**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Tuesday, July 7, 2020**

**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 agenda as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 15, 2020 Public Hearing Minutes- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the June 15, 2020 Public Hearing Minutes. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 15, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the June 15, 2020 Regular Meeting minutes. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 24, 2020 Emergency Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the June 24, 2020 Emergency Meeting Minutes. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the July 7, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the July 7. 2020 Bill List. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Department Updates:**

**Police/Animal Control-** Ms. Melanie Gallegos, PD Admin/Supervisor, presented the following written report:

Estancia Police Department

Update.

* Officer Torrez and Officer Milbourn are working hard with the help of the Torrance County sheriff’s Office with shift coverage and calls for services in the town, things are working good so far. We have implemented a new schedule that best fits the town and is working well for the Officers. Things are be running smooth.

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* I have been really busy working with DPS, Getting Officer Torrez and Officer Milbourn up to date with the trainings and qualifications that they were in need of. Nothing had been submitted for Officer Milbourn since (2017). Officer Torrez was behind on his trainings as well (2018.) He was still showing in the system at the academy as an Officer for Mountainair PD and not for Estancia. That’s been straightened out and updated as well. I was able to get all of the paperwork in and submitted: DPS gave me a 5-day extension to get it all done… I am happy to say that the Police Department is currently in compliance with all of the academy requirements and regulations.
* The Month of June we had a total of 181 calls for service, it was a busy month for the Department and the guys have been busy.

* Our new Code Enforcement Officer, Amy is doing good. She is still learning and trying to get familiar with all of the Ordinances, Policies, Rules, and Regulations and she is getting to know the residents of the town. For the month of June, she has had the following:

12 open cases

1 permit issued

8 letters sent out

1 verbal warning

2 closed cases

* I have also been working on reading and updating some of our policies; this hasn’t been done in a very long time, however, it is important to make sure they are correct and up to date.

* I have closed out my last year’s budgets for the Police Department and for Planning and Zoning. I have also started my new FY for both Planning and Zoning and Police.
* My evidence reporting and paperwork are all up to date, as is required by state statute, as are the UCR’s and reporting to the state and feds.
* This is one of my first Department update meetings and I am trying to get everything that has been going on at the Police Department Planning and Zoning and, in the town, to all of you. It’s a very busy time for sure.
* If you have any questions please feel free to ask them and I will do my best to answer or if I have left anything out, please let me know.
* I do want to say Thank You to the Torrance Country Sheriff’s Office for all their help with shift coverage and taking calls in the town; it is nice to have this joint effort. A schedule was set up by the Mayor and the Sheriff and I believe this schedule will be a great asset to the town residents by providing complete coverage both day and night, while keeping the town from paying out large amounts of overtime as in the past. The Sheriff has officers readily available during the day and our officers cover the nights which provides much needed security to our residents.

Thank you,

Melanie Gallegos

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Ms. Gallegos was sincerely thanked for this thorough report and for all her hard work on behalf of the Town.

Mayor Dial commented that Animal control is still a big problem that he is working on.

**Fire-** Volunteer Fire Chief Chris Wolonsky had no update for this meeting. Chief Wolonsky was thanked for his assistance with the 4th of July Fireworks; he did a great job, and everyone really enjoyed the display.

**Library-** Head Librarian Angela Creamer presented the following written report:

**Library Report July 2020**

**Estancia Public Library Covid 19 response**

The Library closed to the public on March 16th and reopened May 18th.

During this time we, Barbara and I, conducted various projects. We cleaned, weeded the collection, and prepared for a book sale. I applied for grants, attended webinars, and zoom meeting with the state Library.

Upon reopening we are encouraging social distancing by limiting use of the computers to every other one and canceling all group activities including story and craft time. We are constantly cleaning computers and other services along with returned books. Masks are encouraged and we have a sign in sheet for all visitors. Since reopening, the number of visits to the library has increased each week with the exception of this past Friday due to the holiday Saturday July 4.

**Children’s Reading Programming**

The Childrens Summer reading program looks a little different this year, but it is happening. 43 children have signed up to participate in the two month reading challenge. The children keep track of their reading on provided reading logs, and turn them in for gold coin that they spend at the Reading rewards store. They also are receiving a take home craft each week. I am not anticipating on having craft or story time this fall based on the concerns that I am hearing from school, parents and the state librarians. I will set up another program like what we are doing now.

We made $115.75 with the June book sale.

AARP is using the Library to complete taxes on Thursdays. They are practicing social distancing and wearing masks.

**Erate**

I completed the necessary forms for 2020-2021 erate and we qualify for $1,080.00 to be used towards internet. Our cost increased this year because we had to increase our speed to qualify for erate.

I completed the necessary forms for reimbursement for this past years 2019 - 2020 internet expense and we will be receiving $756.00.

**Annual Report/State Aid**

The 2019 -2020 Annual report has been completed.

Interesting facts…

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Ebooks – 13,246

Audiobooks – 2,905

Titles in the Library – 16,844/ 5,052 books checked out

22,480 people signed in to use the computers July 2019 – June 2020

As always, Ms. Creamer is thanked for the outstanding job she does at the Library.

**Maintenance-**

Public Works Supervisor Lorenzo Bernal told the Board that his department has been very busy fixing leaks and keeping up with their other daily duties. They also worked very hard to get the park ready for the 4th of July weekend. The Board commented on how nice the park looked and what a great job they do every day. Mr. Bernal told the Board that he is working on getting the air conditioning fixed at the MVD and at the PD. He also recommended not working with TLC for any further plumbing needs.

**Administration** Clerk Michelle Jones covered the following written report with the Board:

Clerk’s Update 7/7/2020

1. We are working on end of the Fiscal year duties: completing end of year reports, filing, etc.
2. We will be beginning work with Caselle again in the weeks to come.
3. I will be working on my Certified Procurement Officer recertification and will be testing on July 22nd.
4. We will begin work with Donzil again to complete our Capital Outlay projects.

**Old Business**

1. **Proposal from Kimber Sanchez to assist with the creation of a spreadsheet for the cemetery book- Discussion and Possible Action**

Resident Kimber Sanchez addressed the Board. She has offered to put all of our cemetery information on an excel spreadsheet. Doing this will be a tremendous help to the Town. Currently, all the information we have is handwritten on paper in a binder. It is very difficult to assist customers in its current form. Ms. Sanchez said she would like to go to the cemetery with a Town employee to better understand the layout. She also said she would do this work for free. Mayor Dial suggested adding some additional information to the spreadsheet- veteran status of the deceased for example. Ms. Sanchez said she would try to do that. **ACTION TAKEN:** Trustee Lovato made a motion to approve Ms. Kimber Sanchez assisting the Town by creating a spreadsheet for the cemetery book. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED** Ms. Jones will make Ms. Sanchez a copy of the current book. Everyone sincerely thanked Ms. Sanchez for offering to do this for the Town.

1. **Proposal to add a paid Fire Chief Position- Discussion and Possible Action**

Clerk Michelle Jones presented the Board with information she gathered from other municipalities. She gave them a list showing what some other municipalities pay their Fire Chiefs:

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* Mountainair - $125 monthly
* Wagon Mound- $85 monthly
* Lordsburg- $200 monthly
* Springer- $200 monthly
* Tatum- no pay
* Santa Rosa- no pay
* Espanola- $75,000 annually
* Portales - $52,000 annually
* Maxwell – no pay
* Cimarron – no pay
* Peralta – no pay

Ms. Jones also told that Board that Torrance County Fire Chief Lester Gary informed her that, based on our ISO rating of 5, the recommended pay amount is $750 monthly. Ms. Jones also told the Board that she heard from one municipality that they pay their Chief the same way they pay their Board and Mayor- one monthly salary. She will reach out to the auditors and see if we can pay a Chief a monthly salary of $750.00. Trustee Lovato requested that we make sure that the position can be at-will and appointed by the Mayor. Everyone agreed that Chief Wolonsky does and very good job and should be paid. Ms. Jones will verify that Chief Wolonsky can be an at-will salaried employee, appointed by the Mayor, with a salary of $750.00 per month with the ability to take home a Town vehicle. Trustee Chavez asked that, if this is possible, his pay be retroactive and begin with the new fiscal year. **ACTION TAKEN:** Trustee Lovato made a motion to make the Fire Chief position an at-will salaried position, appointed by the Mayor, with an monthly salary of $750.00 with the ability to take home a Town vehicle, and if approved, his pay will begin with the new fiscal year. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED** Ms. Jones will reach out to our auditors again to make sure that we can do this.

1. **Update on Torrance County Economic Strategy-TC Commissioner Javier Sanchez- Information Only** Commissioner Javier Sanchez spoke to the Board. He asked them if they had reviewed the information he had previously given them about this item. Some of the Board members had and some had not. Commissioner Sanchez had printed copies of the information he wanted them to review. He gave the Trustees the information and asked to be on the July 20th agenda to discuss this item further. **NO ACTION, INFORMATION ONLY**
2. **Ratification of Resolution 2020-21 Employee Compensation- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to ratify Resolution 2020-21 Employee Compensation. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes, **MOTION CARRIED**

1. **Discussion/Approval of Resolution 2020-18- One Time Adjustment to the General Fund Account Balance to insure accurate reporting to NM Department of Finance Authority- Action Item Roll Call** Clerk Michelle Jones requested that this item be tabled. **ACTION TAKEN:** Trustee Lovato made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

**New Business**

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1. **Discussion/Approval of the Mayor’s termination of the Police Chief- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the Mayor’s termination of the Police Chief. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of NM DOT Road Coop Agreement L500397- Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve NM DOT Road Coop Agreement L500397. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of Resolution 2020-22- Request for Amendment to Lake Arthur Fishing Rules- Action Item- Roll Call Vote** Trustee Sedillo explained the need to make the request for amendments to our fishing rules via resolution. Trustee Hall requested that the resolution be more specific. Clerk Jones will revise the resolution to more specifically outline the request we are making. We want our fishing license requirements to mirror those of the state. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-22 with the amendment requested above. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes, **MOTION CARRIED**
2. **Discussion/Approval of Resolution 2020-23 – Amendment to Planning and Zoning Ordinance F. Manufactured Homes. 1. Installation. – Action Item- Roll Call Vote**

Trustee Hall requested that this item be tabled; he said there is a more recent version of this portion of the ordinance that the Clerk is wishing to amend. He will send the current ordinance to the Clerk. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Lovato seconded the motion. All in favor. **ITEM TABLED**

**16.0 Mayor/Council:**

**Trustee Hall** said that Town Clean Up is coming up and it’s great.

**Trustee Chavez** asked Trustee Lovato if EMW Gas might be dedicating some trees to the Town.

He will look into this. She asked Ms. Jones about lights for the trees at the Veterans park and she said she will order the tent if Old Timers Day is going to happen.

**Trustee Sedillo** said he was thankful that a coronavirus update was not on the agenda. He

suggested that the Town consider trying to get a shade cover for the basketball court at the park.

He suggested that the Town consider this for the ICIP.

**Trustee Lovato** said that the 4th of July event at the park was really nice; super awesome. He

thanked everyone who worked to make it such a nice event for the Town. He said that EMW

Gas has been holding their Board meetings with Zoom. He asked if he could suggest that EMW use the community center gym; all agreed that was a good idea and would be fine.

**Mayor Dial** told the Board that the prison is giving the Town some portable building with

bathrooms. He is thinking of putting one at the park and demolishing the old bathrooms there. He

said he had a request for a stop sign at Josephine and Walker. Trustee Hall said we should make

make the PD aware of speeding in that area and we should vote on stop sign additions to the

Town. The Board suggested ordering all new street signs. Deputy Clerk Michelle Dunlap will

work on this.

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**17.0 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2) Limited Personnel Matters**

**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 Limited Personnel Matters. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo – Yes, Trustee Chavez- Yes, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 8:05 pm.**

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Hall made a motion to return to Regular Session at 8:28pm. Trustee Chavez seconded the motion. All in Favor. **MOTION CARRIED** Trustee Hall 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 8:29 pm.

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

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

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