**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Tuesday, December 3, 2019 6:15 pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:15pm 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 Chavez made a motion to approve the agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the November 18, 2019 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the November 18, 2019 Regular Meeting Minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the December 3, 2019 Bill List – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the December 3, 2019 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

 **No Public Comment –**

1. **Department Updates:**

**Police/Animal Control-** Chief Cobb told the Board that they had responded to 113 calls for service last month, including an attempted burglary. He said they have really stepped up their patrols. They also had 4 calls for Animal Control. Chief Cobb also discussed a current issue the Town is encountering with a homeless lady. Chief Cobb and his department are sincerely thanked for the work they do every day for the Town.

**Fire-** Volunteer Fire Chief Wolonsky had no formal update for this meeting. He was asked about some fire hydrants in town that are covered up. He said that those hydrants are currently out of service, but don’t pose a safety concern. The hydrants in use are color coded; Chief Wolonsky will give the color designations to the Trustees. Chief Wolonsky will ask if he can use Fire Protection Funds to repair the disabled hydrants. He is also looking into purchasing a new vehicle for the department.

**Library-** Head Librarian Angela Creamer will give her update at the next meeting.

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**Maintenance-** Public Works Supervisor Lorenzo Bernal said his department is very busy. They are pushing snow, fixing leaks, and patching roads, in addition to their other duties. They had an issue with Well 4, but it has been fixed. Trustee Lovato thanked Mr. Bernal and his team for their

work pushing snow in the early morning hours on Thanksgiving. The Town is very fortunate to have such dedicated workers.

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

1. We will be scheduling a site visit with CNMEC to see about getting more lights at the park. CNMEC said we have a $7,000.00 maintenance credit that could be used towards this.
2. We completed our audit. We will have our Audit exit interview on December 12th.
3. We researched the three vehicles that the PD wants to auction- none were purchased with grant money. We should have definite auction info for you at the next meeting.
4. We are on track to move to Caselle July 1, 2020; the beginning of the fiscal year, as recommended by our auditor.
5. Michelle and I went to Santa Fe and presented to the New Mexico Finance Authority and our request for a loan to purchase a PD vehicle was approved.
6. Our Lift Station project should begin soon.
7. We will be talking at the next meeting about projects to bring to the Legislature for Capital Outlay funding.
8. We should be hearing about YCC funding this month. In January, we can talk about advertising for a YCC Supervisor and a Pool Supervisor.

**Old Business**

1. **Discussion/Approval of a Pool Advisory Board- Action Item** Torrance County resident Tamma Widner presented the following written proposal to the Board:

Pool advisory committee Proposal

Mission Statement-

Our Mission is to create a partnership with the town of estancia in developing a consistent,

Efficient, community based pool.

Offices:

President-

Vice president-

Secretary-

Liaison-

Attendee

Attendee

It will be a discussion based group meeting monthly (4th Monday of each month at town -hall or

Pool- 6pm) open to the public.

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Line item Agenda discussed at each meeting with an open discussion period of 15 min to

conclude each meeting.

We envision a committee that is the sounding board and voice for the community, . We will

Facilitate needs, ideas and build trust between the advisory committee, the community and the

town government. We will attend town meetings regularly to advise on community pool

issues.

We will also field growth and development for the estancia pool through marketing and

allocating funds.

The committee will act as a stand in for management of the pool during the off season.

 The Board sincerely thanked the ladies in attendance for their interest in helping the Town with

 the pool. Trustee Sedillo suggested that we gear the group towards fundraising, which is greatly

 needed. Trustee Hall said advisory information could be important too. Trustee Lovato asked

 Deputy Clerk Michelle Dunlap for her thoughts, as she oversees all pool operations. She

 concurred that advisory information could be useful, but fundraising was the number one need.

 The Board clarified that this group would be an Advisory Board; they could not supervise

employees, allocate Town funds, etc. and that ideally, they would work closely with Clerk Michelle Jones and Deputy Clerk Michelle Dunlap, the Mayor and the Board. Ms. Widner gave some examples of fundraising ideas she had; one being renting the pool for a fundraiser. She also

talked about raising funds for specific pool needs; a pool cover and new doors being a few of the

items she mentioned. The Clerk’s office will get quotes on these items.  **ACTION TAKEN:**  Trustee Sedillo made a motion to approve an Estancia Pool Advisory Committee to serve at the pleasure of the Town of Estancia Admin Office, the Mayor, and the Board of Trustees; to advise and fundraise. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

The Pool Advisory Committee has tentatively planned their first meeting for January 27, 2020.

**New Business**

1. **Ratification of MOA between the Town of Estancia and the Town of Mountainair for Water System Certified Operator assistance- Action Item**

Mayor Dial informed the Board that the Town of Mountainair had reached out to us because they are currently without a certified water system operator. They are requesting to essential borrow ours until they can hire someone certified or get a current employee certified. Mountainair has helped us with similar issues in the past, and we have done this for Mountainair before. We updated the MOA we used the last time and both the Mayor of Mountainair and the Mayor of Estancia signed it with the intent of getting Mayor Dial’s signature ratified this evening. Public Works Supervisor Lorenzo Bernal expressed concern about the MOA. He told the Board that it is his personal certification that could be at risk if something goes wrong with the Mountainair samples. The Board agreed. Mayor Dial and Mr. Bernal will work with the representatives from Mountainair to make sure that Mr. Bernal is comfortable with the MOA before it is put in place. **ACTION TAKEN:** Trustee Hall made a motion to ratify the MOA between the Town of Estancia and the Town of Mountainair for Water System Certified Operator assistance **SUBJECT TO APPROVAL of the Town of Estancia Mayor and Public Works Supervisor.** Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

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**7.0 Mayor/Council:**

 **Trustee Hall** said he is still working on proposed revisions to the P&Z job description and will

 hopefully have them ready for review at the first Board of Trustees meeting in January.

 **Trustee Chavez** asked about the date for the Craft Fair. The Craft Fair will be held on December

14th from 10:00pm – 5:00pm in the Estancia High School Gym. There will be music, entertainment, and a lot of fun! There will also be a Safety Parade and Santa. For more details, please call Audrey Rodriguez at 269-8187.

**Trustee Sedillo** said more fish are being put into the pond. He gave a Hats Off to the Maintenance for their hard work on Thanksgiving! He also gave a thanks to Mayor Dial for

his consistent involvement in all the departments in the Town.

 **Trustee Lovato** had no update for this meeting. He confirmed that the next meeting will be held

 at the library.

 **Mayor Dial** had no update for this meeting.

**Adjournment**

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

The Meeting adjourned at 7:38 pm

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

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

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