**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, November 2, 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 November 2, 2020 agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the October 19, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the October 19, 2020 Regular Meeting minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the November 2, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the November 2, 2020 Bill List. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

**4.0 Department Updates:**

**Police/Animal Control-** PD Admin. Melanie Gallegos submitted the following written report:

**Estancia Police Department Update**

November 2020

* The calls for service are down we had 39 calls this last month, this is a good thing.
* We got approved for the LDWI grant, this will help the police department in a big way with overtime this was a big task working with grants and applying for them was not easy, this took up 2 months of very hard work and dedication. They have not given me an amount as of right now but as soon as I get word, I will give an update.
* All of my UCR’s are up to date and turned in
* All of the 1st 2nd and 3rd quarters are turned in for DV and sexual violence reports

 Animal control

* Calls have been down for dogs running at large also, and for the calls that we have had officer Torrez has returned them to their home and have given warring’s

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We have had a lot of calls for skunk’s they are really bad in the town but we don’t deal with skunks.

Other then this everything is going well.

Planning & Zoning

* 2 permits for installation of mobile homes and 1 for a car port
* 2 Clean up letter’s
* 1 field violation
* 2 14-day letters for active violations
* 2 phone contacts

Josie is doing very good and getting to know her job we are working well together and reading all the ordinances and following the policies.

**Fire-** Fire Chief Chris Wolonsky said that everything is going good in his department. He said that we maintained our ISO 5 rating, which is really good. Chief Wolonsky is thanked for the great job he is doing. He said he currently has 11 volunteers, but only 3 that consistently respond. He will continue to work on trying to recruit volunteers.

**Library** Head Librarian Angela Creamer submitted the following report:

**Library Report November 2020**

Programing

Childrens programing

40 children are participating in the Fall Reading program. No in person story or craft times are available at this time.

Halloween – Treats no Tricks! We had a photo booth with props, take home crafts and treat bags.

Teen programing- online book review with raffle

 Teens aged 13 – 19 can submit a book review to be posted online and at the Library. All book reviews will be entered into a drawing for gift certificates that have been donated. Donations include a steak dinner at the VFW donated by American Legion Post 22. Art and Dixie Swenka donated two gift certificates to Mama Bears, Family Dollar and the Old Mill. There is no limit to the number of reviews that can be submitted. The raffle will be held Friday January 8th at the Library.

Adult Programing

 The book club will continue having their book discussions by email at this time.

Book Sale – September $ 124.52

Donation The Family of Pat Davidson donated $250.00 to the Library.

Attendance at the library has increased. Families are using the internet for their school needs such as internet access, making copies and meetings.

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Two teachers are using the meeting room for small group tutoring.

Barbara and I are working carefully and consciously in keeping staff and patrons safe during this time. Computers are distanced. Hand sanitizer is available for patrons and staff. Masks are encouraged. Thank you.

**Maintenance-** Public Works Supervisor Lorenzo Bernal told the Board that we finally received our new Tractor. We have a new woodchipper coming. Once we receive the woodchipper, we can start the process of tree trimming.

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

Clerk’s Update 11/02/2020

1. We are preparing for our audit, which will be conducted the week of November 16th. This is our third and final year with Kubiak, Melton and Associates. In December, we will be creating an RFP for Audit Services.
2. We will also be creating an RFP for a new Town Attorney. The services we need from a Town attorney are different from the services our current attorney can quickly provide.
3. We will be looking at our YCC project now in November.
4. We are moving forward with the safety barrier in the new P&Z office and we will be installing a back door. We will be submitting for reimbursement for this barrier.
5. We have purchased a woodchipper for Public Works which will ship soon.
6. We had a bid opening meeting with Bohannan Huston concerning our Lift Station project and we did receive one good bid. This project will be moving forward very soon, as will the Alan Ayers water line project.

We are currently posting for a Police Sergeant and a full-time Public Works employee

**No Old Business**

**New Business**

1. **Approval of Resolution 2020-33 Budget Revenue Increase for CARES Reimbursement- Action Item Roll Call Vote** Clerk Michelle Jones told the Board that the Town had been reimbursed for our Coronavirus expenses in the amount of $19,428.94. The Town’s budgeted revenue needs to be increased by $19,428.94 to accept the funds. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-33 Budget Revenue Increase for CARES Reimbursement. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**6.0 Mayor/Council:**

**Trustee Hall** acknowledged that Mayor Dial is running for the District 70 seat in the House of Representatives. Trustee Hall wished Mayor Dial Good Luck!

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**Trustee Chavez** also wished Mayor Dial good luck in the upcoming election. She also said that she wants to support the agreement being proposed by EMWT for the Town to buy water from them. She said that it’s an emergency service; its like a convenience. Trustee Chavez said that she is fine with the Town negotiating the price, but she wants to support this. Trustee Hall told her that this would not be an emergency service; if we approve the agreement, we would be obligated to get a quarter of our water from them.

**Trustee Sedillo** also wished Mayor Dial the best of luck in the upcoming election. He also thanked Fire Chief Chris Wolonsky for his recent meeting, which Trustee Sedillo called a, “Bright Spot”.

**Trustee Lovato** also wished Mayor Dial well. Hethanked Head Librarian Angela Creamer and her staff for the amazing work they do day in and day out. Ms. Creamer is always coming up with some new way to engage our residents. The Library is a very important part of our community because of her.

**Mayor Dial** thanked everyone for their well wishes. He invited everyone to a watch party that will be held at the American Legion on election night.

1. **Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2)(7) (8) Personnel, Pending Litigation, and the Sale of real property**

**ACTION TAKEN:** Trustee Sedillo 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 Personnel, Pending Litigation, and Real Property. 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 7:02pm.

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Sedillo made a motion to return to Regular Session at 7:20pm. Trustee Hall 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 Lovato made a motion to adjourn the meeting. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 7:20 pm.

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

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

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