**Town of Estancia**

**Special Meeting of the Board of Trustees**

**Thursday, May 28, 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 6:18pm 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**

**Public Comment – At the discretion of the Mayor. For information only (No Action can be taken). Comments may be limited to (5) minutes per person on any subject.**

1. **Budget Workshop – Discussion only**

**To include discussion of staff pay increases, amendments to the personnel ordinance for supervisors, the possible addition of a paid Fire Chief, etc.**

Clerk Michelle Jones presented all in attendance with a copy of the current fiscal Year P&L and a proposed P&L for FY21. She included requested budget increase requests that she received from the Board and staff at the May 18th BOT meeting. She also included proposed pay increases and a placeholder for a possible paid Fire Chief position. Ms. Jones explained to the Board that this budget will be the interim budget for the Town. The final FY21 budget will be presented to the Board in July and approved by resolution. The proposed budget she is presenting today is not final, but these numbers are very close to what the final numbers will be. Trustee Hall expressed concern about the current financial climate and the uncertainty of future revenues because of the coronavirus and its impact to the state’s budget and the Town’s budget. Ms. Jones said that she also recognizes the uncertainty of the future and told that Board that she will be watching the budget closely and that changes can be made as they become necessary.

She spoke to the Board about a proposed pay increase for non-probationary full-time and part-time employees. She is advocating for a $2.00 an hour pay increase for full-time and a $1.00 an hour pay increase for part-time. She recognizes that this increase is significant, but also recognizes that current staff hourly wages are low and need to be improved. The budget can and should accommodate the increases. Once probationary employees complete their probationary period, they will receive the same increase. This increase will be presented to the Board as an action item for approval at the June 15th meeting.

The Board also discussed amending the personnel ordinance with respect to the Department Head/Supervisor differential. Currently, the ordinance states, in summary, that any Department Head/Supervisor supervising 3 or more regular employees will receive a 5% increase above their current salary.

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As these Department Heads/Supervisors receive base pay increases, 5% can become very large. The Board agreed to a $1.00 per hour increase over the base pay for Department Heads/ Supervisors supervising 3 or more employees. This amendment to the personnel ordinance will be an action item on the June 15th agenda.

The Board also discussed the possibility of adding a paid Fire Chief to the Staff. Ms. Jones informed the Board that she spoke with the current State Fire Marshall and he informed her at our municipality could have a paid Fire Chief and a volunteer staff. He made sure to inform her that a salary could NOT come from Fire Protection Funds; the Town would have to pay the salary.

There had been consideration of a stipend, but the auditor said that a stipend would not be allowed if the Chief took a town vehicle home. There was much discussion about the pros and cons of a paid Fire Chief and many questions: would it be full-time or part-time, does the ISO rating figure into the appropriate rate of pay, what would the appropriate rate of pay be with respect to current employees, how may transports would be possible, etc. Current Volunteer Fire Chief Chris Wolonsky was asked to continue to gather information to help the Board make an informed decision. This item will be discussed at the June 15th Public Hearing.

Ms. Jones will send the current Interim budget numbers that she presented to the Board to DFA. **NO ACTION, INFORMATION ONLY**

**3.0 Mayor/Council:**

**Trustee Hall** said that he attended the recent Memorial Day service in Town and it was well done.

 **Trustee Chavez** had no update at this meeting.

 **Trustee Sedillo** had no update at this meeting.

 **Trustee Lovato** said that he had recently met with a resident of the Town who was having

very serious issues with her neighbor. She expressed her disappointment at the inaction of

the Town in helping her deal with these issues. Trustee Lovato said that these were

Planning &Zoning/Code Enforcement issues and while he realized that we currently do not

have a P&Z on staff, she needed help now. He spoke with the Mayor about her problems

and hopes to find a way to help her.

 **Mayor Dial** informed the Board that he had sent Chief Cobb home and that he will be in

 quarantine and will be working from home for the next 14 days approximately. Chief Cobb

 was asked to transport a released prisoner from CCA. He was informed later that the

 released person had tested positive for the coronavirus. Fortunately, Chief Cobb was

 wearing a mask and gloves and the released person was also wearing a mask. However,

 Mayor Dial erred on the side of caution and placed Chief Cobb in quarantine. This sparked

 discussion about the process and whether the Town should be assisting with releases at all.

 The Mayor will look into this further. The Mayor also spoke about a water utility customer

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who resides outside the municipality, but receives water from the town, who recently experienced a significant water line leak. He will research this water line to make sure it is not a health hazard to the Town.

**Adjournment**

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

The meeting adjourned at 7:59 pm.

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

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

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