**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, September 28, 2020 6:15 pm**

**Municipal Building Gym, 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 Lovato made a motion to approve the September 28, 2020 agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the September 8, 2020 Public Hearing Minutes- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the September 8, 2020 Public Hearing Minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the September 8, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the September 8, 2020 Regular Meeting Minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the September 21, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the September 21, 2020 Bill List. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

**Old Business**

1. **Approval of Ordinance 02-2020 Amending Cemetery Ordinance – Action Item Roll Call Vote** Clerk Michelle Jones presented the proposed Cemetery Ordinance for review by the Board of Trustees. She noted that the proposed amendments included the following:

* A specific list of municipalities whose residents could purchase lots in the Estancia cemetery.
* Revised cost for a double burial.

After some discussion, the Board decided to accept the list of municipalities and remove the double burial option. **ACTION TAKEN:** Trustee Lovato made a motion to approve Ordinance 02-2020 as amended above. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED** The amended Cemetery Ordinance is attached below:

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**TOWN OF ESTANCIA**

**ORDINANCE 02-2020**

**AN ORDINANCE AMENDING ORDINANCE 2017-01, DATED SEPTEMBER 5, 2017**

**AMENDING ORDINANCE 9-6-7 CEMETERY SERVICES**

**IS AMENDED TO READ:**

The Estancia Cemetery is maintained by the Town of Estancia for the people of Estancia and the surrounding area: Estancia, Moriarty, McIntosh, Willard, and Mountainair. Proof of residency can be determined by a utility bill, voter registration, property tax statement, etc. Persons who already have family members interred here may continue with family interments here.

Schedule of costs and fees:

**A Deed for the lot must be purchased and presented before a grave can be opened and closed.**

Single lot-- $125.00

Open & Close grave - $150.00

Open & Close grave – Cremation- $75.00

(No pre-pay to Open & Close a grave)

Block of 6 lots together- $700.00

Block of 8 lots together- $900.00

Open & Close of each grave- $150.00

Open & Close grave – Cremation- $75.00

(No pre-pay for Open & Close of graves)

\*\* **THE TOWN MUST BE NOTIFIED OF THE OPENING OF ANY PLOT FOR ANY PURPOSE.**

Purchasing of more than 8 lots at one time is not allowed.

The transfer or sale of lots between family members is allowed provided the Town of Estancia is notified of the transfer or sale.

PASSED, APPROVED AND ADOPTED THIS DAY OF , 20 .

Nathan Dial , Mayor

ATTEST:

MICHELLE JONES, CLERK/TREASURER

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**New Business**

1. **Discussion of creating a Financial Reserve Ordinance – Trustee Sedillo- Discussion Only**

Trustee Sedillo presented this item. Torrance County has adopted, by ordinance, the creation of an additional financial reserve. Trustee Sedillo is suggesting that the Town do the same. Trustee Sedillo explained that, while we do not receive revenue for PILT funds, we are experiencing significant GRT revenue each month. It is very possible that the prison could close again in the future; it would be wise to have a reserve if a closure occurred. The Board was very receptive to this idea, as was the Mayor, Clerk, and Deputy Clerk. Trustee Sedillo thanked the Board for their consideration and will do more research on this item and bring it back to the Board for further consideration. Trustee Sedillo asked Clerk Michelle Jones to reach out to her DFA analyst for assistance with the creation of an additional budget reserve; Ms. Jones will contact her analyst to get further direction. Trustee Sedillo said that we have a window of opportunity to create this reserve and we should do it. This item will be discussed again at a future meeting. **NO ACTION, DISCUSSION ONLY**

1. **Approval for purchase of Public Works Trailer and Woodchipper- Action Item**

Clerk Michelle Jones presented the Board with quotes for a trailer and a woodchipper for the Public Works department. The trailer the Clerk is recommending is used. Trustee Sedillo noted that a used piece of equipment needs to be inspected by a mechanic before it can be purchased. The trailer will be inspected before the Board approves the purchase. **ACTION TAKEN:** Trustee Lovato made a motion to approve the purchase of a woodchipper. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**ACTION TAKEN:** Trustee Lovato made a motion to table the purchase of a trailer until an inspection by a certified mechanic is done. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

**7.1 Mayor/Council:**

**Trustee Hall** asked for an update of our Police cars. Mayor Dial gave an update of the vehicles and which vehicle had been issued to which officer. Trustee Hall asked about the Road COOP. Deputy Clerk Michelle Dunlap gave an update on the road projects. She said that Alan Ayers is finished and we will probably have about $12,000.00 left that we can roll into next project: chip sealing by the post office. Trustee Hall said that Berkshire road needs work and Trustee Chavez said that Loring also needs work. These roads can be considered for next year’s project.

**Trustee Chavez** asked for a financial update. Clerk Michelle Jones said that the end of September will be the end of the first quarter of the fiscal year and she will give an update at the second meeting in October.

**Trustee Sedillo** told the Board that we were not able to purchase fish for the pond. The company we were going to use will not ship to New Mexico for an order less than $3,000.00. We were fortunate that Game and Fish recently stocked the pond again.

**Trustee Lovato** said that the Estancia Valley Youth and Family will have a meeting soon. He wants to see if there is something we can do for our youth out here. He will be talking with our PD Administrative Assistant Melanie Gallegos, who will also be attending the meetings.

He said he was very glad to see that we had posted to hire another police officer and he gave kudos to our Public Works department for the great work they do every day. He said the park

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looks great! He said that he agrees with the idea of creating a second budget reserve. He said that after November we will see what happens with the prison.

**Mayor Dial** said that the Board will be reviewing a letter of intent from the EMWT. The Board will also be ratifying an MOU that he signed with CCA. Mayor Dial said that the American Legion will be hosting a Halloween party on October 13th. Candidates will be in attendance. Lastly, he said that the Legion will be hosting a Veterans Day Matanza on November 7th.

1. **Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (7) – (8) Threatened and Pending Litigation and to consider the sale of real property**

**ACTION TAKEN:** Trustee Lovato made a motion to go into Executive Session, as per Motion and Roll Call Vote- Pursuant to NMSA 1978- 10-15-1 to 10-15-4 Section (H)(2) to discuss Real Property and Pending Litigation. Trustee Hall seconded the motion. Roll Call Vote: Trustee Lovato- yes, Trustee Sedillo – Yes, Trustee Chavez- yes, Trustee Hall- yes. **MOTION CARRIED**

Executive Session began at 7:28pm.

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Sedillo made a motion to return to Regular Session at 7:50pm. Trustee Lovato seconded the motion. All in Favor. **MOTION CARRIED** Trustee Sedillo stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

**Adjournment**

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

The meeting adjourned at 7:51 pm.

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

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

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