**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday April 5, 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 6:15pm and Roll Call was taken:**

**Trustee Lovato – Present**

**Trustee Sedillo – Absent**

**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 April 5, 2021 Agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the March 15, 2021 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the March 15, 2021 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the March 16, 2021 Special Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the March 16, 2021 Special Meeting minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the April 5, 2021 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the April 5, 2021 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –** A Town of Estancia Resident informed the Board that a stray dog recently came into his yard and killed 11 of his rabbits. He told the Board that he is devastated, and that this incident has ruined him. He is very upset about the current lack of Animal Control services in the Town.

1. **Department Updates:**

**Police/Animal Control/Planning and Zoning-** PD/Animal Control/P&Z had no update at this meeting.

**Fire- Fire** Chief Chris Wolonsky said that his department has new equipment coming. He said the call volume has been down, which is a very good thing. He said that his bi-weekly meetings are going good.

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

Attendance at the Library has begun to reach our normal average of 15 – 20 a day at the Library (with no programing).

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AARP is at the Library on Thursdays completing taxes for the community. Due to the extension of the tax deadline they will continue using the library until April 29th.

The Children’s reading program is ongoing with families visiting the library and receiving weekly crafts and prizes.

At this time I am planning an in person Summer Reading program at the park pavilion for the Library Lizards (k – 5th grade). The Bookworm Buddies (age 0 – 5 years) will meet in the children’s area. Social distancing will be harder with this age group, but with parents present we will be able to make this a safe and enjoyable program. Sign up will begin May 17th with a limit of 10 kids per group. An outdoor program will be subject to weather conditions, but I feel this is the safe alternative that the parents and staff will be comfortable with.

Our Adult Book Club members have expressed a readiness to meet again. Our first meeting is planned for May 14th.

I (Angela) have been volunteering with the Torrance county public health office during their Wednesday covid vaccine events. My husband and I are fully vaccinated.

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

Application for erate 2021-2022 has been submitted.

Thank you!

Angela Creamer, Head Librarian

**Maintenance-** Public Works Supervisor Mr. Lorenzo Bernal told the Board that his department has been very busy as usual. He said they have been installing a lot of new services lately in addition to their usual maintenance tasks. He said that they have a new worker who is starting today and who came to us from Workforce Solutions. This employee is considered summer help and his salary will be paid for by Workforce Solutions.

Mr. Bernal said that he will look into buying more trash cans for the park. He is working with a company right now to get a quote on trimming our trees and he will be meeting with a representative from the NMDOT to discuss DOT requirements with respect to state roadside waterline repairs. Ms. Josie Chavez from Planning and Zoning took this opportunity to thank Mr. Bernal and his crew for the great job they do and for the help they have been giving her recently concerning P&Z. Lastly, Town Cleanup weekend will be May 15-16.

**Administration-** Clerk/Treasurer Michelle Jones submitted the following written update:

1. We have gone out for RFP for a new auditor and a new Town Attorney.
2. On Wednesday, a shredding company is coming to clean out much of our old doc.
3. The Lift Station project is moving along, and we should be beginning our new water line project soon.
4. We submitted for NMDOT COOP money, but not MAP money- the Town match would have been in approximately $250,000.00.
5. We have received two letters of interest for our next EMWT rep, you will be reviewing and selecting at our next meeting.

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1. We will have a 3rd qtr Qtrly review at the next meeting.
2. We will begin budget meetings either at the end of this month or the beginning of next month.
3. We should be receiving a final listing of Capital Outlay funding soon.
4. I will be working on the payscale analysis most likely this week.

**Old Business**

**New Business**

1. **Pond Update report from Mr. Steven Ferguson from Wildlife, Fisheries & Habitat Services LLC – Information Only**

Mr. Ferguson consistently addresses the needs of the Town with respect to the pond. Recently, a resident expressed concern about the condition of the fish. Mr. Ferguson came out and looked at some of the fish and took samples of the water and was able to assure us that there were no major issues. At the next Board meeting, the Board will approve the contract with Mr. Ferguson for pond services for the coming year. **NO ACTION, INFORMATION ONLY**

1. **Appoint a person to represent the Town of Estancia on the NM RTPO- Discussion/Possible Action** Mayor Dial informed the Board that they need to appoint a person to represent the Town on the New Mexico Regional Transportation Planning Organization Board. The Board and the Mayor will try to come up with a candidate by the next meeting. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**
2. **Approval to tear down the bathrooms at the park- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the tearing down of the bathrooms at the park. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **P&Z- Review and Possible action concerning an application for a zoning amendment from resident Amy Embick- Ms. Josie Chavez- Discussion and Possible Action**

Code Enforcement Officer Ms. Josie Chavez presented the Board with packets containing information pertinent to Ms. Embick’s request. In summary, Ms. Embick is requesting to place two RVs behind a business here in Town. She would like to be able to house a worker and a security guard there. There are several questions that need to be researched and answered before a decision can be made. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

1. **P&Z- Review and Possible action concerning an application from resident Chris Stubblefield- Ms. Josie Chavez- Discussion and Possible Action** Mr. Stubblefield did not attend the meeting. **ACTION TAKEN:** Trustee Lovato made a motion to TABLE this item. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

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1. **P&Z- Review and Possible action concerning a town of Estancia property owned by Ms. Jennie Orndorf- Ms. Josie Chavez- Discussion and Possible Action**

Both the Board and Ms. Chavez would like to have more time to look into how to legally move forward with possibly cleaning this property and then placing a lien on the homeowner to pay for the cleanup. To-date, Ms. Chavez has been unable to contact Ms. Orndorf. **ACTION TAKEN:** Trustee Chavez made a motion to TABLE this item. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

1. **Executive Session Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 Section (H)(2) concerning personnel matters– Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to go into Executive Session per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H)(2) to discuss personnel matters. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato – Yes, Trustee Chavez – Yes, Trustee Hall – Yes. **MOTION CARRIED**

**Executive Session began at 7:37 pm.**

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Hall made a motion to return to Regular Session at 8:31pm. 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.

**13.0 Mayor/Council:**

**Trustee Hall** said that there is a guy driving around town with a very loud toy on his car. Trustee Hall is requesting that this be looked into and addressed with the driver of the car, whether by the police or by someone who knows who is doing it. It is very loud and it is disturbing the Town’s residents. He also told the Board that he received his second covid vaccine shot today.

**Trustee Chavez** said that placing rubber in the play area at the park will be great. She said that the Rotary Club has decided to move forward with Punkin Chunkin this year. It will probably be a very scaled down version. She said it is going to be a challenge and if any of the Board members have ideas or want to help, to please let her know.

 **Trustee Sedillo- absent**

**Trustee Lovato** said that the Special Events Committee will be holding their 1st meeting soon. He asked Trustee Chavez if she would like to participate.

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**Mayor Dial** asked the Board to be thinking about projects or big tickets items that the Town needs. We will be planning next year’s budget soon and we will most likely be receiving additional funding from the State from the American Recovery Act. We should be thinking about how to best spend these funds. He also remined the Board that he will be out of town from April 15-18.

**Adjournment**

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

The meeting adjourned at 8:54 pm.

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

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

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