**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, December 20, 2021 6:15pm**

**Estancia Town Library- Southwest Room, 601 S. 10th St. Estancia, NM 87016**

**\*\*\* The Town Rule regarding “Legally Armed” will not be implemented until a re-write and review has been completed \*\*\***

**Minutes**

**Invocation and Pledge of Allegiance**

**The Municipal Judge was sworn in by Clerk/Treasurer Ms. Michelle Jones. Mayor Dial, Trustee Sedillo, Trustee Hall and Trustee Chavez were sworn in by Judge Dile.**

**The meeting was called to order at 6:30pm 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 December 20, 2021 Agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the December 6, 2021 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the December 6, 2021 Regular Meeting minutes as written. Trustee Chavez seconded the motion. Trustee Lovato- Yes, Trustee Sedillo- Abstained, Trustee Chavez – Yes, Trustee Hall- Yes. **MOTION CARRIED**

1. **Discussion/Approval of the December 20, 2021 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the December 20, 2021 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –** A resident asked if Mayor Dial had received his application for Animal Control Officer. Mayor Dial said he would review it tomorrow.

**No Old Business**

**New Business**

**4.0 Approving Mayor’s Appointment of Ms. Michelle Jones to the position of Clerk/Treasurer- Action Item ACTION TAKEN:** Trustee Hall made a motion to approve Mayor Dial’s re-appointment of Ms. Jones to the position of Clerk/Treasurer. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**5.0 Appointment of Primary and Alternate Airport Managers- Action Item**

Mayor Dial requested approval of his appointment of Mr. Chet Leach to the position of Airport Manager and Mr. John Lorenz as Alternate Airport Manager. He explained that these men are volunteering their services and have knowledge about airports like ours and a vested interest in its proper maintenance. **ACTION TAKEN:** Trustee Lovato made a motion to approve the appointment of Mr. Chet Leach and Mr. John Lorenz to the volunteer positions of Airport Manager and Alternate Airport Manager. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

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**6.0 Discussion/Approval of requested Family Land Division for Olavio Hernandez- Action Item**

Surveyor Mr. Lorenzo Dominguez presented the request for a family land division for Olavio Hernandez. He presented the Board with a copy of the previous survey, the Warranty Deed, and the proposed land division. Trustee Hall explained that, in the absence of a Planning and Zoning Board, the Board of Trustees takes over those duties. He said that he reviewed all the documents, and everything is in order. This land division would follow the Town Zoning ordinance. The divided lots would be approximately 50 acres each, well exceeding the required minimum lot size. Trustee Chavez reviewed the Warrantee Deed and also found it to be correct. **ACTION TAKEN:** Trustee Hall made a motion to approve the Family Land Division for Olavio Hernandez. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**7.0 CDL Ordinance Update- Mayor Dial – Possible Action**

Mayor Dial told the Board that he is actively working on making sure that all the Public Works employees get their CDLs, as is required in our ordinance. He told the Board that the laws are changing and after Feb. 7, it is going to be much more difficult to get this requirement done. Basically, if we can do it now, the cost will be about $200-$250 per employee. After Fe. 7, it could cost thousands of dollars and the employees could be required to take a months long course. He requested that the Town pay for the employees CDLs. He said that 3 of our 4 employees have passed the written test and coordinate with the County to travel and take the driving test. Trustee Sedillo said that money to get this accomplished will be money well spent. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the Town paying for up to two attempts for the Public Works employees to take the driving test to receive their CDLs in January 2022. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**8.0 Approval of Resolution 2021-30 Increasing the Budgeted Revenues and Expenditures to account for the Fire Fund Grant- Action Item Roll Call** Volunteer Fire Chief Chris Wolonsky was successful in getting $233,500.00 in Fire Fund Grant money for the Town. This money will be spent on a brush truck and stipends for volunteers. Ms. Jones must request an increase in budgeted revenues and expenditures from DFA to add this money to the budget. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2021-30 Increasing the Budgeted Revenues and Expenditures to account for the Fire Fund Grant. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**9.0 Approval of Resolution 2021-33 Budget Transfer Request- Action Item Roll Call**

Clerk/Treasurer Ms. Jones requested a budget transfer from Water to Streets to fund the purchase of equipment. Specifically, a salt spreader and a snowplow. We are also transferring funding to pay for fuel. The total amount of the requested transfer is $31,000.00. **ACTION TAKEN:** Trustee Chavez made a motion to approve Resolution 2021-33 Budget Transfer Request. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**10.0 Approval of Resolution 2021-34 2022 Holiday Calendar -Action Item Roll Call**

Ms. Jones presented the Board with the proposed 2022 Holiday Calendar. Trustee Sedillo asked if there were any changes. Ms. Jones replied that there was the addition of Federal Holiday Juneteenth. The Board reviewed the calendar. The Board requested that Ms. Jones inquire further about the Juneteenth Holiday. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2021-34 2022 Holiday Calendar without the addition of the Juneteenth Holiday unless it is required by law. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

1. **Approval of Resolution 2021-35 2022 Open Meetings Act- Action Item Roll Call**

**ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2021-35 2022 Open Meetings Act without the meeting adjustment for Juneteenth unless it is required by law and with the replacement of the

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Post Office instead of PD for agenda posting. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**12.0** **Approval to convene a hiring committee to interview for PD- Action Item**

Mayor Dial told the Board that, per our ordinance, each Trustee must attempt to send a representative to conduct the interview in their place. Ms. Jones will contact the candidate to schedule the interview. Each Trustee will submit a name of their representative. **ACTION TAKEN:** Trustee Hall made a motion to approve the convening of a hiring committee to interview for the PD. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**13.0 Mayor/Council:**

**Trustee Hall-**asked about the status of the PD vehicles. There was discussion about possibly selling some of the PD unused vehicles and/or moving them along with the Animal Control vehicle.

**Trustee Chavez** asked about well 4. Mayor Dial said again that it is very difficult to get anyone out here to look at it. He and Trustee Sedillo will continue to try to get someone to come out. Trustee Chavez said that the Christmas light parade and Arts & Crafts event well really well!

**Trustee Sedillo** congratulated all who was re-elected to serve the Town. He also thanked Officer Torres for all of his hard work on behalf of the Town.

**Trustee Lovato** said that the luminarias at the park was a huge success! It was beautiful and a lot of people came out. He said that he is looking forward to revamping the PD. He also inquired about the sale of the Fairgrounds. He said he would like to get a committee together to start working on plans for the baseball field.

**Mayor Dial** said that we talked with a lawyer from the League about the Open Meetings Act. We will try to get a training together for all so we can better understand the Act. He said that he learned that he can converse with one Trustee about Town business as long as no action is taken. He can’t converse with two or more Trustees about Town business unless they are in a posted meeting. We are all learning the parameters of the Act in order to be completely transparent about the conducting of Town business.

**Adjournment**

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

The meeting adjourned at 7:56 pm.

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

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

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