

Town of Estancia
Regular Meeting of the Board of Trustees

Monday, March 3, 2025 at 6:15 PM

Estancia Public Library, 601 S Tenth St, Estancia, NM 87016

MINUTES

Trustee Lovato- Here

Trustee May- Here

Trustee Sanchez- Here

Trustee Hall- Here

Mayor Dial- Here

- 1.0 Approval of March 3rd, 2025, Regular Meeting Agenda- Action Item-** Trustee May makes a motion to approve the 3/3/2025 Regular Meeting Agenda, Trustee Hall seconded the motion; All in favor- **MOTION CARRIED**

- 2.0 Approval of the February 18th, 2025, Regular Meeting Minutes – Action Item-** Trustee May makes a motion to approve the 2/18/2025 Regular Meeting Minutes, Trustee Sanchez seconded the motion; All in favor- **MOTION CARRIED**

- 3.0 Discussion/Approval of the March 3rd, 2025, Bill List – Action Item-** Trustee Hall makes a motion to approve the 3/3/2025 Bill List. Trustee Sanchez seconded the motion; All in favor- **MOTION CARRIED**

Public Comment – At the discretion of the Mayor. This is for information only (No action can be taken). Comments may be limited to 5 minutes per person on any subject.- NONE

4.0 Department Updates:

Police- Calls for service 47. LEPP has been submitted. Social media for PD is up and running (EstanciaPD). The New Tahoe has been ordered. It should be here in April (this is for Officer Vazquez). Ofc. Aragon has started an APD Detective Academy, a 3-week course, and fills a need for the department (this is a free course that was offered to Ofc. Aragon. Local Emergency Planning Committee LEPC Chief Carter will be attending, and he is doing a presentation on Active Shooter response on 3/25/2025 starting at 9 am and is open to anyone.

Code Enforcement- Coode Enforcement is extremely slow, few permits for homes, rentals for the Windmill.

Animal Control- There were a few calls for AC, and they were resolved that same day.

Fire- 1 structure fire.

EMS- \$10k to \$12k billing a month that is going into the General Account that should be going into the EMS Account. They ordered a Power Gurney; they have 2 positions open. and lost 1 employee.

Library- The spring session of the children's program is going strong, with 28 kids enrolled. Registration for the summer reading program will begin May 19th. The theme is Color Our World. The summer programs include crafts, story time, visits from exotics from the Rainforest, Dan Crow Musician and storyteller, and tween library camp. The Cibola Arts Council has various artists' works on display in the library's display cabinet. Patrons can now check out a record player and a CD/Cassette recorder, thanks to a donation by the Torrance County Head Start. The library has received one computer with a webcam through the USDA distance learning and telemedicine grant. Asking for donations to support our seed library. The book sale is scheduled for March 31st- April 5th. The adult book club will begin again in March. The library received \$10,352.38 in State Aid. These funds have been used to purchase our online catalog system, large print books, and other book processing supplies. Economic development grant- The library has received an economic development grant appropriation for \$20k to be spent by June 2026. This will provide materials and operating support. 2022 GO General obligation Bond Money, \$19,598.86 to be spent by April 2026. The Rual Library Program Grant of \$15,363.84 is to be spent by June 2025. Angela has filed the needed forms to apply for internet service for the 2025-2026 fiscal year. She fully expects to be funded for internet access.

Maintenance- THEY ARE NOW BACK DOWN TO **3 EMPLOYEES** AS OF 2/24/2025.

Administration- LAURA AND I ARE STILL ACTIVELY WORKING ON THE AUDIT. WE ARE PROVIDING THE AUDITORS' DAILY WITH THINGS THEY ARE REQUESTING I GOT AN UPDATE FROM CASELLE ON THE BANK RECONCILIATION. THEY SHOULD BE DONE BY THE END OF MARCH 2025

I HAVE A MEETING WITH DFA TOMORROW. WITH KATHLEEN COATES AT 1 PM TO DO SOME ONE-ON-ONE TRAINING REGARDING THE QUARTERLY BUDGET THE CLERK FROM FT. SUMNER (JAMIE) SHE HAS BEEN A TREMENDOUS HELP ON ANYTHING AND EVERYTHING THAT I HAVE NEEDED HELP ON.

- I NEED TO WORK ON CAPITAL OUTLAY, REPORTING, AND SUBMITTING FOR REIMBURSEMENTS

WE NEED TO UPDATE AND CLOSE OUT ANY EXISTING POS THAT WERE NEVER USED. THIS INCLUDES UPDATING ALL OUR VENDORS. I PULLED A REPORT FROM February 2024 TO CURRENT, AND WE HAVE A 9-PAGE REPORT WITH ROUGHLY 30 ITEMS PER PAGE OF PENDING POS THAT NEED TO EITHER BE CLOSED OR DELETED PHI AIR AMBULANCE IS officially up AND RUNNING. I HAVE SUBMITTED THE PAYMENT TO SONYA, OUR REP. ALL EMPLOYEES WILL BE RECEIVING INFORMATION FROM THEM SOON (TO THEIR PO BOX/ MAILING ADDRESSES) I NEED TO MAKE **1099'S A TOP PRIORITY**. IN MY DEFENSE, AND NOT TO MAKE ANY EXCUSES, BUT I HAD NO CLUE THAT I WAS SUPPOSED TO DO THIS UNTIL I GOT A CALL FROM A CUSTOMER. I DID REACH OUT TO MICHELLE TO ASK WHERE I GET THE FORM/WHICH FORM, AND I AM WAITING FOR A RESPONSE. SHE DID TELL ME THAT WE SHOULD HAVE ONLY 8 TO 10 TO SEND OUT, AND THE REPORT FROM CASELLE SHOWS 163. The new Town email has been approved and converted to .gov. Trustee Lovato had questions about where we were with the Pumphouse at the Baseball Field. Mayor Dial informed him that we are still waiting on the Manufacturer to get back to us. There is a crack on the bottom, and they are trying to get past the computer code. Also mentioned needing Keys and the Bleachers at the Pumpkin Chunkin will be used for now at the baseball field.

Old Business

- 5.0 Update and discussion on the Asbestos Removal Discussion/Action Item-** Trustee May made a motion to approve the Asbestos Removal at Town Hall for \$47,842.51. Trustee Hall seconded the motion; All in favor- **MOTION CARRIED**
Removal starts March 17th and is for 3 weeks. Town Hall will be closed. No cash Payments will be available; mailed checks to the P.O. Box and residents can still call in to make the payment over the phone.
- 6.0 Discussion/ Possible Action on Estancia Police Department LEPF Funds-** Possible Action Item- Trustee Lovato makes a motion to move up to \$30k from the General Fund back to the LEPF Fund, Trustee Hall seconded the motion; All in favor- **MOTION CARRIED**

New Business

- 7.0 Discussion and Possible Approval of making the Town Clerk/ Treasurer/ HR Director position an Hourly position. Discussion/Action Item-** Trustee Hall made a motion to table item 7.0 until the next meeting, Trustee Lovato seconded the motion; All in favor- **MOTION CARRIED**
- 8.0 Discussion and Possible Approval of the Comp Time Policy- Action Item-** Trustee Hall made a motion to table item 8.0 until the next meeting. Trustee Lovato seconded the motion; All in favor- **MOTION CARRIED**

9.0 Discussion/ Possible Action with Richard Runyon Dennis Engineering Road Project- Possible Action Item- Note Vote was needed. The BOT agreed that the priority for the Road Project will be LORING St to WALKER, and if there is more money still available, then go all the way to 55.

10.0 Discussion/ Possible Action Fencing at the Town Wastewater Plant- Possible Action Item- Trustee Hall made a motion to hire a contractor to fix the fence at the lagoon. Trustee May seconded the motion; All in favor- **Motion Carried**

Mayor Dial advised the BOT that the fence on the West Side keeps getting knocked down by the owner's (BILL WRYE) Bull, and Mayor Dial said that to avoid any liability we need to fix the fence before a animal drowns in the water.

11.0 Discussion on Legislative Updates- Discussion Only- Amy and Nathan attended Municipal Day in Santa Fe and said it was a good experience and very informative. They did a lot of networking. And met with a lot of people regarding funding for the Town of Estancia.

12.0 Discussion on Trip to Washington DC- Discussion Only- BOT and the Mayor decided to not go to DC this year 2025. They stated that we have too much on our plate right now and that we have other things that need priority. We will revisit this next year.

13.0 Mayor/Council:

Trustee Hall- Gave an update on the County Courthouse and their building, committee to change the plot. and said with everything going on, such as Town Hall Repairs, the Swimming Pool, and the Baseball field, he is feeling optimistic that it will all work out and everything will be ok.

Trustee May- Talked to Angela, and on 4/20/2025, they want to do an Easter Egg Hunt at the park. And since we don't have the pool open this summer, she wants to look into having movies at the park. Trustee Lovato said we must pay for the movie (anywhere from \$500 to \$1000 a movie), and we need to see how many would attend. Trustee May stated that there might be a Grant that the library gets that would pay for the movie, and she would look into it.

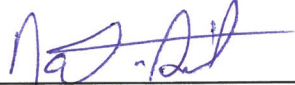
Trustee Sanchez- Is currently working with Albert to get the Score board donated and the paperwork. Thank you to everyone for all they do.


Trustee Lovato- Vote at the next meeting for the name of the baseball field. MTG with the Clerk to see how to use the rest of the funds to purchase maintenance equipment (rakes and other tools). Registrations have begun. So far, we have 40 signed up. Inner league Albuquerque and East Mountains to play against. Towns that can sign up right now are Moriarty, Estancia, and Mountainair. They will hold a draft to allow the kids to play so the coaches can pick their teams. Looking into the last week of April or the first week of May for the grand opening and first game (hot dog and drink). Lovato wants to see about eventually hiring a baseball manager to maintain the field. We have 3 quarters of a million invested in the field, and we need to make sure it stays maintained.

Mayor Dial- \$ 110k to use at the airport. Wanting to look into Emergency landing for the MED VAC and lighting/ reflectors, Gate and cattle guard and pin pad are there but the cattle knocked it down and they are going to get that reinstalled and more secure.

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

Meeting adjourned at 8:40 pm

Approved:  Date: 3/17/2025
Mayor Nathan Dial

Attest:  Date: 3/17/2025
Clerk Bernadette Anaya