

# MINUTES

VILLAGE OF TIJERAS

COUNCIL MEETING

MONDAY May 11, 2020 AT 6:00 P.M.

COUNCIL CHAMBERS

The Village of Tijeras will be using a format that complies with the recent New Mexico Department of Health's public health emergency order governing mass gatherings because of COVID-19. Public in-person attendance Monday evening will not be allowed. Minimal Village staff will be in attendance to present items and most Councilors will be participating by phone or video conference.

The agenda has been streamlined to focus on time-sensitive matters. Members of the public interested in watching the meeting can view the agenda and live-stream the meeting from home via Zoom using this link and accessing the meeting for May 11:

Join Zoom Meeting

<https://zoom.us/j/94401530738?pwd=UWtHsk55Uk56SXZBbzRBRGtyVTJCQT09>

Meeting ID: 944 0153 0738

Password: 734312

One tap mobile

+13462487799,,94401530738#,,1#,734312# US (Houston)

+16699009128,,97800373532#,,#,414491# US (San Jose)

## 1. CALL TO ORDER

Meeting called to order at 18:05

**Please turn off cell phones  
Or  
Set to silent mode**

Mayor Bruton explained the special instructions for the Village of Tijeras Council meetings conducted using virtual services like Zoom. He stated that given the popularity of Zoom and the potential for their system to be overloaded or hacked into, I would like to ask that should we lose our Zoom video system during the meeting, everyone participating should immediately call the phone number listed in the meeting announcement and we will continue the meeting via phone conference. You will need the meeting ID and password listed in the meeting announcement. In case you don't have that meeting announcement, here is meeting ID, password and numbers to call:

Meeting ID: 944 0153 078

Password: 734312

Mobile phone #: 346-248-7799

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL/DETERMINATION OF QUORUM**

DJ	X	FG	X	MW	X	YG	X
Quorum present		Yes	No				

4. **INTRODUCTION OF GUESTS**

Teresa Espandola, Resident  
Lesly Padilla, Resident

Bernard Padilla, Resident

5. **Approval of Agenda**

A C T I O N	Motion	Motion to Approve the Agenda for the Council Meeting of May 11, 2020		
	Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	M. Wilson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

6. **Council to Review and Approve Previous Council Minutes of 04/27/20**

[Attach A 042720 Council Meeting Minutes.doc](#)

[Attach B 010320 Special Council Meeting Minutes.doc](#)

A C T I O N	Motion	Motion to Approve the Council Meeting Minutes of 010320 and 042720.		
	Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	D. Johnson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

7. **Council to Consider and Approve ZA 1102 Business License for Ms. Teresa Espandola and Her Art Business, The Powerlifter Who Paints, A Home Business to be Located at 37 Criswell, Tijeras, New Mexico.**

[Attach C ZA 1102 Tim Cordova Home Business.pdf](#)

Mayor Bruton introduced Village resident Teresa Espandola and asked her to give a brief summary of her business. Ms. Espandola stated her business had previously been licensed in Sandoval County and that her request was to move the business to her current residence at 37 Criswell, Tijeras NM. She explained that her business consists mainly of her artwork which she creates in her home studio. She showcases her art at art shows. She does not anticipate or want customers at her home, she does not plan to remodel or make any changes to her property and she will not be displaying a sign.

Mayor Bruton said he would welcome the GRT and stated this is a perfect example of a local business the Village should welcome and provide a streamlined business license application process.

A C T I O N	Motion	<b>Motion to Approve ZA 1102, a Business License for Teresa Espandola, 37 Criswell Titled “The Powerlifter Who Paints,” A Home Business.</b>		
	Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

8. **Council to Consider and Approve ZA 1103 Business License for Mr. & Mrs. Padilla for a Real Estate Investing Company Located at 14 Vallecitos Rd. Tijeras, NM 87059**

[Attach D ZA 1103 Bernard & Lesly Padilla Home Business.pdf](#)

Mayor Bruton announced this agenda item and asked if Mr. or Mrs. Padilla were logged into the virtual meeting. Clerk Wismer stated they were not able to attend because of a scheduling conflict. Clerk Wismer said he would represent their request. He stated the Padilla’s wished to open a real estate investment business from their home. They will not be making any modifications or changes to their home or property. They do not anticipate any customers coming to their home as their service will be available on-line through the internet. They will not be installing any signs on their property.

A C T I O N	Motion	<b>Approve ZA 1103 Business License for Mr. &amp; Mrs. Padilla for a Rea Estate Investing Company Located at 14 Los Vallecitos Rd. Tijeras, NM</b>		
	Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	M. Wilson	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Consider hiring new Temporary Intern Madison Kelsh for 20 hours a week for summer**

[Attach E Kelsh Resume \(2\).pdf](#)

Mayor Bruton stated that Clerk Wismer brought forward the idea that the Village should hire a recent high school graduate as an intern during the summer months to help with administrative tasks, especially scanning. Clerk Wismer stated he recommended Madison Kelsh. She recently graduated from East Mountain High School with a 4.4 GPA and an Associates Degree from CNM. She has worked in a local real estate office and at a CPA firm. Her previous employers speak highly of her. Councilor Yvette Garcia said she wholeheartedly supports having young people like Madison intern at the Village of Tijeras. Councilor Wilson also said she supports hiring an intern.

A C T I O N	Motion	<b>Motion to Approve Hiring Intern Madison Kelsh for 10.50 an hour.</b>		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	M. Wilson	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

10. **Council to approve Contract/Invoice with Dupree's Trees for 3,883.50 in support of Rincon Loop Project**

[Attach F Duprees Trees Invoice for 3,883.50.pdf](#)

Mayor Bruton stated the Village wanted to hire a local, trustworthy tree service to trim trees along Rincon Loop in support of the Rincon Loop Construction project so the larger paving vehicles can better access the area. He also said the Village has had previous experience with Dupree's Trees and they have always done good work.

Motion	<b>Motion to Approve the Contract/Invoice with Dupree's Trees for #3883.50 in support of the Rincon Loop Project.</b>		
Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia-Y
Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

11. **Council to approve the Start of the Well # 3 Construction Project to include 24/7 Operations for May 18, 2020.**

Mayor Bruton stated the Village held a special meeting on the Well 3 Project. We can complete the project sooner if we can drill 24/7 and prevent collapsing by continuous drilling.

Motion	Motion to Approve the Start Date for Well#3 Construction on May 18, 2020 with 24/7 Operations.		
Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
Second by:	D. Johnson	Councilor Wilson-Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

12. **Council to Review and Consider the Final Draft of Village of Tijeras Personnel Ordinance 175. Council to call for a Public Hearing with at least 30 Days Notice.**

[Attach G Personnel Ordinance 175 FINAL.docx](#)

Attorney Josh Howard explained the following changes:

Section 6. pg. 8 of the Personnel Ordinance currently defines the Probationary Period as (90) days, it was agreed upon tonight by the Governing Body that said time period was too short in light of the Governor’s gratuitous Parental Leave Policy she is implementing, as the Probationary Period for the state is 1 year. As such, I have changed the probationary period in this “draft” to 6-months. Please let me know if you would like 6 months, 1 year or any other time period. The evaluation language stays the same. Another way to look at it from the Village’s perspective is, how many monthly evaluations would you like before an employee is no longer probationary?

Section 10. pg. 10 “Vacation, PTO & Sick Leave” of the Personnel Ordinance has been changed to “183 days” to reflect the change above, but it can be changed if so desired.

Section 10. pg. 12 Section E “Insurance Benefits,” the language remains unchanged as stated with the bold sentence above. I believe the 90-day language that is there currently gives some time for the Village to send the employee’s enrollment information to the carrier, and for the carrier to make the insurance effective.

Section 10. pg. 15 subsection N, "Parental Leave," has been changed to reflect the changed above, "An Eligible Employee, as used in this Section, means a full-time classified employee who has completed the *6-month probationary period* as defined herein..."

In summary, employees can get insurance benefits on a different timetable than parental leave. That being a shorter period, while still requiring employees to be on a probationary period of 6 months. The copy of the ordinance which is attached has the probationary period as "6 months," if the Governing Body is O.K. with that, I believe the Personnel Ordinance is complete.

A C T I O N	Motion	<b>Motion to Accept the Amended Personnel Ordinance # 175 and Call for a Public Hearing No Earlier than 30 Days from Now.</b>		
	Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

13. **Council to Review and Consider the Draft of the Wastewater Ordinance. Council to Consider a Call for a Public Hearing with at Least 30 Days' Notice.**  
[Attach H Sewer.docx](#)

Councilor Johnson stated there were fees at the end of the draft ordinance but they can be added by resolution once the once the Wastewater Ordinance is passed.

A C T I O N	Motion	<b>Motion to Call for a Public Hearing on the Wastewater Ordinance No Earlier Than 30 Days.</b>		
	Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
		PASSED	FAILED	

#### **14. Public Comments**

The Village encourages public comment via email at [clerk@villageoftijeras.com](mailto:clerk@villageoftijeras.com) . Citizens are asked to type PUBLIC COMMENT in the subject line of the email. Within the body of the email, individuals should include a name, address, whether the comment pertains to a specific item on the agenda, and the comment.

Public comments about items will be accepted prior to the meeting, to be read into the meeting at the appropriate time. In addition, the email address will be monitored during the meeting for comments to be received during the live proceedings and read into the record when the Mayor calls for public comment.

#### **15. Updates**

- a. Clerk/Treasurer Update
  - i. Plans for opening the Village in the works. MVD will be first
  - ii. Initial meeting with COTA
  - iii. New Utility Truck is in
  - iv. Financial polies are being drafted
  - v. 2019 Audit is still ongoing, remotely
  - vi. Rincon Loop Project is set to begin on May 18, 2020
  - vii. F. Sanchez has medical issues
- b. Deputy Clerk Update
  - i. Working on newsletter
  - ii. New streamlined business license model
  - iii. MVD will have new customer service model with on-line appointment system
  - iv. New website should be launched by June 1

#### **16. Time and Place of Next Meetings**

*DUE TO PUBLIC HEALTH STATE OF EMERGENCY DECLARED BY GOVERNOR LUJAN GRISHAM, PUBLIC MEETINGS ARE CANCELLED UNTIL FUTHER NOTICE. PLEASE CHECK WITH OFFICE WEBSITE AT TIJERASNM.ORG OR CALL 281-1220 FOR UPDATES*

#### **ADJOURNMENT**

The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 505-281-1220 at least three (3) days prior to the meeting.

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body. Speakers limited to 2 minutes.