**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, February 1, 2021 6:15 pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:18 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 Hall made a motion to approve the February 1, 2021 agenda. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the January 19, 2021 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the January 19, 2021 Regular Meeting minutes. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the February 1, 2021 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the February 1, 2021 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –**

Estancia resident Gary Troupe spoke to the Board. He said he is a long-time resident of the Town and just wanted to sit in. The Board thanked him for attending the meeting.

1. **Department Updates:**

**Police/Animal Control-** Police Department Administrative Assistant Ms. Melanie Gallegos gave the Board the following written update:

**Department Updates**

**Police**

* The Department is going good so far, the number of calls has dropped and that is good. there are few things that we are looking into.
* We have had 2 meetings with the Torrance country undersheriff, who has been more then helpful and wanting to assist our department, we are going over some stuff as far as things that might be beneficial to our agency, he has some really good ideas and I think he and I can work well together. We are waiting on information as far as the officers go and for hiring uncertified Officers and what the process is, as you may know. However, I am waiting to hear back from other

**Page 1 of 4**

municipalities on what their policies, procedures, and ordinances say in doing so, the information does take time to obtain and gather, we are now looking into other options for maybe having a security Gard like a night watch person someone who can patrol the town and do some things that do not require a certified officer. However, I think it would be a good thing because there again there will be someone on the streets, in the town and the citizens of the town will see and feel safe when we do not have an Officer on duty, also whoever this might be can also handle animal control calls as well… to my knowledge we have not had any applicants for a certified Officer so as of right now we are looking into what we might be able to do and offer the citizens or the town so we can maybe save our Police Department…. As soon as I get all of the information, I will let you all know, but again it does take some time.

* I have been approved for the traffic grant that I have been working on, I am now working on another one with Tracy Master and should find out within the coming weeks this again has been a lot of work but will help the Department with Overtime and save the town money…

 **Planning and zoning**

* As of the month of January, there were no letters sent out due to the closure of court. Cindy advised Josie the Municipal Court will resume hopefully in the month of February. Trustee Hall and I will be implementing a new filing system for the Planning and Zoning.

 **Animal control**

* We have not had a lot of calls this month for animals this to will very form month to month, but again this is all that I have.

**Fire-** Fire Chief Chris Wolonsky said that his department is doing ok. He said that their call numbers and response numbers have been down, which is good. He said that in two weeks he will be asking the Board to approve a new Fire Department volunteer.

**Library-** Head Librarian Ms. Angela Creamer presented the following written update:

Library Report February 2021

The Library re opened Monday, January 11th. No overdue fines were assessed during closure. Curbside service was offered.

We had a Book Sale to raise awareness that the Library was open. $46.55 was raised.

Attendance at the Library has been on average 10 people a day since reopening January 11.

 **Page 2 of 4**

Childrens reading program is ongoing with families visiting the library and receiving weekly crafts and prizes.

I (Angela) volunteered at the local Covid vaccine event on Wednesday Jan 27 and received the first dose.

I (Angela) was asked by Public health nurse Sonya Brumley to volunteer at the Covid vaccine event in Mountainair Wednesday February 3.

The Library will be receiving an additional $2,106.13 of State Aid. This is a one-time Cares Act fund payment.

**Maintenance-** Public Works Supervisor Mr. Lorenzo Bernal told the Board that his department has been very busy. They worked on the El Llano project, the Dollar General, Mama Bears, and fixed some leaks along the way. Their new tractor and woodchipper are working really well. They hired a new employee, Marcos Acosta, and celebrated a year of employment for current employee, Edwin Bencomo. In summary, they are busy busy busy and doing a great job every day.

 **Administration-** Clerk Michelle Jones said her department is working steadily and things are going well. The Lift Station project is progressing very well. The waterline repair project has gone out for quotes. The PER for water is done and the PER for wastewater is almost finished. She has reached out to get a tree trimmer and we should be hearing about YCC soon.

**No Old Business**

**New Business**

1. **Request Approval for Pay increase for PW employee Edwin Bencomo from Grade 4 level 1- $11.95/hr to Grade 4 level 2- $12.91/hr as his probationary period has ended – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the pay increase as listed above for Public Works employee Edwin Bencomo. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion of Agreement with the County for PD services- Discussion/Possible Action**

Trustee Albert Lovato, Mayor Dial, and PD Admin Ms. Melanie Gallegos met with the Torrance County Undersheriff to discuss the following issue: they are trying to come up with an agreement where the Town could compensate the County Sheriff’s Department for covering call for us when we do not have an officer on duty. Currently, we only have one officer on staff so the Sheriff’s Department assists quite often. This is an ongoing conversation and no set agreement had been made yet. There is discussion of the County charging us a flat fee of $40.00 per call and sending us an invoice at the end of each month. The Board gave feedback on this idea. Most are in agreement that we should be paying some amount for their assistance, but there is not a final consensus yet about how this rate will be calculated, etc. This item was not tabled and there was no action, but it will come up again once more details are decided on. **NO ACTION**

 **Page 3 of 4**

1. **Road Suggestions for 2021/2022 Road Coop Project- Information Only**

Clerk Michelle Jones told the Board that it is time again to choose roads for the Coop. She has invited Mr. Richard Runyon to attend out next Board meeting to help us finalize the roads that we will be submitting of consideration. In the meantime, Trustees have been asked to email their suggestions to Mayor Dial. Mayor Dial and Public Works Supervisor Lorenzo Bernal will consider the suggestions when determining which roads to submit. **NO ACTION, INFORMATION ONLY**

1. **Road Suggestions for 2021/2022 MAP Project- Information Only**

Clerk Michelle Jones told the Board that it is time to choose roads for a MAP funded project. She has invited Mr. Richard Runyon to attend out next Board meeting to help us finalize the roads that we will be submitting of consideration. In the meantime, Trustees have been asked to email their suggestions to Mayor Dial. Mayor Dial and Public Works Supervisor Lorenzo Bernal will consider the suggestions when determining which roads to submit. Applying for COOP and MAP monies is complicated and Mr. Runyon’s expertise will be much appreciated. **NO ACTION, INFORMATION ONLY**

**9.0 Mayor/Council:**

 **Trustee Hall** took this moment to recognize the passing of Ms. Rita Sedillo.

**Trustee Chavez** asked if Mama Bears was up and running. It is; they paid all the back rent and they signed the new lease and paid the first months rent.

 **Trustee Sedillo** had no update for this meeting.

 **Trustee Lovato** had no update for this meeting.

 **Mayor Dial** said that we need more vaccines!

**Adjournment**

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

The meeting adjourned at 7:41 pm.

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

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

 **Page 4 of 4**