**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, May 18, 2020 6:15 pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:18 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**

Clerk Michelle Jones requested that agenda item #6 be heard before item #5. The Board agreed to this change. **ACTION TAKEN:** Trustee Sedillo made a motion to approve the agenda as amended above. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the April 27, 2020 Special Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the April 27, 2020 Special Meeting minutes as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the May 4, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the May 4, 2020 Regular Meeting minutes as written. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the May 18, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the May 18, 2020 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment –** Clerk Michelle Jones thanked everyone in attendance for coming to the meeting.

**New Business**

1. **Old Timers Day Discussion – Discussion only**

Marcie Wallin, President of the Torrance County Fair Board, said that the Fair Board had made the difficult decision to focus their resources on developing the County Fair and not participate in Old Timer’s Day this year. She clarified that this is for 2020 only, not a permanent decision.

Due to the coronavirus, it is highly unlikely that there will be an Old Timer’s Day this year. Mayor Dial said that the Masons were trying to put something together, but it is not looking good. Ms. Wallin said there may still be a private rodeo. Mr. Warren commented that there may be a smaller, reduced version of Old Timers Day this year- they are trying to work on it and will certainly keep the Town posted.

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1. **Budget Workshop- Discussion Only**

Clerk Michelle Jones presented the Board and many in attendance with a copy of the current Town Profit and Loss report. She reviewed the Town’s year- to- date totals for the Board. In summary:

* Year to Date revenues are currently $2,038,541.02 – 92% of the YTD budget
* Year to Date expenditures are currently $1,510,403.93 – 66% of YTD budget
* The Town’s current YTD net income is $528,137.09 ; $612,881.14 over budget

In summary, the Town is currently in very good shape financially.

Ms. Jones advocated for a $2.00 per hour raise for the Town’s current full-time employees and a $1.00 an hour increase for the Town’s current part-time employee. She told the Board that this will cost the Town approximately $74,000.00 more in annual payroll expense; approximately $6,000.00 more per month. She said that the future is very uncertain at this time, but the prison is still open and the Town is in very good financial shape and the employees can and should have this pay increase. She told the Board that originally Police Chief Cobb had advocated for a pay increase for his PD administrative assistant, which brought awareness for the need for increases across the board. The Town employees do an outstanding job, and their pay should reflect that. Health insurance cost will increase in the next fiscal year by 4%. The Town asked Ms. Jones to calculate what it would cost to give the full-time employees a true $2.00 an hour increase with the increase to insurance. Trustee Hall expressed concern about the possible impact the coronavirus could have on the Town going forward. The financial impact the State is experiencing is a very real concern. Ms. Jones will closely monitor revenues in the months ahead.

Several departments made requests for line item increases in their areas. Ms. Jones will try to work these into the budget. For example, Head Librarian Angela Creamer asked for an increase in IT expenses and requested funding for an additional part-time employee later in the new year. Chief Cobb requested additional funding in the P&Z department, and also in the Police Department.

Volunteer Fire Chief Chris Wolonsky requested a $2,000.00 per month stipend. Ms. Jones had previously suggested a $500.00 per month stipend. All agreed that Chief Wolonsky has done a great job as the Chief. However, there are many questions about whether a $2,000.00 per month stipend is allowable. Many questions were posed about possibly making the position a paid employee position, either salaried or hourly. Questions were posed about whether the Town could legally have a paid Chief and a volunteer staff, and about whether a Chief paid with a stipend could take a Town vehicle home. Ms. Jones was asked to reach out to the State Fire Marshall and see if the Town could have a paid Chief and a volunteer crew. In the past, the Town received an audit finding for having a Chief on contract, paid with a stipend, and taking a Town vehicle home. All agreed that the Town must ensure that they are in compliance with the law before making a decision. Chief Wolonsky was asked to provide data showing call volume, etc. This will be discussed again at the May 28th Budget workshop.

1. **Town Cleanup in July- Discussion and Possible Action Item**

Mayor Dial told the Board that EVSWA is tentatively planning their Town Cleanup event for July. The date had to be pushed out due to the coronavirus. Mayor Dial will give updates as he receives them.

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1. **Approval of EMW Gas 2020 Annual Minutes and Yearly Re-Cap- Action Item**

**ACTION TAKEN:** Trustee Hall moved to approve the EMW Gas 2020 annual meeting minutes and yearly recap. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Additional Coronavirus Updates, if any- Mayor Dial- Information Only**

Mayor Dial told the Board that the Town Offices had opened again with their new office barrier, as had the DMV. The Library has also opened in a reduced capacity. He told the Board that the tentative start date for P&Z Code Officer Amy Embick is June 8. He thanked the Public Works Department for their continued had work, day in and day out. Thanks also to the PD and the Fire Department for their work during this very difficult time.

1. **Mayor/Council:**

 **Trustee Hall** had no update.

 **Trustee Chavez** asked if the dead trees at the Estancia Veterans Plaza could be replaced

 and if new tree lights could be purchased.

 **Trustee Sedillo** had no update.

 **Trustee Lovato** had no update.

 **Mayor Dial** said that we are still doing Memorial Day at 10:00 am on Monday. He also told

 the Board that Clerk Michelle Jones had figured out a way to resolve the Town’s last audit

 finding. Ms. Jones expressed a significant amount of joy.

**Adjournment**

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

The meeting adjourned at 8:42 pm.

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

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

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