**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Tuesday, September 8, 2020 immediately following the Public Hearing**

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

**Minutes**

**Invocation and Pledge of Allegiance**

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

**Trustee Lovato – Present**

**Trustee Sedillo – Present**

**Trustee Chavez – Present**

**Trustee Hall – Present**

**Mayor Dial – Present**

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

**ACTION TAKEN:** Trustee Lovato made a motion to approve the September 8, 2020 Regular meeting agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the August 17, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the August 17, 2020 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the September 8, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the September 8, 2020 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Department Updates:**

**Police/Animal Control-** No update at this meeting.

**Fire-** Fire Chief Chris Wolonsky said things are going well and they are doing a good job! Someone dented one of the bay doors, but he and his crew fixed it! Legacy Church donated a thermal imaging camera to his department. And he and his department have passed all their annual inspections. Chief Wolonsky is thanked for the excellent job he and his department are doing!

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

Library Report September 2020

Programing

Childrens programing – Our Fall reading program will be much like our summer program. The children ages 1.5 – 6th grade will earn gold coins to spend in the reading rewards store. This was a huge hit this summer! They will also receive a take home craft each week. We will reevaluate in January whether or not to have a traditional story time and afterschool craft time in the spring.

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LEGO Jar contest! Guess the number of Legos in the jar and win a prize.

Top reader for the fall program will win a Jar of fun.

Teen programing- online book review with raffle

 Teens aged 13 – 19 can submit a book review to be posted online and at the Library. All book reviews will be entered into a drawing for gift certificates that have been donated. Donations include a steak dinner at the VFW donated by American Legion Post 22. Art and Dixie Swenka donated two gift certificates to Mama Bears, Family Dollar and the Old Mill. There is no limit to the number of reviews that can be submitted. The raffle will be held Friday January 8th at the Library.

Adult Programing

 The book club will continue having their book discussions by email at this time.

Book Sale – Monday, September 28th – Friday, October 2nd

School Supply Drive – We received a very small amount of donations this year. I believe donations were down because many family are struggling so donations are being made elsewhere such as food and monetary donations. With most classes being taught online the community think that school supplies are not needed, but they are. Students in the lower grades are still required to use crayons, glue, pencils etc.

Attendance at the library has increased. We had 12 students from k – college level in the Library using the internet for classes for the first few weeks of school. Many students were waiting on parents to fix or set up internet at home or waiting for the schools hot spots. I worked with school superintendent Cindy Sims to make sure the school was aware of the children that needed this support.

Ms Creamer is sincerely thanked for the work she and her staff are doing for our community!!!

**Maintenance-** Public Works Supervisor Lorenzo Bernal addressed the Board. He said, “We’ve been busy!” He said its been a weird month! They got Alan Ayers chipped. They have a new tractor coming and have been super busy with leaks and branches and a power outage. They had to work overnight keeping the lift station working during the outage. He said that the generator at well 4 blew up! We have three new taps going in at the new Dollar General location, along with a new mobile home on Walker and a new mobile home on Scott Lane. He said we have a lot of old dying trees and we need a new salt spreader. Whew… Lorenzo and his crew are a true asset to the Town and are sincerely thanked for all their hard work.

**Administration-** Clerk Michelle Jones presented the following written report:

Clerk’s Update 9/3/2020

1. We were approved for the entire amount of our CARES Fund Act application- $19,429.00. I will be attending a Zoom meeting soon to get instructions on how to fill out the paperwork.
2. We met with Donzil on our Capital Outlay projects. We are very close to requesting quotes for our Lift Station project and our Alan Ayers water line project.
3. We are in the process of providing docs to our auditors. Our formal audit will begin in November.

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1. We purchased a tractor and loader- we spent $33,100.00 This was not state pricing, but it was lower than the state price agreement quotes we received. We only received one lower quote, but the tractor would not have been available until February 2021. We are pricing woodchippers as well.

**Old Business**

1. **Approval of** **Resolution 2020-28 Adopting the ICIP for FY2022-2026- Action Item Roll Call Vote-**

**ACTION TAKEN:** Trustee Lovato made a motion to approve Resolution 2020-28 Adopting the ICIP for FY2022-2026. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

1. **Approval of Ordinance 01-2020 Amendment to Section 14 of the Planning and Zoning Ordinance – Action Item Roll Call Vote**

**ACTION TAKEN:** Trustee Hall made a motion to approve Ordinance 01-2020 Amendment to Section 14 of the Planning and Zoning Ordinance. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

1. **Approval of Resolution 2020-29** **Approval of Application of Zoning Amendment for El Llano Mobile Home Park from Section 14, D12 to Section 14-9, Manufactured Home Park- Action Item Roll Call Vote**

**ACTION TAKEN:** Trustee Lovato made a motion to approve Resolution 2020-29 Approval of Application of Zoning Amendment for El Llano Mobile Home Park from Section 14, D12 to Section 14-9, Manufactured Home Park. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

1. **Approval of Mayor’s decision to hire Ms. Josie Chavez to position of P&Z Code Enforcement Officer - Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the Mayor’s decision to hire Ms. Josie Chavez to the position of P&Z Code Enforcement Officer. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Resolution 2020-30 Amendment to Personnel Ordinance 12.6 Town Vehicles- Action Item Roll Call Vote**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2020-30 Amendment to Personnel Ordinance 12.6 Town Vehicles. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

**New Business**

1. **Approval of Proclamation declaring September Suicide Awareness and Prevention month- Tracey Master- Action Item Roll Call Vote**

Ms. Master, Torrance County DWI Prevention Program Coordinator read the following Proclamation into the record:

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**WHEREAS,** suicide has been declared a serious public health problem by the United States Surgeon General; and

**WHEREAS,** the month of September 2020 is recognized in the United States as National Suicide Awareness and Prevention Month, intended to raise awareness of this serious issue; and

**Whereas,** according to the National Center for Disease Control, approximately 41,000 people die by suicide each year; and

**WHEREAS,** one suicide happens approximately every twelve minutes; and

**WHEREAS,** suicide rates are higher in rural America than in urban America; and

**WHEREAS,** mental and substance use disorders, especially alcohol use disorders, are associated with suicide; and

**WHEREAS,** approximately 23% of suicide deaths are directly attributable to alcohol consumption; and

**WHEREAS**, The International Journal of Medicine reports that the current Covid19 pandemic may lead to increased social isolation, anxiety, chronic stress and economic hardships; and which may lead to the development or exacerbation of psychiatric disorders; and

**WHEREAS,** New Mexico’s suicide rate has consistently been more than 50% higher than the U.S. rate; and

**WHEREAS,** in January 2020, the New Mexico Department of Health reported that suicide was the cause of 535 New Mexico deaths in 2018; and

**WHEREAS,** as of 2017 suicide was the second leading cause of death by age group for persons 5-34 years of age; and

**WHEREAS,** in 2017, suicide was the ninth leading cause of death in New Mexico; and

**WHEREAS,** Becker’s Hospital Review reported in December 2019 that New Mexico has the fourth highest suicide rate in the United States; and

**WHEREAS,** the Partnership for a Healthy Torrance Community, located at the New Mexico National DWI Memorial of Perpetual Tears, is working with a cadre of community partners to address the impact of suicide and other health related issues, and where these partners and stakeholders have taken a stand to increase awareness and education regarding the suicide risks of our rural communities; and

**WHEREAS,** strong relationships and cohesion are protective factors during life’s greatest challenges; and

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**WHEREAS,** one small act to show support, offer hope or build trust can make a difference and may save a life; and

**WHEREAS,** talking openly about stress and psychological health builds trust, reduces barriers to care, and enables early intervention; and

**WHEREAS,** it is the duty of every citizen to respond to a call-to-action to change the way we discuss, perceive and react to suicide and help-seeking; and

**WHEREAS,** the collaboration of government agencies, health organizations, and public and private partners should be encouraged and supported; now

**THEREFORE,** we, the members of the Board of Trustees of the Town of Estancia , New Mexico, do hereby proclaim September 2020 as SUICIDE AWARENESS AND PREVENTION MONTH, recognizing that suicide is a serious public health issue.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nathan Dial, Mayor

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Michelle Jones, Clerk/Treasurer

**ACTION TAKEN:** Trustee Hall made a motion to the Proclamation as written above. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

Ms. Master also told the Board about the upcoming 3rd Annual Torrance County Suicide Awareness and Prevention 5k (Virtual Addition) all during the month of September. Tie distance is 3.1 miles and can be done at any time during the month of September. The purpose is to bring awareness to the suffering of our family, friends and neighbors, as we find ways to prevent the loss of lives in our community. For more information, people can contact Ms. Master at 505-705-0332 or email tmaster@tcnm.us.

Ms. Master was thanked for her time and her presentation.

1. **Discussion of Water Supply Agreement between the Town of Estancia and EMWT Regional Water Association- Discussion and Possible Action**

Mr. Bobby Ortiz, the Chairman of EMWT, addressed the Board. He is asking for feedback and possible approval of a Water Supply Agreement between Estancia and EMWT Regional Water Association. A copy of the proposed agreement is in the file for this meeting. Mr. Ortiz said that we have a huge opportunity coming because a water line will be coming through our county. He said a private company in Fort Sumner will be providing the water. Mr. Ortiz wants to know if he will have a buy in from Estancia. He will be attending another meeting soon to further develop the agreement. He will be in contact with Estancia soon to discuss this item further. **NO ACTION, DISCUSSION ONLY**

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1. **Approval of letter of support for EVSWA ICIP- Action Item**

EVSWA asked the Town of Estancia to sign a letter supporting their ICIP projects and goals. A copy of the letter can be found in the file for this meeting. **ACTION TAKEN:** Trustee Hall made a motion to approve the letter of support for the EVSWA ICIP. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Ratification of Memorandum of Drug Screening Waiver due to Covid-19- Action Item**

At this time, the Town of Estancia cannot send new hires, current employees, or volunteers for a drug screen; there are no facilities available that will administer them. As a result, the Town has issued the following:



Ms. Jones is asking the Board to ratify the Mayor’s signature and approval of the memo. **ACTION TAKEN:** Trustee Lovato made a motion to ratify the Mayor’s signature and approval of the Memorandum of Drug Screening Waiver due to Covid-19. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Resolution 2020-31 Budget Adjustments- Action Item Roll Call Vote**

Clerk/Treasurer Michelle Jones presented Resolution 2020-31 to the Board for Approval. The Resolution is requesting the following adjustments to the Budget:

**FY21 Budget Adjustments:**

Parks and Rec – Equipment - Increase budgeted expenditures from $22,780.00 to $72,780.00

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State Highway Coop- Increase budgeted revenues from $50,000.00 to $59,306.00

State Highway Coop- Increase budgeted expenditures from $62,000.00 to $134,676.25

Solid Waste – Increase budgeted revenues for sales from $155,000.00 to $159,650.00

Solid Waste - Increase budgeted expenditures for solid waste removal from $110,000.00 to $135,000.00

Solid Waste – Increase budgeted expenditures for tipping fees from $30,000.00 to $35,000.00

Solid Waste- Increase budgeted expenditures for other operating costs $15,000.00 to $17,000.00

Wastewater- Increase budgeted revenues for sales from $125,000.00 to $139,050.00

Meter Deposits- Increase budgeted expenditures from $2,000.00 to $5,000.00

Police Dept- Increase budgeted expenditures for payroll from $174,784.00 to $211,827.00

Public Works – Wastewater- Increase budgeted expenditures for payroll from 46,043.00 to 73,371.00

She explained the rational behind each request. Trustee Hall asked if we were just spending more of our money. Ms. Jones confirmed yes, we are spending more of our money. In summary, we are adding more expenditures for Public Works equipment. We are adding expenditures to the COOP because we are moving funding up to complete the Alan Ayers project. We are adding more revenue to our enterprise funds to account for our annual 3% increase. We are adding more expenditures to out solid waste to account for increased expenditures due to the prison. Lastly, we are increasing expenditures in the PD and Public Works funds to fund a new full-time officer and a new full-time public works employee.

**ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-31 Budget Adjustments. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo- yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

1. **Approval to post for a Full-Time- Public Works Employee and a Full-Time Police Officer- Action Item** Mayor Dial clarified for the Board that we are requesting funding for a new police officer, not a police chief. There is a clear need for both another public works employee and another officer.

**ACTION TAKEN:** Trustee Lovato made a motion to approve posting for a full-time public works employee and a full-time police officer. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval of Samantha Valencia to volunteer at the Library- Action Item**

Ms. Valencia passed a background check. **ACTION TAKEN:** Trustee Chavez made a motion to approve Ms. Samantha Valencia to volunteer at the Library. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval to purchase fish for the pond- Trustee Sedillo- Discussion and Possible Action** Trustee Sedillo requested that the Town purchase and assorted package of live fish for the pond. The package would be ordered from Pond Kings. The assortment would cost $760.00 plus possible delivery charges. **ACTION TAKEN:** Trustee Chavez made a motion to approve the purchase of live fish for the pond at a cost of $760.00 plus delivery. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

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**18.0 Mayor/Council:**

 **Trustee Hall** had no update for this meeting.

 **Trustee Chavez** had no update for this meeting.

**Trustee Sedillo** said that there will be a Dispatch Committee meeting next Monday, September 14th. Ms. Melanie Gallegos, and Fire Chief Wolonsky have been asked to attend.

 **Trustee Lovato** had no update for this meeting.

**Mayor Dial** told the Board that he would be stopping the on-call pay for the PD. It cannot be correctly tracked and could cause an audit finding. The American Legion will be hosting a Veterans Day Parade on September 7th. Trustee Chavez will hang up American Flags in town.

**19.0 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (7) – (8) Threatened and Pending Litigation and to consider the sale of real property– ACTION TAKEN:** Trustee Sedillo made a motion to go into Executive Session, Pursuant to NMSA 1978, Section 10-15-1 to 10-15-4 Section (H)(8) for the purpose of discussing threatened or 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 7:52pm.**

**Come out of Executive Session and resume Regular Session**

**ACTION TAKEN:** Trustee Hall made a motion to come out of Executive Session and return to Regular Session. Trustee Sedillo seconded the motion. All in Favor. **MOTION CARRIED**

**Regular Session resumed at 9:02pm.** Trustee Hall said that the only items discussed were the items that were on the agenda and no action was taken.

**Adjournment**

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

**The meeting adjourned at 9:08 pm.**

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

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

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