**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Tuesday, January 19, 2021 6:15 pm**

**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

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

**Trustee Lovato – Present via Zoom**

**Trustee Sedillo – Present**

**Trustee Chavez – Present**

**Trustee Hall – Present via Zoom**

**Mayor Dial – Present**

1. **Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the January 19, 2021 agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the January 5, 2021 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the January 5, 2021 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the January 19, 2021 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the January 19, 2021 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2) (7) (8) Personnel, Threatened and Pending Litigation, and Sale of real property**

**ACTION TAKEN:** Trustee Sedillo made a motion to go into Executive Session, per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2) (7) (8) to discuss Personnel, Threatened and Pending Litigation, and the sale of real property. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 6:20pm.**

**Return from Executive Session. ACTION TAKEN:** Trustee Chavez made a motion to return to Regular Session. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

Trustee Chavez stated that the only items discussed in Executive Session were those listed on the agenda and no action was taken.

**Regular Session resumed at 6:42pm.**

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**Old Business**

1. **Discussion/Approval of Amended Lease for Andrew Swope for property located at 405 Main Street- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the amended Lease for Andrew Swope for the property located at 405 Mainstreet and that the term of the lease be for one year; beginning on January 20, 2021 and expiring on January 19, 2022. He also added that the monthly rental amount be $450.00 for the first six months of the lease and then return to the fair market value amount of $685.00 for the remaining six months. He also added that a clause of first right of refusal be added to the lease. The first rental payment will be due on January 20, 2021 in the amount of $485.00. Mr. Swope is responsible for the utility payments. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**At this time, the Board decided to return to Executive Session.**

**ACTION TAKEN:** Trustee Sedillo made a motion to go into Executive Session, per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2) (7) (8) to discuss Personnel, Threatened and Pending Litigation, and the sale of real property. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 7:07pm.**

**Return from Executive Session. ACTION TAKEN:** Trustee Sedillo made a motion to return to Regular Session. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

Trustee Sedillo stated that the only items discussed in Executive Session were those listed on the agenda and no action was taken.

**Regular Session resumed at 7:50pm.**

**New Business**

1. **Discussion/Approval of 2nd Qtr Qtrly Report- Action Item**

Ms. Jones, Clerk/Treasurer, reviewed the 2nd Qtr Qtrly report with the Board of Trustees and the Mayor. She pointed out some figures of interest:

* We are 50% through with the fiscal year-
* Our Revenues to date total $1,277,204.69 – 49.8% of our budgeted revenues.
* Our Expenditures to date total $$1,034,197.06- 39.3% of our budgeted expenditures.
* The Town’s Investments total $1,066,663.00

In summary, Ms. Jones told the Board that, in her opinion, the Town is financially in good shape.

Ms. Jones gave the Board a copy of the P&L report, the Investment report, and the LGBMS report that she will send to the state. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the Town of Estancia’s 2nd Qtr Qtrly report. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

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1. **Approval of Mayor’s hiring of Maintenance Worker 1 employee- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the hiring of a new Maintenance Worker 1 employee. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Mayor’s termination of Officer William Milbourn- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the Mayor’s termination of Officer William Milbourn. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Mayor/Council:**

**Trustee Hall** advocated for the Town to begin publishing or advertising, whenever possible, in the Independent Newspaper, saying that the point is to inform the public properly. He also said that this is a time of big change and, hopefully, reduced tensions. He thanked all of his fellow Trustees and the Mayor for their approach to issues and the way they address the Town.

 **Trustee Chavez** said that she is glad that we proceeded with Mama Bears.

**Trustee Sedillo** took this opportunity to thank Public Works Supervisor Guy Bernal and Mayor Dial for SAVING THE DAY the other day when he found himself in a bathroom flood at the County offices.

**Trustee Lovato** thanked Ms. Jones for the financial update. He said that her suggestion to get a pay analysis done for the Town is a good idea.

 **Mayor Dial** shared the following with the Board:

* The Town will conduct a mandatory timesheet training next Wednesday.
* For the next budget cycle, we need get a system in place that can video tape our meetings.
* Our P&Z person, Ms. Josie Chavez, received a pay increase because the minimum wage for the state increased.
* The State DMVs are closed, so again we are the only game in Town.
* We need to consider adding some more signs to our pond. People are walking out on to the pond and ice fishing. This is probably very dangerous and could become a liability if someone got hurt.
* Someone shot the windows out of our grader; we are filing a claim with our insurance and will get them fixed as soon as possible.
* We need to purchase new flagpoles for the Estancia Veterans Park; we really need 3 good poles.
* Officer Milton Torrez gave a helping hand to one of our citizens the other day during inclement weather. It is really good to see our officer lending a hand. Good job Officer Torrez.
* We are working on getting clarification to work on Berkshire Road.

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**Adjournment**

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

The meeting adjourned at 8:22 pm.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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