

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, July 01, 2024 Immediately following the Public Hearing**  
**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

Join Zoom Meeting

<https://us06web.zoom.us/j/81949865882?pwd=mw1NB7LKppblf5SmrnoFBU4aBIOV7K.1>

Meeting ID: 819 4986 5882

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:17pm and Roll Call was taken:**

**Trustee Lovato - Present**

**Trustee May - Present**

**Trustee Sanchez- Present**

**Trustee Hall - Present**

**Mayor Dial - Present**

**1.0 Approval/Disapproval of Agenda - Action Item**

Mayor Dial requested that agenda item #2 read **Approval of the June 24, 2024 Public Hearing and Regular Meeting minutes - Action Item**, and that NO ACTION be taken for agenda item #3. He also requested NO ACTION for agenda item #8. **ACTION TAKEN:** Trustee Hall made a motion to approve the agenda with the amendments as listed above. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Approval of the June 24, 2024 Public Hearing and Regular Meeting minutes - Action Item**

**ACTION TAKEN:** Trustee May made a motion to approve the June 24, 2024 Public Hearing and Regular Meeting minutes as written. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Approval of the June 26, 2024 Special Meeting minutes - Action Item NO ACTION**

**4.0 Discussion/Approval of the July 1, 2024 Bill List - Action Item**

**ACTION TAKEN:** Trustee May made a motion to approve the July 1, 2024 Bill List. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

**5.0 Department Updates:**

**Police-** Sgt. Tom Carter thanked to the Board for approving the recent salary increases for the staff. He said it has helped moral and has helped him in his recruiting efforts. He said that his department responded to a little under 100 calls last month. The County Sheriff's Office has been struggling and his department has been called out to calls within the County to help out. Officer Vazquez has received his rifle certification, which is very good news. The new PD vehicle will be delivered soon. He said that a recent Animal Control call seems to have been resolved; it concerned a bite, but the skin was not broken so there is no danger of rabies. Sgt. Carter said he is testing new body armor; armor that can stop a rifle shot. He said the armor is very heavy so he is researching to find armor that is good protect and can be worn comfortably for an entire shift. Mayor Dial asked of Moriarty and Estancia can cross commission. Sgt. Carter will look in to this.

**Code Enforcement-** Code Enforcement Officer William Teaney said that he was very thankful for the time off he was able to take while recovering from Covid and he is happy to be back. He said he has been answering a lot of Animal Control and P&Z calls lately. People have a lot of questions concerning moving here. He and Trustee Hall will be working on a Special Use Zoning request from the Lutricks.

**Fire-** Volunteer Fire Chief Wolonsky said that there is nothing new going on. He said that there is a problem with the engine in the new ambulance and he has not been able to talk to the last owner about the warranty. He said that the ambulance is already being repaired and that the Town may have to pay for it; \$25,000.00.

**EMS-** EMS Chief Jonathan Barela said that things in his department are going very well. He said that his EMTs have been getting some overtime because they have been responding to a lot of calls. Superior Ambulance is still scheduled to leave Torrance County on July 15. We are still one EMT short, but our current staff has been doing a great job responding to calls.

**Library-** Library Director Angela Creamer presented the following written report:  
**July 2024 Library Report**

**Childrens Programming:**

**Adventure Begins at your Library!** We have **64** kids signed up for the Summer Reading Program so far!

Exotics of the Rain Forrest, Estancia Fire Station, Ranger Sage, and a Time Capsule are some fun things we have planned.

**Tweens Library Camp Friday, June 21:** We had 12 kids participate in tween camp.

**Teen Game Night** – Friday, July 26<sup>th</sup>.

**For the Community:**

Freedom the Read Policy introduction

Mr. Justin McMurdo is returning to teach guitar lessons in the Southwest Room this summer.

The Library computers have a shortcut to the UNM HEP (High School Equivalency Program) program. This program enables anyone to receive tutoring without traveling to Alb.

The Adult Book Club meets regularly on the last Friday of the month.

Our display case is available for local artists and collectors to use. American Legion Post 22 has a display in the case at this time.

**Projects:**

I have asked several landscaping companies for bids on repairing the watering system before we plant new trees.

**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.

**2022 GO (General Obligation) Bond Money** \$19,598.86 to be spent by April 2026

**Thank you for your support of the library and staff.**

**Maintenance-** Public Works Supervisor Edwin Bencomo submitted the following written update:

- Roads
  - I. We got road patch and started patching around town
  - II. We got 3 pallets and we were only able to do half the town
- Mowing
  - I. We started to mow around town
  - II. We will be continuing to mow once we get our tractor fixed
- Water
  - I. Our tanks have been very low and we have only well 8 feeding the tanks
  - II. Well 9 has been pumping a lot of air currently trying to get Wesley Dennison to come pull it.
  - III. Tanks have not been able to catch up since we filled the pool.
  - IV. We have also stopped watering the park and stopped filling the pond with the hydrant since we don't have that much water in the storage tanks.

**Administration-** Clerk/Treasurer Michelle Jones presented the following written update:

Clerk's Update 07.01.2024

1. Our Interim Budget was approved. I will work to get the Final ready for your approval, as well as the 4<sup>th</sup> Qtr Qtrly report.
2. The pool is up and running. The Slide and heater should be up and running soon!!
3. Our Grant Writer has reached out to me about applying for a PPRF for a PD vehicle. I will try to reach out to him soon.
4. We completed our FEMA flood mitigation application for the State. This is a requirement for our \$1.0 mill Federal funding. We are waiting to hear about the next step.
5. We had our Town Clean up and it appears to have been a success. We will be invoiced soon.
6. We have fully converted to Caselle and Xpress Bill Pay. We are still working out the bugs , but it is getting better every day.
7. We will begin audit prep in the next few weeks.
8. My last day with the Town of Estancia will be July 11. I will be very happy to assist as much as I can to keep things from falling through the cracks until someone else takes over.
9. I have loved working here and I thank you sincerely

#### **6.0 Presentation of Commendation Award to Office Vazquez- Sgt. Carter**

Sgt. Carter presented Officer Vazquez with a Certificate of Commendation. Sgt. Carter received a letter of appreciation from a resident recently concerning Officer Vazquez. Officer Vazquez recently performed a traffic stop in town and his handling of the stop was so professional that the person he stopped wrote a letter of thanks. Sgt Carter said that this is just another example of the excellent work that Officer Vazquez does for the Town day in and day out. Sgt. Carter read that letter of thanks and presented the certificate. Officer Vazquez expressed his thanks for the recognition and said that he really enjoys working for the Town. The Board expressed their thanks for a Job very well done!

#### **6.0 Discussion and Possible Action concerning Textmygov – Discussion and Possible Action**

Mr. Jacob Passey attended the meeting virtually to answer any questions that the Board had concerning Textmygov. Deputy Clerk Roy Hubbard told the Board that Moriarty uses Textmygov and they really like it. Trustee Lovato asked about the number of text messages allowed per year in the contract. Mr. Passey said

that the proposal said 25,000, but he would up it to 50,000 at no additional charge. **ACTION TAKEN:** Trustee Lovato made a motion to approve the contract with Textmygov with 50,000 text messages per year, etc for an annual fee of \$2500.00. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**7.0 Discussion of RFP for On-Call Engineering Services – Discussion and Possible Action Vote**

The Board of Trustees reviewed the RFP from 2019 for On-Call Engineering Services. Clerk/Treasurer told them that she will update the RFP with the Town's current information and post if they approve. She told them that if they select an engineer or engineers, the contract term can extend to 4 years. **ACTION TAKEN:** Trustee Hall made a motion to move forward with posting the RFP for On-Call Engineering Services. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**New Business**

**8.0 Action concerning request for a Conditional Use Permit for the property know as Lots 1,2,3 in Block 4, Alta Vista aka Vacant Property at 408 Lassiter Street North, Estancia NM 87016 – Request to create an RV Park – Action Item NO ACTION**

**9.0 Discussion/Approval to allow the Soil and Water Conservation District to store supplies on Town property – Discussion/Possible Action** Mayor Dial said that he and Code Enforcement Teaney looked into this and there is plenty of room for the Soil and Water Conservation District to store some of their supplies on a parcel of Town owned property. **ACTION TAKEN:** Trustee May made a motion to allow the of a lease agreement, leasing the property for \$1.00 per year. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**10.0 Mayor/Council:**

**Trustee Hall** said that, as it is mid-summer, we need to plant trees in the park. We could consult with our Arborist about what type of trees to purchase and where they should be planted.

**Trustee May** said that she recently attended a Policy Committee meeting and we are doing really good out here. Congratulations to all of us! She said that Senator Ben Ray Lujan is trying to crack down on illegal cannabis grows.

**Trustee Sanchez** asked if we are all set up with Fireworks for the 4<sup>th</sup> of July. We are- Volunteer Fire Chief Wolonsky will be shooting them off for the Town.

**Trustee Lovato** agreed that we need to move forward with planting trees. He also asked if there was a Surveillance policy or ordinance for the Town. He would like us to move forward to create one; he sees a definite necessity for one.

**Mayor Dial** shared a copy of the Citizen newspaper from 1972. He said that the NMML is assigning us and other municipalities General Council. This will be a great help to us. He said that we are in negotiations with EMW Gas for the leasing of their old building. He said that he will appoint Trustee Hall to replace Clerk Jones on the EVSWA Board. Lastly, he presented Clerk Jones with an award of appreciation for her years of service wit the Town.

**11.0 Executive Session- As per Motion and Roll Call Vote- Pursuant to NMSA 1978 10-15-1 Sections (H)(7), Threatened or Pending Litigation concerning the PD and (H) (2) Personnel concerning the resignation of the Town Clerk/Treasurer**

**ACTION TAKEN:** Trustee Hall made a motion to go into Executive Session, Pursuant to NMSA 1978 10-15-1 to discuss Sections (H)(7), Threatened or Pending Litigation concerning the PD and (H) (2) Personnel



concerning the resignation of the Town Clerk/Treasurer . Trustee Lovato seconded the motion. ROLL CALL VOTE: Trustee May – Yes, Trustee Lovato – Yes, Trustee Hall- Yes. Trustee Sanchez- Yes. **MOTION CARRIED**

Executive Session began at 7:38 pm.

Return to Regular Session. **ACTION TAKEN:** Trustee May 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 Sanchez seconded the motion. All in favor. **MOTION CARRIED**  
Regular Session reconvened at 7:53 pm

**12.0 Approval of the Mayor’s acceptance of the Town Clerk/Treasurer’s resignation- Action Item**  
**ACTION TAKEN:** Trustee Lovato made a motion to approve the Mayor’s acceptance of the Town Clerk/Treasurer’s resignation. Trustee May seconded the motion. All in favor. **MOTION CARRIED**

**13.0 Approval of the Amended Clerk/Treasurer Job Description and approval to post for a Clerk/Treasurer-Action Item**  
**ACTION TAKEN:** Trustee Lovato made a motion to approve Clerk/Treasurer Job description as amended and to approve posting for a Clerk/Treasurer. Trustee Sanchez seconded the motion. All in favor. **MOTION CARRIED**

**13.0 Discussion/Possible Action to enter into a Professional Services Agreement with Ms. Michelle Jones to provide professional assistance up to 6 months as a new Clerk/Treasurer is onboarded- Discussion and Possible Action**  
**ACTION TAKEN:** Trustee Lovato made a motion to approve the Professional Services agreement with Ms. Jones for assistance with Clerk/Treasurer responsibilities at a rate of \$35.00 per hour to begin on July 12, 2024 for not longer than a 6 month period. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**14.0 Approval to schedule a Special Meeting to approve the FY25 Final Budget- Action Item NO ACTION**

**Adjournment**

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

The meeting adjourned at 8:03 pm.

Approved: 

Date: 7/15/2024

Attest: 

Date: 7/15/2024