**Town of Estancia**

**Special Meeting of the Board of Trustees**

**Tuesday, May 25, 2021 6:15pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:17 pm 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 May 25, 2021 Special Meeting agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Approval/Disapproval of the May 12, 2021 Special Meeting minutes – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the May 12, 2021 Special Meeting minutes. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –** Mayor Dial informed everyone that he attended another meeting with the Sheriff’s Department to go over the details of the proposed MOU. They created an appendix to the MOU that specifically addresses supervision of the officers. Torrance County agreed to 12 monthly payments instead of one annual payment and a 30-day amendment and/or termination clause. Once the details of the meeting are emailed to Ms. Jones, she will send them to the town Lawyer for another draft MOU.

1. **Budget Workshop- Discussion and Possible Action**

Clerk Michelle Jones presented the Board with a draft P&L of the FY22 Budget. She referred to the ‘wish list’ that she and the Board had drafted at the May 12, 2021 Budget meeting. She told the Board that, in building the budget, she considered some of the requests for other funding sources. She said that she thought inclosing the pool and curb gutter projects would be good for CDBG project. She thought that repairing Town Hall would be a good Capital Outlay request. She said that she did not think we could do CDBG this year because the pool and curb and gutter were not already on the ICIP. Trustee Sedillo said that a metal cover for the basketball court at the park was already on the ICIP and would be a good candidate for CDBG. Ms. Jones said that she did not remember that the court covering was on the ICIP and will bring that item to a Board meeting for CDBG consideration. The deadline for CDBG applications is in August.

Ms. Jones told the Board that she and her Deputy Clerk, Michelle Dunlap had built in the majority of the items on the wish list. She showed the Board the information she had received from Municipal League concerning funding to municipalities from the Coronavirus Local Fiscal Recover Fund. According to the information she received, the Town should receive approximately $388,349.00 in funding that will have to be spent. The Town could also receive funding from a lawsuit that is in mediation at this time.

Ms. Jones spoke about items that she did not add to the budget. She told that Board that she did not add funding for a cherry picker, wifi for the Board room, a panic button system, the

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hiring of a part-time grant writer, the purchase of a rototiller, or the replacement of the Bear at the park. She also did not add the items that she suggested for CDBG or Capital Outlay. The Board requested that Ms. Jones add the cherry picker, the purchase of a rototiller and the replacement of the Bear into the budget. There will be more discussion about the hiring of a part-time grant writer.

Ms. Jones now talked about payroll. She presented the Board with the salary totals for a $1.50 pay increase and a $1.75 pay increase. She told the Board that when Trustee Sedillo asked her at the last meeting if the pay increase was $1.50 for everyone else and she said yes, she was incorrect. She told the Board that she incorrectly listed the Utility/Finance Administrative Assistant and the Police Department Administrative Assistant as having the same current pay; they do not. The PD Administrative Assistant currently makes $1.50 more than the Utility/Finance Administrative Assistant.

Ms. Jones explained that the PD assistant received a .50 raise when she became Evidence certified and when the Police Chief was terminated, she received a $1.00 raise to supervise the officers and Planning and Zoning, in the absence of a Chief. When the Town discovered that she could not supervise the officers, she was informed that she would no longer have those duties, and that the $1.00 additional pay would remain as her new base pay because the Town had given her the duties and the $1.00 in error, but did not want to reduce her pay. Ms. Jones explained that now there was a disparity between the hourly pay of the two different administrative assistants. She advocated for The Utility/ Finance Administrative Assistant be brought up to equal pay with the PD admin, siting that the Utility/Finance Admin is bi-lingual, which is a great benefit to the town and siting that the $1.00 supervisory pay that was given to the PD admin was given in error as supervision of the officers was not allowed. PD Admin Ms. Melanie Gallegos argued, in summary, that her position was more difficult and that she deserved the higher pay rate. After much discussion, the Board decided not to raise the Utility/Finance Administrative Assistant’s pay up to equal with the PD Admin. The Board suggested that the Utility/Finance Admin get certified as a bi-lingual employee and that her pay could be increased by .75 once she gained this certification. Ms. Jones said that she would make the adjustment to the budget as requested. **DISCUSSION ONLY**

**Adjournment**

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

The meeting adjourned at 7:46 pm.

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

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

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