He will discuss the pay details with the Clerk and the Deputy Clerk. The school will be reimbursing the Town for the SRO services. The Board will participate in determining the SRO hourly pay rate. **NO ACTION, INFORMATION ONLY**
- 7.0 **Request to Contract with iWorQ for online Permit Management and online Code Enforcement Management- Discussion/ Possible Action Item** The Board reviewed the iWorQ contract again to look at the services offered and the pricing. Representatives from iWorQ attended the meeting to answer any questions that the Board may have. Trustee Hall expressed that he does not think this is necessary for the Town. He did not approve of the price either. Trustee Lovato said that he thought this would be good for our growing needs. The representatives from iWorQ eliminated the start-up cost and lowered the annual cost. The contract is for three years. The software will allow us to put all of our permits and code enforcement cases online. Trustee Hall made a motion to decline to enter into this contract. There was no second. **ACTION TAKEN:** Trustee Lovato made a motion to contract with iWorQ for online Permit Management and online Code Enforcement Management with no invoice until July. Trustee May seconded the motion. Trustee Lovato voted yes, Trustee May voted yes, Trustee Sanchez voted yes, Trustee Hall voted no. **MOTION CARRIED**

New Business

- 8.0 **Approval of Resolution 2024.04 Authorizing the Submittal of an application for FY25 MAP Funds- Action Item, Roll Call Vote**
ACTION TAKEN: Trustee Hall made a motion to Approve Resolution 2024.04 Authorizing the Submittal of an application for FY25 MAP Funds. Trustee May seconded the motion. Roll Call Vote: Trustee May – Yes, Trustee Lovato – Yes, Trustee Sanchez – Yes, Trustee Hall – Yes. **MOTION CARRIED**
- 9.0 **Ratification of the Contract Operator Agreement between the Town of Estancia and Sellars Water & Wastewater Services LLC for Water and Wastewater Management Assistance- Action Item**
ACTION TAKEN: Trustee Hall made a motion to ratify the Contract Operator Agreement between the Town of Estancia and Sellars Water & Wastewater Services LLC for Water and Wastewater Management Assistance. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**
- 10.0 **Approval to purchase a new slide for the Swimming Pool- Action Item** Clerk Jones presented the Board with two pool slide quotes. The third quote was over \$90,000.00 and was not presented for consideration. The Board chose the covered vortex slide with the staircase ladder. **ACTION TAKEN:** Trustee Lovato made a motion to purchase a new slide for our public pool: the covered vortex slide with the staircase ladder in blue. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**
- 11.0 **Request to change the date of our next Board Meeting to March 25, 2024- Discussion and Possible Action**
ACTION TAKEN: Trustee May made a motion to move our next Board meeting to March 25, 2024. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**
- 12.0 **Update on Travel for Caselle Training and Travel to DC for Federal Funding Requests- Information Only**
Clerk Jones reminded the Board that the Town Hall office will be closed from March 11-14 so the Clerk's office can

travel to Utah for Caselle training. She also reminded the Board that Mayor Dial, Trustee May, and Trustee Sanchez will join Clerk Jones and Deputy Clerk Hubbard in DC for meetings with our representatives to discuss our Federal funding requests. Our flights and accommodations are scheduled, as are our meetings. **NO ACTION, INFORMATION ONLY**

13.0 Mayor/Council:

Trustee Hall asked about the status of Flood Mitigation. Clerk Jones said that we are basically in a holding pattern, waiting to hear from the Army Corps of Engineers, the Office of the State Engineer and Senator Heinrich's office. We will ask questions about our status when we meet with our reps in DC. Trustee Hall said again that we need to be fixing the pot holes around town.

Trustee May has no update for this meeting.

Trustee Lovato talked about the Events Committee. He said they will have an Easter Egg hunt on Easter Sunday. Mayor Dial will be the Easter Bunny! The Events Committee is working on a tree planting project. A family could buy a tree and have it planted in their Family's name.

Trustee Sanchez had no update for this meeting.

Mayor Dial has no update for this meeting.

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

Executive Session began at 8:06pm.

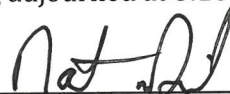
Return to Regular Session. **ACTION TAKEN:** Trustee Lovato made a motion to return to Regular Session, stating that the only item discussed in Executive Session was the item listed on the agenda, and no action was taken. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

Regular Session reconvened at 8:17 pm

Adjournment

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

The meeting adjourned at 8:18 pm.

Approved: 

Date: 3/25/2024

Attest: 

Date: 3/25/2024