**Town of Estancia**

**Regular Meeting of the Board of Trustees**

**Monday June 14, 2021 6:15pm**

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

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:16pm 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 June 14, 2021 agenda as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the May 17, 2021 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the May 17, 2021 Regular Meeting minutes as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the May 25, 2021 Special Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the May 25, 2021 Special Meeting minutes as written. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

1. **Discussion/Approval of the June 7, 2021 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the June 7, 2021 Bill List. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Department Updates:**

**Police/Animal Control/Planning and Zoning-** Police/Animal Control had no update for this meeting.

**Planning and Zoning-** Code Enforcement Officer Ms. Josie Chavez spoke to the Board about what she has been working on. She has sent several letters to residents concerning ordinance violations: excessive rubbish, for example. She said that once Judge Dile begins holding court again, she will most likely be siting residents into court. She told the Board that she cannot send municipal violations to Magistrate Court, they must be handled in Municipal Court. Ms. Chavez has been very busy, and the Board thanked her for all her hard work in behalf of the town.

**Fire** had no update for this meeting.

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

**Library Report June 2021**

Children’s Programs:

37 Children are signed up for the summer reading program with 10 in the Library Lizards and 12 in the Bookworm Buddies. The additional children are in the reading for prizes group and are on a waiting list for the LL and BB.

The adult book club will continue to meet in person once a month.

The Library was awarded the Kids need to Read grant. Kids need to read donated 450 children and young adult books to the Library. KNTR board members Gary and Tina Mlodzik will be coming to the Library during the children’s programs on the week of the 22nd to give each child a free take home book and a free copy of the children’s Highlights magazine.

I have been in contact with the UNM continuing education department and it is hopeful that they will be able to start an in person GED tutoring program in the fall. The online program continued through the pandemic.

The Library Assistant job opening has been posted. I have received two applications for the position.

Barbara will start her additional hours (30 a week) on Monday July 5.

I will be attending the job fair at the Torrance County office for their Summer Internship program on Monday June 14th.

The children’s seating area project has been completed. I am now requesting quotes for landscaping maintenance, and window cleaning for the Library. Williams fund money is used for these projects.

We are showcasing local artists in the display cabinet.

Thank you! Angela Creamer, Head Librarian

**Maintenance-** Public Works Supervisor Mr. Lorenzo Bernal was unable to attend this evening’s meeting so Mayor Dial gave the update. Mayor Dial told the Board that the Alan Ayers Waterline project was almost completed. He told the Board that we were able to run the line to the end of the block and add a fire hydrant. There may be additional cost for the town but it will most likely be below $5,000.00. He said that the CF Padilla crew did an excellent job. He also told the Board that the Lift Station project was also nearing completion.

**Administration-** Clerk/Treasurer Ms. Michelle Jones presented the following written update:

Clerk’s Update 06/14/2021

1. Our Lift Station Capital Outlay project should be complete by the end of July.
2. Our Waterline Capital Outlay project will be completed by the end of this week.
3. Our next meeting agenda will include several Fiscal Year end items as well as a review of the ICIP for CDBG consideration.

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Ms. Jones also informed the Board that our FY22 Interim Budget had been approved by DFA.

**Old Business**

1. **Discussion/Approval of MOU between the Town of Estancia and the Torrance County Sheriff’s Office for services- Possible Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to TABLE this item to allow time for Board review. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**New Business**

1. **P&Z Request to create a 4-way stop at 8th and Williams- Josie Chavez- Action Item**

Code Enforcement Officer Ms. Josie Chavez presented the Board with pictures of the intersection she is concerned about. She said that she was driving through the intersection and strongly believes that there needs to be a 4-way stop there. Trustee Hall disagreed. He said that people are parking there incorrectly and he believed that if the incorrect parking was corrected that the problem would be corrected. Ms. Chavez said that she drove there when no one was parked there and it was still a hazardous situation. She said she almost got in a wreck. Ms. Chavez said she had also received complaints from residents about the intersection. **ACTION TAKEN:** Trustee Lovato made a motion to make the intersection of 8th and Williams a 4-way Stop. Trustee Sedillo seconded the motion. Three in favor. Trustee Hall opposed. **MOTION CARRIED**

1. **Approval of Resolution 2021-12 Amendments to the Personnel Ordinance with reference to the Police Department- Action Item – Roll Call Vote** Clerk Michelle Jones presented the Resolution to the Board for review. Trustee Hall said he was not sure if a hiring board could legally be used to interview potential police officers. Ms. Jones will check the legality of the proposed ordinance change. The Board decided to make the new maximum response time for officers of 90 minutes. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2021-12 Amendments to the Personnel Ordinance with reference to the Police Department, pending approval from Legal. Trustee Lovato seconded the motion. Roll Call Vote: Trustee Lovato- Yes, Trustee Sedillo- Yes, Trustee Chavez- Yes, Trustee Hall- Yes. **MOTION CARRIED**
2. **Approval of Uncertified Police Officer Job description- Action Item**

Clerk Michelle Jones presented the draft Uncertified Police Officer Job description to the Board for review. The Board requested updates to the draft, specifically necessary knowledge, and special requirements. Ms. Jones will update the Job description for review and possible approval at the next Board meeting. **ACTION TAKEN:** Trustee Hall made a motion to TABLE this item. Trustee Chavez seconded the motion. All in favor. **ITEM TABLED**

**10.0 Mayor/Council:**

**Trustee Hall** said he is hoping that the Town gets port-a-potties set up at the park soon. He asked about Old Timer’s Day and a school reunion. Trustee Chavez said she would be attending an alumni meeting soon and would inquire about a reunion. Trustee Lovato said he would be talking to the Events Committee about Old Timer’s Day and that he will hopefully be held on the last Saturday of July.

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**Trustee Chavez** suggested putting port-a-potties where the old bathrooms were at the park. She also asked about killing the weeds at the volleyball court at the park and the weeds that are growing in the cracks of our roads and parking lots. The Mayor said he would look into this. Trustee Chavez also asked about purchasing a new tree for the Veterans Plaza. Ms. Jones will try to get this accomplished in July.

**Trustee Sedillo** said he is working on getting a new quote for fish for the pond and he said that the Padilla crew, who is working on the Alan Ayers waterline, is outstanding.

**Trustee Lovato** said that the recent Tractor Parade was a success; the community loved it! And the sidewalk sale was also a huge success! He said he will have another meeting with the Events Committee and they will talk about the 4th of July activities and get a flyer put together. He said that he wants to look into purchasing equipment to do movies in the park. Once we are in the new fiscal year, this will most likely get done.

**Mayor Dial** wants to adopt an ordinance concerning ATVs. He said that the City of Las Cruces has a good one that he would like to consider.

**Adjournment**

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

The meeting adjourned at 7:44 pm.

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

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

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