**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday, December 7, 2020 6:15 pm**

**Zoom Meeting** Join Zoom Meeting
<https://zoom.us/j/95839488384?pwd=U2crWWNQUm1wbE9lOEZGSFkreXdiZz09>

Meeting ID: 958 3948 8384
Passcode: 622358
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**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 – Present**

**Trustee Chavez – Present**

**Trustee Hall – Present**

**Mayor Dial – Present**

1. **Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Sedillo made a motion to approve the December 7, 2020 agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the November 2, 2020 Regular Meeting Minutes- Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the November 2, 2020 Regular Meeting minutes. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the December 7, 2020 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the December 7, 2020 Bill List. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

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**4.0 Department Updates:**

**Police/Animal Control –** PD Administrative Assistance Ms. Melanie Gallegos presented the attached written report:

 Estancia Police Department Update.

* This has been a slow month for calls for service but Officer Torrez still had about 20 calls that he handled.
* We have been approved for an overtime grant finally, I still don’t have a dollar amount but I’m hoping very soon I will have that.
* Everything is going well at the Department to my knowledge.

 Any questions?

 Animal control update.

* Someone from Torrance Country Animal Control Reported us for being Noncompliant and for not doing anything about the animal problems in the town. Animal Humane contacted me about someone’s dog’s and where they had them living, he wanted us to take action and remove the 3 dogs that were not taken care of and did not have the proper shelter or food according to whomever made the complaint. I delt with Alan Edmonds he is a case manager with Animal Humane, he was not friendly at all he wanted to come down and see what we had for animal control and to look at our shelter, he wanted us to go get the dogs and take them to his Department, I was able to work good with him and he gave me the opportunity to look into things and get back with him, I had Milton go to the address that Alan had given me of where the dogs were at. Everything was clear the dogs were in good condition, they had food, water and shelter. Officer Torrez took videos and pictures and brought them to the office, I forwarded everything to Alan and he verified that everything was good and they had everything thing that they needed he apologized for everything.

The reason I am letting all of you know what is going on is because the calls for animal control have been slow and we have not had many calls. So, in case someone was to make a complaint after all of this, this is what went on. To my knowledge everything is fine and things were taken care of… Any questions?

 Planning & Zoning Update.

* 1 Permit Issued for Installation of a Mobile Home.
* 1 Citation Issued
* 1 Cleanup Letter Sent Out
* 1 Field Violation
* 1 Application for Flood Plain & Set Back Variance

Everything is going good with P & Z. Any questions?

Ms. Gallegos was thanked for her hard work and thorough report.

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**Fire-** Fire Chief Chris Wolonsky said everything is going good with the Fire Department. He said they have lights up at night which is really helping with safety. He said the Fire Department will be conducting a Santa drive- thru. Chief Wolonsky is thanked for his report.

**Library-** Head Librarian Angela Creamer presented the following report:

**Estancia Public Library/ Library Board Meeting**

December 07, 2020

**2018 GO Bond**: This bond for 15,031.20 will closed out April 1, 2022

**$15,031.20**

Spent: $3,787.09

$1,213.59 – One Patron computer with IT support

$399.99 – Copier/printer/scanner

$2,173.51 – Two Patron computers with IT support

**Balance: $11,244.11**

I will be buying more patron use computers, and nonfiction adult and children’s books with the GO Bond money.

**State Grants-In-Aid spend by June 30, 2021**

**$9,403.85**

Spent:

$166.86 Science and Technology Childrens books

$193.22 large print adult books

$757.12 Destiny cataloging system

Balance: $8,286.65

**Williams Trust**

 Roof repair - $1,310.00 completed

 Plumbing repair - $440.00 completed

 Carpet Cleaning - $581.51 completed

 Repair of retaining wall – $1,469.19 completed

electrical repair of outside lights sensor,outside security lights, indoor lighting repair - $3.056.40 completed

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Repair of Handicap security door - $200.95 completed

Southwest room floor sealed - $2,500 completed

Bathroom Toilet - $ 216.44 completed

Air Handeler filters - $311.42 completed

Critter Control - $180.00 completed

Interior Painting of Library - $1,995.00 completed

Exterior Painting of Library - $173.88 completed

Air Duct Cleaning - $1,279.40 completed

Pest Control - $91.69 completed

Gustin Electric repair of bathroom fans $

Carpet the seating area in the childrens area.

**Erate 2020-21** (Internet)

 $1,080.00 internet service reimbursement

Increased speed from 100mb to 500mb for eligibility

**Grants**

I have applied for two grants through the American Library Association.

STEM Equity Project $3,000 (December)

 This grant is for rural libraries to build programs using STEM. I would like to start a science club for students aged 10 – 13.

Libraries transforming communities $3,000 (January)

 This grant included online courses for community members and Librarians to recognize and meet the needs of the community with a technology and education emphasis.

**Childrens, Teens and Adult Programming**

2020 Summer Reading – 43 children completed the summer reading program (48- 2019).

2020 Fall Reading program 28 children registerted (26-2019)

 GED programs continue to meet online only at this time.

 The Adult book club members continue to keep in touch by email.

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Teen programing- online book review with raffle

 Teens aged 13 – 19 can submit a book review to be posted online and at the Library. All book reviews will be entered into a drawing for gift certificates that have been donated. Donations include a steak dinner at the VFW donated by American Legion Post 22. Art and Dixie Swenka donated two gift certificates to Mama Bears, Family Dollar and the Old Mill. There is no limit to the number of reviews that can be submitted. The raffle will be held Friday January 8th at the Library.

**Events**

Due to covid restrictions we have canceled programing and have not planned any at this time. The Library has maintained a strong presence online through social media and the town website.

During the closure of the Library free books were available outside the library.

A donation of books was made to the local Senior Center for distribution during their drive in lunch program.

AARP was able to meet at the Library to offer free tax filing for seniors.

We have shared the following programs online:

Storytime with myself, Betty White, Dolly Patron, and other Librarians around the state.

Homework helpers and live tutors free through the NM state Library.

Parents were encouraged to post picture of their children reading to pets, and each other to be posted on our facebook page.

We offered a free virtual summer camp sponsored by NM historic sites.

For our adult patrons a virtual book talk with author Noelle Salazar the author of bestseller “The Flight Girls” had a large audience.

Adult and children are encouraged to share picture of themselves and their gingerbread house for an entry into a drawing for a Christmas gift basket.

We have teamed up with a local 4h groups to collect items to create 100 gifts baskets for senior citizens with the local senior center.

We had a popular Halloween backdrop and candy day for patrons to enjoy

We shared the State Libraries Teen video Challenge that encourage teens to create a public service type video for the summer reading theme Imagine your story.

**Library volunteers**

The Library currently has two volunteers, Vickie Beller and Samantha Valencia. Vickie has become a valuable and dependable member of the Library staff. She helps tremendously every week with the children’s programing. Barbara, our Library Assistant has been with the Library as staff and volunteer for eight years. She also is a blessing to the Library and this community.

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**Social Media/ Town website/Newsletter**

Our Facebook page has 1,000 + friends and is managed by Angela. Angela continues to update the website. Angela creates the town newsletter every other month that is mailed along with the water bills.

Ms. Creamer is sincerely thanked for the outstanding job she and her team do day in and day out.

Trustee Lovato commented that even though the Library is currently closed because of the virus, it still has a strong presence in the community. He thanked Ms. Creamer for keeping in touch with the school.

**Maintenance-** Mayor Nathan Dial gave the update for the Maintenance Department. They have been very busy with very big projects around town. They have also been short handed from time to time and are commended for keeping up with all the work during this very difficult time.

Mayor Dial told the Board that the Maintenance Department was busy installing a commercial water meter at the El Llano property, installing a water meter at the Dollar Store property, and moving a residential waterline, along with their regular day to day duties. Getting everything done during the pandemic has been challenging. The Maintenance Department was thanked for their efforts.

**Administration-**Clerk/Treasurer Michelle Jones told the Board that her Department has been very busy. She said the YCC application was turned in on time for next summer, the Lift Station project was ready to begin construction, the PER for water was finished, the Town’s Capital Outlay requests were submitted, and the audit was progressing. The Clerk Office was thanked for their efforts during this challenging time. Trustee Lovato thanked Deputy Clerk Michelle Dunlap for her extra efforts helping with a situation involving the PD during the Thanksgiving Holiday.

**Old Business**

1. **Ratify Amended Resolution 2020-33 to include Increase in Expenditures for CARES- Action Item – Roll Call Vote** Clerk Michelle Jones explained that DFA required this resolution to show the CARES revenue that the town received as well as its expenditures. Due to time constraints, the amended resolution was signed by the Mayor and submitted for approval. Today, Ms. Jones asked the Board to ratify the amended resolution. **ACTION TAKEN:** Trustee Sedillo made a motion to ratify amended Resolution 2020-33. Trustee Chavez seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**

**New Business**

1. **P&Z Application Forms for approval- Code Enforcement Josie Chavez- Action Item**

Code Enforcement Officer Ms. Josie Chavez presented several P&Z forms for discussion. Trustee Hall suggested that they have a separate meeting to discuss P&Z in depth. Trustee Lovato also offered his assistance to Ms. Chavez. Ms. Chavez is quickly learning her job and has already taken care of some very big issues in the Town and is to be commended for her efforts. Great Job Josie! **NO ACTION**

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1. **P&Z Item for Discussion- the Greenhouse and RV Park-Code Enforcement Josie Chavez- Discussion and Possible Action Item** Code Enforcement Officer Ms. Josie Chavez told the Board that Mr. Ordaz, the new owner of the Mc Lain Greenhouses, was requesting a letter of approval from the Town approving his medical cannabis growing at the greenhouses. Ms. Jones commented that she did not believe that the Town could APPROVE the growing of medical cannabis but could support the endeavor. Mayor Dial said that he had concerns about a letter that stated that he supported the project. Ms. Jones said that, if the Board approved, the letter would clarify that support was coming from the Board of Trustees of the Town of Estancia, not specifically from the Mayor alone. **ACTION TAKEN:** Trustee Hall made a motion to approve a letter of support for Mr. Ordaz and his company. Trustee Lovato seconded the motion. Mayor Dial requested a Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**

Code Enforcement Officer Ms. Chavez said that the first mobile home was moved into the new RV/Mobile Home park. She also said that she issued a permit and a red tag violation. The Board, again, thanked Ms. Chavez for being such a quick study and for her efforts on behalf of the Town. We are growing and a strong P&Z is needed.

1. **EMWT Presentation/Discussion- Art Swenka- Information Only**

Mr. Swenka addressed the Board about EMWT’s recent request for support of a water purchasing endeavor. In summary, the Town would commit to purchasing a certain percentage of their water from EMWT for an agreed upon price. The endeavor is in its very preliminary stages, but commitments for municipalities and other entities would help EMWT to move forward. It is anticipated that pipelines would be installed, and water deliveries would begin in approximately two years. There is concern over the current price that is being presented by ENWT at this time as it is significantly higher that what we are currently charging our customers. Mr. Swenka reiterated the critical need for water, now and in the future. He reiterated the fact that the water levels in the Estancia Valley are decreasing. He stated again the very real need to plan for the future. All are in agreement that a Public Hearing is needed so that the Public can be informed of EMWT’s proposal and have a voice in this critical discussion. At this time, because of the pandemic, a Public Hearing cannot be scheduled yet. Mr. Swenka said that he just wanted to come to the Board again to keep this discussion alive. The Board thanked Mr. Swenka for his time and assured him that this conversation will continue. **NO ACTION, DISCUSSION ONLY**

1. **Approve Resolution 2020-34 Amendment #1 to Road Coop Acceptance of Match Waiver- Action Item Roll Call Vote** Deputy Clerk Michelle Dunlap told the Board that our request for a Match waiver for the next Road Coop project had been approved. This is great news! An amendment to the original Coop agreement must be done by resolution to affirm that the Town’s match was been waived and that the Town accepts the waiver. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2020-34 Amendment #1 to Road Coop Acceptance of Match Waiver. Trustee Sedillo seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**
2. **Approve Resolution 2020-35 Adjustment to the Budget Balance for Accurate Reporting- Action Item – Roll Call Vote** Clerk Michelle Jones requested that this item be tabled and considered at a later date when the adjustment total has been verified. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Sedillo seconded the motion. All in favor. **ITEM TABLED**

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**11.0 Mayor/Council:**

**Trustee Hall** told all present that January 1, 2021 will mark 100 years that his family has lived here! He will be celebrating! Cheers to 100 more!

**Trustee Chavez** said she had no update. She asked if the Town would be putting up Christmas lights at Town Hall or at the park. Clerk Michelle Jones said no. With the pandemic and the very busy schedule of the Public Works department, she thought it was highly unlikely.

 **Trustee Sedillo** had no update.

**Trustee Lovato** said that he and his family got COVID and survived. He said it was quite an adventure. He asked if the Town had received any new applications. The Town has received two for Public Works and one for the PD. They will be reviewed for consideration in the very near future.

 **Mayor Dial** thanked Mayor Pro Tem Noah Sedillo for all his help.

1. **Executive Session- As per motion and Roll Call Vote- Pursuant to NMSA 1978-10-15-1 to 10-15-4 Section (H) (2) (7) (8) Personnel, Pending Litigation, and Sale of real property**

**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)(2) to discuss Personnel, Pending Litigation, and Real Property. 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 7:38pm.

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Hall made a motion to return to Regular Session at 8:00 pm. 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 Sedillo seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 8:00 pm.

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

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

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