

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, August 19th, 2024 at 6:15 PM
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

MINUTES

Join Zoom Meeting

<https://us06web.zoom.us/j/3655158721?pwd=VVlxY2luK0x0WGlySGY0RHZSDVMDz09&omn=86967374114>

Meeting ID: 365 515 8721

Passcode: 413375

Invocation and Pledge of Allegiance

Meting was call to order at 6:15 pm 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

Trustee Lovato made a motion to approve August 19, 2024 Agenda, Trustee Sanchez seconded; All in Favor – **MOTION CARRIED**

2.0 Approval of the August 5th, 2024 Regular Meeting minutes – Action Item

Trustee Lovato makes a motion to approve the minutes, Trustee May seconded; All in Favor – **MOTION CARRIED**

3.0 Approval of the August 8th, 2024 Special Meeting minutes – Action Item

Trustee May made a motion to approve the special meeting minutes, Trustee Sanchez seconded; All in Favor – **MOTION CARRIED**

4.0 Discussion/Approval of the August 19th, 2024 Bill List – Action Item

Trustee Hall made a motion to approve the Bill list, Trustee Lovato seconded; All in Favor – **MOTION CARRIED**

Public Comment –Chief Chris Wolonksy gives an update about a drug testing company that will travel to the Town to conduct drug test. To maintain compliance with DOT regulations.

No Old Business

New Business

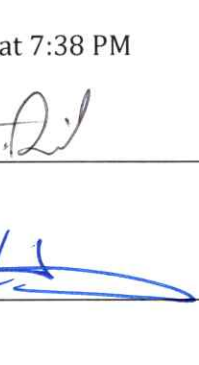
5.0 Discussion/Approval of the Concentra Medical Compliance Administration Contract for Drug Screening – Action Item Deputy Clerk Hubbard gives details regarding a contract with Concentra Medical Compliance Administration. The Town has not had a contract since 2021 for pre-employment drug screening testing. Trustee Hall asked about the specification for non-DOT. Deputy Clerk Hubbard gave a cost comparison due to not all employee’s needed specific DOT drug screening. Trustee Sanchez makes a motion to table this agenda item pending further information, Trustee Lovato seconded; All in Favor – **MOTION TO TABLE CARRIED**

- 6.0 Discussion/Approval to add Paychex HR Pro to current Paychex contract for time management and training compliance for Town Employees – Action Item** Deputy Clerk Hubbard gives information about upgrading to Paychex HR Pro application for easier time management and safety and OSHA compliance. It will allow employees to track their training, and hours worked for a digital approval. Bi-weekly payroll will be a more efficient process. Trustee Hall asks about the cost of the contract, would like more information about current cost to compare. Trustee Hall makes a motion to table this agenda item pending further information, Trustee Sanchez seconded; All in Favor – **MOTION TO TABLE CARRIED**
- 7.0 Discussion regarding the Purchase of two Police Vehicles – Informational Only**
Mayor Dial gives the board the update of the purchase of two police department vehicles. Mayor Dial would like to move the money from the settlement saving fund. A resolution to move the funds will be forthcoming.
- 8.0 Oath of Office for Police Chief Thomas Carter – Informational Only**
Mayor Dial gives Oath of Office to Police Chief Thomas Carter.
- 9.0 Executive Session – As per Motion and Roll Call Vote – Pursuant to NMSA 1978 10-15-1 Section (H)(8), discussion of the purchase, acquisition or disposal of real property or water rights by the public body –**
Trustee Lovato makes a motion to enter Executive Session, Trustee Hall seconded; **ROLL CALL: Trustee Lovato – Yes; Trustee May – Yes; Trustee Sanchez – Yes; Trustee Hall – Yes; All in Favor – MOTION CARRIED**
Trustee Lovato makes a motion to exit executive session back to the open meeting and to reflect that no decisions were made, Trustee Sanchez seconded – All in Favor – **MOTION CARRIED**
- 10.0 Discussion/Approval of creating a Purchasing Committee – Action Item/Roll Call**
Trustee Lovato makes a motion to create a committee regarding purchasing with three members; Trustee Hall, Trustee May, and Deputy Clerk Hubbard, Trustee May seconded; **ROLL CALL: Trustee Lovato – Yes; Trustee May – Yes; Trustee Sanchez – Yes; Trustee Hall – Yes; All in Favor – MOTION CARRIED**
- 11.0 Mayor/Council:**
Trustee Hall- The well at the fire department is making a huge impact to the fountain, park and pond.
Trustee May- Trustee May congratulates Chief Carter. Trustee May gives update about the NMML Conference in Clovis and enjoyed networking with other municipalities.
Trustee Sanchez- Trustee Sanchez gives thanks to the Town for sending him to Clovis and the Park is great and the Car Show went very well.
Trustee Lovato- Trustee Lovato asked about TxtMyGov. Deputy Clerk Hubbard gave update about going live real soon. Trustee Lovato extends a thank you to Representative Melanie Stansbury and team for having a great and meet here at Town Hall, things went well.
Mayor Dial- Mayor Dial advised the Board about having a hiring board for the Police Department and Public Works Department to schedule interviews. Mayor Dial will be submitting the Library Director for an award with the State.

Adjournment - Trustee Lovato makes a motion to adjourn, Trustee Hall seconded; All in Favor - MOTION CARRIED

Meeting adjourned at 7:38 PM

Approved:  Date: 9/3/24

Attest:  Date: 9/3/2024