**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, August 17, 2020 6:15pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:15 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 Lovato made a motion to approve the August 17, 2020 Regular meeting agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the August 3, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the August 3, 2020 Regular Meeting minutes as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the August 17, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the August 17, 2020 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment.**

**No Old Business**

**New Business**

1. **Discussion of the FY2022-2026 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN- Discussion Only** Clerk Michelle Jones gave each Board member a copy of last year’s ICIP for review and comment. The Board reviewed the current 10 ranked ICIP items:
2. **Water Distribution System Improvements**
3. **Automatic Water Meter Reading System**
4. **Road Improvements- Alan Ayers**
5. **Flood Mitigation**
6. **Wastewater Treatment Plant Improvements**
7. **Community Center Complex Improvements**
8. **Arthur Park Improvements**
9. **Main Street Improvements**
10. **Police Station Security Improvements**
11. **Estancia Airport Improvements**

All agreed that the list needed to be updated for FY2022-2026. Ms. Jones requested a Public Hearing be scheduled before the next regular Board of Trustees meeting to hear any public

**Page 1 of 4**

comment and finalize a new top 10 list. Trustee Sedillo suggested building a metal cover for the basketball court at the park; a project that will most likely be added to the ICIP. The Board reviewed the list and decided to delete the Police Station Security Improvements, as work at the PD has been completed. Item 1 and 2 will most likely stay on the list as the top two priority projects. Item 3- Road Improvements to Alan Ayers will probably move down the list as the Town has decided to make East Alan Ayers into a dirt road again. Ms. Jones will make the changes to the ICIP that were discussed at this meeting and finalize the list after the Public Hearing and Regular meeting on Sept. 8. **NO ACTION, DISCUSSION ONLY**

1. **Request to schedule an interview for the P&Z Code Enforcement Officer position- Action Item** Clerk Michelle Jones told the Board that her office had received an application for the P&Z Code Enforcement Officer position and she wanted to schedule an interview. The Board agreed to conduct the interview on Thursday, August 20, 2020 at 5:30pm. The Trustees were asked to either attend the interview or send a representative in their place. When the position is filled, the Town has decided to put the P&Z office across the street from Town Hall in the old Jiu Jitsu building. **ACTION TAKEN:** Trustee Hall made a motion to schedule an interview for the P&Z Code Enforcement Officer on Thursday, August 20th at 5:30 pm here at Town Hall. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**
2. **Discussion of a Proposed Amendment to Ordinance 9-6-7 Cemetery Services - Discussion only** Mayor Dial told the Board that a question had come up about burials that prompted him and the Clerks office to review this ordinance. The verbiage concerning a Double burial Lot needs to be more specific. When a lot is purchased, it needs to be specified if it is to be used for a double burial. A double burial lot needs to be dug to a depth of 8 feet for the first burial. This item will be on the next agenda as an action item. **NO ACTION,** **DISCUSSION ONLY**
3. **Discussion/Approval of payment of Invoice in the amount of $2,000.00 from KXNM FM Community Foundation for various PSAs, announcements, Alerts, Interviews, etc.- Action Item ACTION TAKEN:** Trustee Hall made a motion to approve payment of the invoice in the amount of $2000.00 from KXNM for radio services. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**
4. **Discussion of proposed amendment to Personnel Ordinance 12.6 Town Vehicles – Discussion Only** Clerk Michelle Jones and Deputy Clerk Michelle Dunlap presented this item. They are recommending that Section 12.6 Town Vehicles of the Personnel Ordinance be amended to prohibit smoking in any Town vehicle. They are also requesting that family members or friends be strictly prohibited from riding along with an employee in a Town owned vehicle. This item will be on the next agenda as an action item. **NO ACTION, DISCUSSION ONLY**
5. **Tim Nisly of Estancia Park Homes, LLC: request for zone change for El Llano property from SU-PAD (expired) to SU-Manufactured Home Park (Section 14.B.9). The Board of Trustees will act in the stead of the Estancia Planning Commission to review the application and set a date for public hearing and final board action- Action Item** Trustee Hall introduced this item. He reminded the Board of Mr. Nisly’s presentation at the last meeting. He told the Board that for Mr. Nisly to move forward with this project, a zone change must be presented for approval. This will require a Public Hearing and final Board decision. Mr. Nisly spoke and thanked the Town for their assistance with this project. The Board will conduct a Public Hearing right before their next regular Board meeting. Letters will be sent to adjacent landowners giving notice of the hearing and the agenda will be properly posted. Trustee Hall will also request an amendment to the ordinance. **ACTION TAKEN:** Trustee Hall made a motion to schedule a Public Hearing for 5:45pm on Sept 8th at Town Hall to hear Mr. Nisly’s request for a zone change for El Llano property from SU-PAD (expired) to SU-Manufactured Home Park (Section 14.B.9). Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Page 2 of 4**

1. **Mayor/Council:**

**Trustee Hall** said that we are getting a lot of interest in development in the Town. He asked if the

Trustees had names to submit for consideration for the P&Z Board. The Trustees are still working

on this.

**Trustee Chavez** said that the playground area of the park is due for some upkeep and she asked if

the podium that is in the Board room could be moved to the gym.

**Trustee Sedillo** asked if anyone had come to look at the Town Hall building to assess the needed

repairs. Mayor Dial responded that we do have an engineer from Bohannan Huston coming out to

look at it. He also asked about the cross-country track proposal that Coach Burnett had

talked about at the last meeting. Coach Burnett will be going to the Punkin Chunkin site with

Clerk Michelle Jones, Deputy Clerk Michelle Dunlap and Public Works Supervisor Lorenzo

Bernal to get a better idea of how the track could be laid out and the cost and work involved.

**Trustee Lovato** said that he attended the recent County Fair as a representative for EMW Gas.

He said that it was sad. The attendance was very low (due to the Coronavirus restrictions). He

said that there were about 50 people there. Trustee Lovato asked about the Town hiring a Police

Chief. The hiring of a Chief is currently on hold.

**Mayor Dial** shared the following information with the Board:

1. We received our first E911 bill and it was incorrect. We will be receiving a credit on the next bill for the overpayment.
2. We are down to one pump at the main Lift Station. We are working diligently to get an answer about how best to proceed.
3. There will be a Flag Retirement Ceremony at the Legion on the 8th.
4. Work is being done on Alan Ayers. The road to the prison will be returned to a dirt road and repairs are being done on Alan Ayers between 6th and 8th street and that portion of the road will be closed until the repairs are finished.
5. The Town is looking at renting a lift to do tree trimming and purchasing a woodchipper.
6. The sewer at the post office collapsed and they are working on it.
7. Mayor Dial said that there was something that he must address. He said that his firearm had nothing to do with the escalation (of tension) at the last meeting. Trustee Hall responded and said that the Mayor has a right to wear a gun and of the comment that it escalated the situation, Trustee Hall said that was his vision of the incident.

**Page 3 of 4**

**11.0 Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (7) Threatened or Pending Litigation**

**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) (7) to discuss Threatened or Pending Litigation. 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 7:14pm.**

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Hall made a motion to return to Regular Session at 7:31pm. Trustee Sedillo 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 Chavez seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 7:31 pm.

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

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

**Page 4 of 4**