

Regular Meeting of the Board of Trustees
Monday, May 6, 2024 6:15pm

Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Topic: Town of Estancia Board of Trustees Regular Meeting
Time: May 6, 2024 06:15 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83919251348?pwd=i5a0lbeyDQCDjZWS4saSA6gPXpCgiP.1>

Meeting ID: 839 1925 1348
Passcode: 524834

Find your local number: <https://us06web.zoom.us/u/kwlfCA5I>

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 May 6, 2024 Agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

2.0 Approval of the April 15, 2024 Budget Workshop Minutes-Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the April 15, 2024 Budget Workshop minutes as written. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

3.0 Approval of the April 15, 2024 Regular Meeting minutes – Action Item

Trustee Hall requested a correction to the minutes. In the Public Comment section, the word “He” needs to be changed to “She”. Clerk Jones will make this correction. **ACTION TAKEN:** Trustee Hall made a motion to approve the April 15, 2024 Regular Meeting minutes as amended above. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

4.0 Discussion/Approval of the May 6, 2024 Bill List – Action Item

ACTION TAKEN: Trustee Sanchez made a motion to approve the May 6, 2024 Bill List as presented. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

Old Business

5.0 Discussion/Approval of Xpress Bill Pay – Action Item Clerk Jones informed the Board that she spoke with the representatives from Xpress Bill pay about the customer fees. Xpress Bill pay will impose a 3% plus .50 fee for each credit/debit payment. There is a fee for electronic checks, but the Town will incur that fee because currently there is no fee for a customer to pay with a check. The pros of Xpress far outway any cons: customers can store their payment method on the Xpress pay system, can pay with a check online, can set up an auto pay and in a year can possibly set up a budget payment. **ACTION TAKEN:** Trustee Lovato made a motion to approve the contract with Xpress Bill pay for utility payment services. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

New Business

6.0 Department Updates:

Police- Interim Chief Downing presented the attached update to the Board. He also gave the Board several SOPs for their review. These will be presented for approval at a later date. Mayor Dial said that the Town will implement “on-call” shifts for the PD.

ESTANCIA POLICE DEPARTMENT APRIL, 2024 REPORT



Prepared by Chief Jason Downing, PhD
ESTANCIA POLICE DEPARTMENT

General Updates

EPD TRAINING

- **Completed** – Chief Downing – TASER 10 Instructor Certification
- **Completed** – Chief Downing – National Animal Care & Control Association (Animal Control Officer 1) Certification
- **Upcoming**
 - **TASER Certification Course** (TCSO, EPD, & Edgewood PD)
 - 5/8/24 (@ EPD Station)
 - **BOLA WRAP Instructor Course** (Los Lunas PD & EPD)
 - 5/30/24 (@ EPD – Water Conservation)

EPD GENERAL UPDATE

- The remaining Discovery channel episodes featuring Estancia PD have been received.
 - We will work on scheduling a public viewing.

- Policy reviews sent to Municipal League for legal review approx. eight (8) months ago have been returned for review and comment by Trustees.
 - SOP 400 – Pursuit
 - SOP 1200 – Rights & Safety of Onlookers
 - SOP 1300 – Traffic Stops
 - SOP 1301 – Misdemeanor Traffic Parking
 - SOP 1302 – Response to Traffic Crashes

- Torrance County Sheriff's Office stopped graveyard shift coverage.
 - No advanced notice was provided to EPD.
 - Spoke with Municipal League legal team regarding calls for service.
 - Estancia Personnel Ordinance 8.5 On Call Pay
 - “If the Police Department scheduling provides for ‘on call’ work, police officers will receive a flat fee to be determined annually by the Board of Trustees for on-call pay. Police officers who are designated as ‘on-call’ are expected to abstain from consumption of alcoholic beverages or prescription or over-the-counter drugs that may impair the officer in the performance of the essential functions of their job during their designated ‘on-call’ period, and must be ready and ‘fit for duty’ during the designated ‘on-call’ period.”

- Employee On-Call Restrictions
 - **Current Restrictions:**
 - Abstain consumption of alcoholic beverages
 - Prescription/over-the-counter medication that may impair the officer.

 - **Additional Restriction:**
 - Must be able to respond to a call for service within one hour of receiving the call.

- On-Call Coverage Needed:
 - Monday – Sunday 23:00 – 06:00 hours = 7 hours per day x 7 days.
 - Sunday: 06:00 – 23:00 hours = 12 hours x 1 day.
 - = 61 hours of on-call per week + OT hours when called out.
- Fair Labor Standards Act (FLSA)
 - “When an employee is on-call, all time spent responding to calls is hours worked.”
 FLSA Website:
<https://webapps.dol.gov/elaws/whd/flsa/hoursworked/screenER80.asp>
- Officers and supervisors will be scheduled on a weekly rotating basis to cover needed hours.
- Interim department-based policies will be created regarding on-call coverage needs.

Dispatch Activities	MARCH 2024	APRIL 2024	Month to Month Trend (MARCH - APRIL)
EPD Response	98	115	
TCSO Response	31	38	
Combined	129	153	+18.6%
Call Type—*EPD Only			
Public Service			
911 Open/Hang Up		1	
Livestock			
Abandoned Vehicle			
Accident w/o Injury			
Abdominal Pain			
Accident w/Injury			
Alarm			
Animal		1	
Arrest			
Assault			
Assistance			
Wanted Person			
Welfare Check		3	
Abandoned Vehicle			
Abdominal Pain			

Altercation			
Abduction			
Back-Up			
Back Pain		1	
Bleeding/Cuts			
Bite			
Blood Pressure			
B&E (Burglary)		1	
Battery			
Bomb Threat			
Break/Fracture			
Breathing Problems		1	
Breathalyzer			
Burglary			
Cardiac			
Careless Driver			
Chest Pain		2	
Child (Welfare)			
Civil Matter			
Close Patrol		57	
Contraband			
Complaint			
Custody Dispute		1	
Custody Exchange		1	
Cuts/Lacerations			
CYFD Referral			
Damage to Property		1	
Domestic Violence			
Diabetic Problem			
Dog (Bite)			
Down Powerline			
Disturbance			
DWI			
Drill			
EMS Evaluation			
ETOH (Alcohol)			
Escort			
Fainting			
Falls			
Fingerprinting			
Follow Up		1	

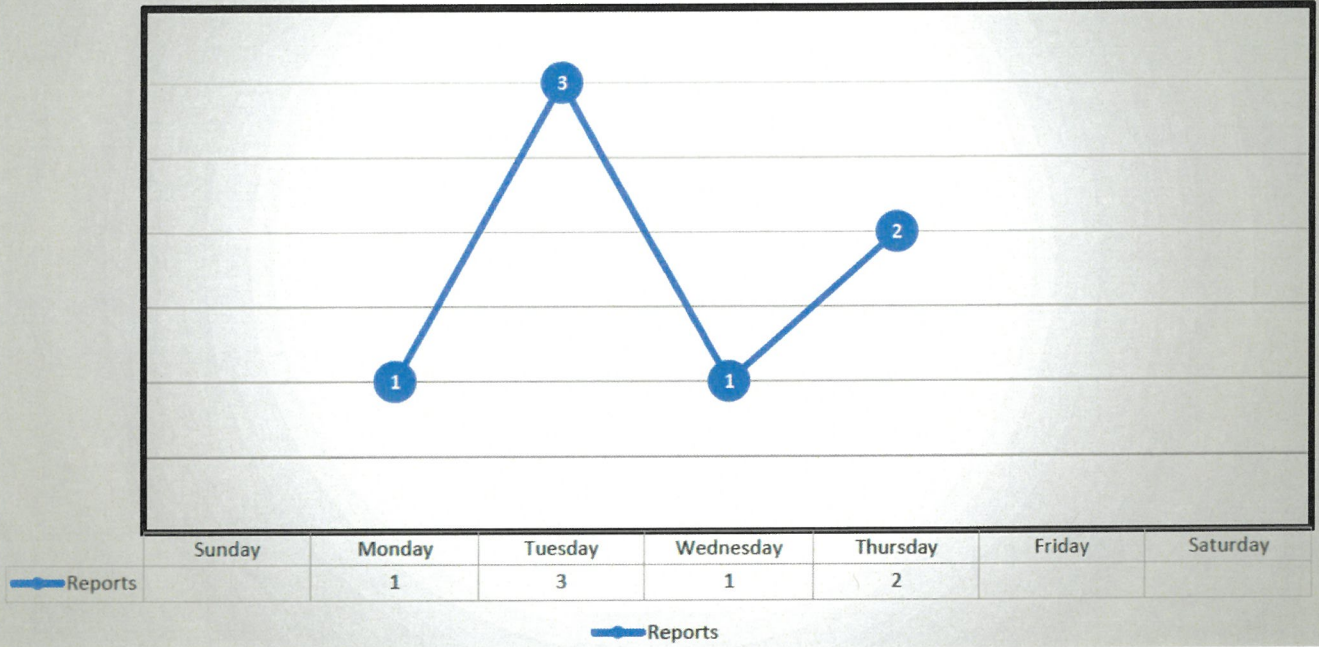
Fight			
Fireworks			
Fire Structure		1	
Fire Alarm			
Fraud			
Found Property			
Fuel Spill			
General Sickness		2	
Harassment			
Hit & Run			
Head / Face Trauma			
Headache			
Illegal Control Burn			
Illegal Dumping			

Illegal Parking			
Identity Theft			
Information		4	
Irate Customer			
Illegal Dumping			
Juvenile			
Landlord Tennant			
Lift Assist			
Locked Out		1	
Lost & Found			
Lost Animal			
Neighbor Dispute			
Noise Complaint			
Medical Alarm			
Missing Person			
Motorist Assist			
Narcotics			
Open Door			
Out of Control (JUV)			
Overdose			
Panic Attack			
Paper Service		1	
Protection Order			
Prowler			
Reckless Driver		1	
Runaway			

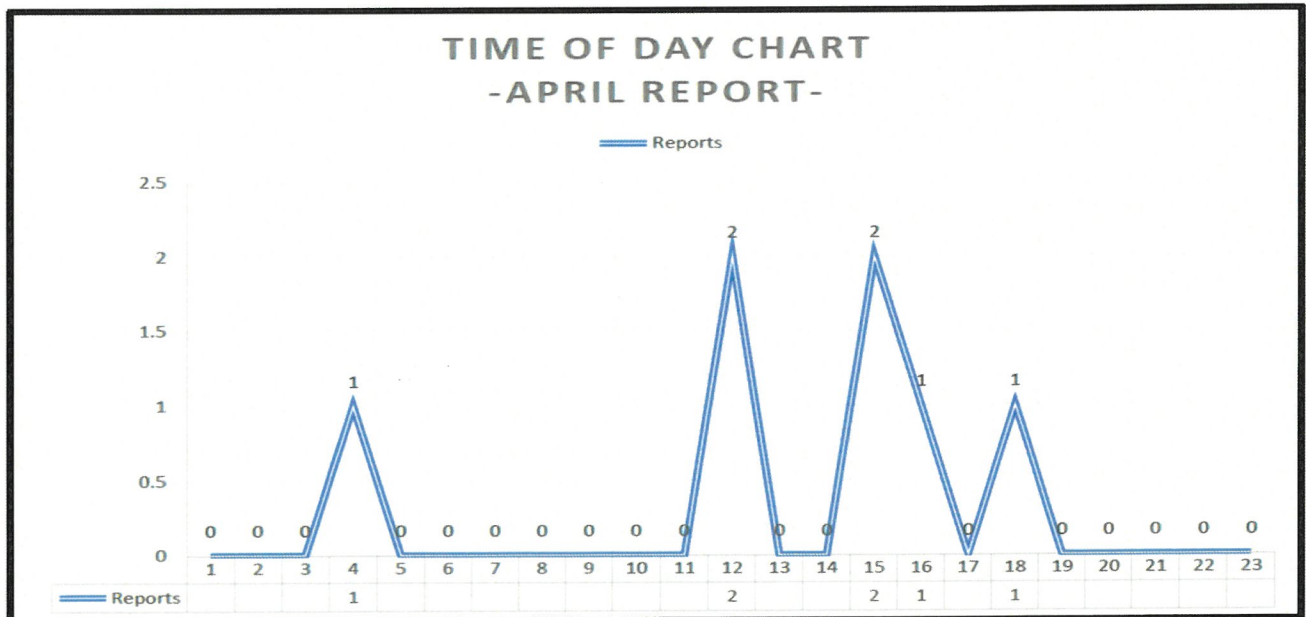
Recovered Property			
Road Rage		1	
Security Check		8	
Seizure			
Sexual Assault/Rape			
Shoplifting			
Shots Fired			
Narcotics			
Smoke Check			
Domestic Violence			
Stolen Items		1	
Stolen LP			
Stolen Vehicle			
Street Racing			

Stroke			
Suicidal Person			
Unk Susp Person			
Suspicious Activity		1	
Suspicious Package			
Suspicious Person			
Suspicious Vehicle			
Swelling			
Theft			
Threat			
Traffic Control			
Traffic Stop		10	
Transport			
Trespass		2	
Warrant Service			
Unc Breathing			
Unc Not Breathing			
Wanted Person			
Unknown / Man Down			
Unwanted Person			
Warrant Service		2	
Welfare Check			
Wrecker			
Vandalism		2	

Day of Week Chart APRIL REPORT-



TIME OF DAY CHART -APRIL REPORT-



Code Enforcement- Code Enforcement office William Teaney told the Board that there is not much going on in his office right now. He has issued some building permits recently for fences and there were some calls about some dogs roaming at large; those same dogs wandered right into the shelter. He will look at grant opportunities to house cats.

Fire- Volunteer Fire Chief Wolonsky said that they recently handled a couple of pretty extensive fires and have recently had some small calls. He has a meeting scheduled with our architect to go over plans for the Fire Department expansion. Also, we need to create a separate bank account for EMS reimbursements.

EMS- EMS Supervisor Jonathan Barela said that the EMTs are working really well together. Recently, there was a very significant call and our EMTs, Linda and Danielle, were able to get circulation back and get the patient transported. This is incredible and we thank Linda and Danielle so much for their dedicated service to the Town.

Library- Head Librarian Angela Creamer was on vacation for this meeting. She left a brief update: Please share with the board that the Job Fair was a huge success with 18 employers and 26 Job seekers attending!

We have received an erate funding commitment decision letter for internet for \$1080.00

Our Seed and Plant swap event was well attended.

We will start signing up for the children's summer reading program on May 20th.

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

Edwin Bencomo
Public Works Update for May 2024

- Meters
 - I. Meter project is completed everyone with a ¾ meter has a new digital meter
 - II. We will be reading the meters using the computer for the second time hoping it picks up all the recently installed
- Cemetery
 - I. We will begin to turn on the water at the cemetery on May 13th at 8am
 - II. Water will be turned on every Monday and Wednesdays from 8 am to 3:30 pm and Saturdays from 8 am to 5 pm

Administration- Clerk/Treasurer Michelle Jones presented the following written report:
Clerk's Update 05.06.2024

1. The Highland Phase II Road project is substantially complete. Mayor Dial and I walked the road with the Engineer and Albuquerque Asphalt and it looks great. We should be sending the final payment soon.
2. Our water meter project is also substantially complete. We have approximately 4 meters left to install. Our guys read approximately half the meters with the new system last month. They should be able to read almost all the meters with the new system this month.
3. We have begun using the Caselle system for our billing, accounts payable and general ledger budget keeping. We are off to a very good, very bumpy start. We all prefer the new system, we are just in the learning curve.
4. The contractor is beginning demolition at the Baseball field tomorrow.
5. Our new slide for the pool should be in transit and we have ordered a new heater for the pool. Both these items will be paid for with grant money. We have approximately 7 applications for lifeguards and one or two for supervisor, so we should be good.

6. We have processed our annual Business Registration renewals. The process went smoothly and we are almost 100% renewed.
7. I received a phone call from a member of Congresswoman Stansbury's staff asking for more details about our Town Hall request and I received messages from another of her staff members on Friday. This is very encouraging!
8. Our grant writer has submitted a Grant Application for funding for Town Hall and we should here if we received it later this month.
9. Both of our applications for TPF funding have passed through the RTPD process and are now recommended for funding by the DOT.
10. We should receive our grant agreements for this years Capital Outlay (\$50,000 for Town Hall and \$50,000.00 for an ambulance) later this month.
11. I am requesting a Special Meeting for Budget later this month as our Interim budget is due by June 1.
12. I am very proud of our Town Employees. We have such dedicated workers; we could not have done the meter project, the road project, the Caselle project, our audit, etc. without people who really care.

7.0 Arthur Pond Maintenance and Aeration Proposals- Discussion/Possible Action

Mr. Steven Ferguson, the Co-owner of Wildlife, Fisheries & Habitat Services LLC addressed the Board. He presented three proposals of Work: Chemical treatments for the pond and two proposals for aeration improvement for the pond. We have contracted with Mr. Ferguson successfully for chemical treatments for several years and will continue to do so. The Board discussed the two options for aeration improvements for the pond, and, with the guidance of Mr. Ferguson, chose the less expensive option. The Board thanked Mr. Ferguson for his continued partnership with the Town. **ACTION TAKEN:** Trustee Hall made a motion to approve the Chemical Maintenance agreement and the aeration improvement agreement that requires the Town to pay \$1950.00 for labor and \$1512.81 for materials. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

8.0 3rd Qtr Qtrly Report- Information Only

Clerk/Treasurer Jones presented the Board with the 3rd Qtr P&L and with the 3rd Qtr report that she submitted to LGBMS. The LGBMS report is attached here:

Quarterly Reporting Recap - FY2024 Q3 - Estancia (Town) - Analyst - Printed from LGBMS on 2024-04-29 15:55:03

State of New Mexico Local Government Budget Management System (LGBMS)
Report Recap - Estancia (Town) - FY2024 Q3
Printed from LGBMS on 2024-04-29 15:55:03

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserve	Adjusted Balance
11000 General Operating Fund	3,070,839.00	0.00	1,453,942.77	-35,000.00	1,596,856.22	-69,318.84	2,823,806.71	133,071.35	2,890,535.36
20100 Corrections	15,368.00	0.00	904.00	0.00	225.00	0.00	16,047.00	0.00	16,047.00
20600 Emergency Medical Services	7,991.00	0.00	5,189.00	0.00	1,092.49	0.00	12,087.51	0.00	12,087.51
20900 Fire Protection	26,654.00	0.00	531,405.00	0.00	81,808.12	0.00	476,250.88	0.00	476,250.88
21100 Law Enforcement Protection	0.00	0.00	96,239.87	0.00	30,062.14	0.00	66,177.53	0.00	66,177.53
21200 Laws of FY22 LERR (YEAR 1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21210 Laws of FY22 LERR (YEAR 2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21220 Laws of 2023-Recruitment-LER	0.00	0.00	75,000.00	0.00	54,784.31	0.00	20,235.69	0.00	20,235.69
21600 Municipal Street	687,094.00	0.00	121,559.86	0.00	141,431.59	0.00	667,222.27	0.00	667,222.27
21800 Intergovernmental Grants	69,702.00	0.00	0.00	0.00	0.00	0.00	69,702.00	0.00	69,702.00
22300 DWI Fund	298.00	0.00	0.00	0.00	0.00	0.00	298.00	0.00	298.00
26000 American Rescue Plan Act	378,794.00	0.00	0.00	0.00	308,403.56	0.00	70,390.44	0.00	70,390.44
28000 Cannabis Regulation Act	188.00	0.00	2,141.48	0.00	0.00	0.00	2,329.48	0.00	2,329.48
29900 Other Special Revenue	50,000.00	0.00	41,643.84	0.00	61,606.16	0.00	30,037.68	0.00	30,037.68
30300 State Legislative Appropriation Project	18,887.00	0.00	0.00	0.00	0.00	0.00	18,887.00	0.00	18,887.00
39900 Other Capital Projects	0.00	0.00	132,354.25	0.00	201,673.09	69,318.84	0.00	0.00	0.00
40400 NMFA Loan Debt Service	5,325.00	0.00	0.00	0.00	0.00	0.00	5,325.00	0.00	5,325.00
49900 Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50100 Water Enterprise	10,189.00	0.00	209,826.86	15,000.00	206,354.99	0.00	28,660.87	0.00	28,660.87
50200 Solid Waste Enterprise	122,147.00	0.00	179,957.41	0.00	193,551.20	0.00	108,553.21	0.00	108,553.21
50300 Wastewater/Sewer Enterprise	365,237.00	0.00	127,106.36	20,000.00	197,223.10	0.00	315,120.26	0.00	315,120.26
70100 Meter Deposits	48,463.00	0.00	4,673.73	0.00	400.00	0.00	52,736.73	0.00	52,736.73
79900 Other Trust & Agency	188,923.00	1,034,066.36	90,473.20	0.00	90,473.80	0.00	1,223,008.76	0.00	1,223,008.76
Totals	5,066,099.00	1,034,066.36	3,072,417.43	0.00	3,185,925.77	0.00	6,006,677.02	133,071.35	5,873,605.67

Ms. Jones said that the budget looks good. We have spent our ARPA funds on the meter project had will spend the remainder of our water Capital outlay funding on the meter project as well. We will be looking at and finalizing the interim budget soon. **NO ACTION, INFORMATION ONLY**

9.0 Mayor/Council:

Trustee Hall commented again about the critical need for pothole patching. He also commented that the newly paved Highland Ave. looks great!!

Trustee May said that 10th street also has very bad potholes that need attention. She said she was excited to work on the upcoming budget.

Trustee Lovato said that he is excited to see the murals that are being painted by Estancia students at the pool. They look great! He said he wants to have a big blowout for the opening of the new Baseball field; something fun for the entire community. He reminded all that the Baseball field will take yearly maintenance that should be budgeted.

Trustee Sanchez said that things are going really good. He just asks that the Maintenance Department stay focused on the park; it looks good!

Mayor Dial said that the State Engineer confirmed that people in Torrance County can apply to sell their water and just post the application in the Albuquerque Journal and meet the states requirements without anyone in Torrance County even knowing. We need to make every effort to find out if applications like this are being sent to the OSE. Also tomorrow is the beginning of Early Voting!

10.0 Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(2), personnel.

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

Executive Session began at 7:41pm.

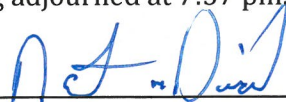
Return to Regular Session. **ACTION TAKEN:** Trustee Lovato made a motion to return to Regular Session, stating that the only item discussed in Executive Session was the item listed on the agenda, and no action was taken. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

Regular Session reconvened at 7:57 pm

Adjournment

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

The meeting adjourned at 7:57 pm

Approved: 

Date: 5/21/2024

Attest: 

Date: 5/21/2024