

AGENDA

VILLAGE OF TIJERAS

COUNCIL MEETING

TUESDAY, SEPTEMBER 8, 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 September 8, 2020.

Join Zoom Meeting

<https://zoom.us/j/94896091218?pwd=aLR5WXd6b204US9TMzR6Q3pCVII2UT09>

Meeting ID: 948 9609 1218

Passcode: 277916

One tap mobile

+13462487799,,94896091218#,,,,,0#,,277916# US (Houston)

1. CALL TO ORDER

Meeting called to order at 6:00

Please turn off cell phones
Or
Set to silent mode

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

William Zarr, Village Attorney

Jose and Melissa Correa, Residents

Erwin Melis, John Shomaker and Associates

Talal Saint-Lôt, Molzen Corbin

Jay Ashbacher, Molzen Corbin

Casey Cook, Molzen Corbin

Kimberly Stratton-Wood, ATT

5. Public Comments

The Village encourages public comment via email at 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.

No public comment.

6. Approval of Agenda

A C T I O N	Motion	Motion to approve agenda 090820		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

7. Council to Review and Approve Previous Council Minutes

Councilor Johnson asked about the status of the sale of the John Deere road grader. The Mayor explained the grader must remain listed until September 18.

A C T I O N	Motion	Motion to approve minutes for 081720		
	Made by:	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 Review and Approve Proposal for Village of Tijeras Water-Level Assessment by John Shomaker and Associates, INC

Mr. Melis explained his proposal to measure the water level in up to six wells in the vicinity of Well No. 2 and Well No. 3. He added he would use the information to build a dataset and hydrographs for the Village. Mr. Melis offered to return annually to measure water levels or turn the project over to the Village. The project has a one-time fee of around \$7,000 plus applicable gross receipts taxes, after which continued monitoring would cost about \$3,000 per year. Mr. Melis noted Bernalillo County and New Mexico Institute of Mining and Technology may be interested in partnering with the Village.

In response to Councilor Wilson’s question about the benefit of the project to the Village, Mr. Melis explained the data will equip the Village to be a good steward of local water resources. The Mayor added the information will allow the Village to plan for the future. The Clerk noted the Village could share the information with residents to inform their decision to join the municipal water system or not.

Councilor F. Garcia and Councilor Johnson proposed postponing a decision until Village staff have time to explore the possibility of partnerships with Bernalillo County and New Mexico Tech.

A C T I O N	Motion	Motion to postpone item until 092120 meeting		
	Made by:	Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

9. **Council to Consider and Approve Resolution 2020-27, A Resolution By the Village of Tijeras to Adopt the FY 2020-2026 Infrastructure Capital Improvement Plan (ICIP)**

The Clerk summarized priority projects being included on the Village’s FY 2020-2026 ICIP, including a park and walking trail at Well No. 3, roadway improvements, a maintenance building, Senior Center site improvements, and the municipal sewer. The Mayor noted the Village is unlikely to receive capital outlay funding at the upcoming legislative session due to statewide budgetary constraints. He also stated road improvements are a priority of his.

A C T I O N	Motion	Motion to approve Resolution 2020-27		
	Made by:	Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

10. **Council to Consider Request from the Village Residents, Jose and Melissa Correa of 27 Primera Auga, to Waive the \$1250 Hook-Up Fee per Village of Tijeras Water Ordinance No. 162**

The Clerk explained that, during the drilling of Well No. 3, the residents approached her about problems with their private well and asked to come before the Council. Subsequently, the residents had their pump repaired and asked to be removed from the agenda. However, the residents are again experiencing problems and believe the drilling of Well No. 3 caused the problems. The Clerk also noted that the residents chose not join the municipal water system during Phase III-B and were informed by a

former Deputy Clerk that they would need to pay the hookup fee if they changed their minds.

Ms. Correa explained that she began experiencing water pressure issues at the time of the drilling of Well No. 3 and had to connect to the municipal water system. She stated she believes the problems were the result of the Well No. 3 drilling. Ms. Correa stated she would like the Village to waive the hookup fee of \$1250 or agree to take half.

Mr. Melis explained that the drilling of Well No. 3 may have caused sediment to build up in the resident's well, which in turn may have damaged the pump. Mr. Melis continued that the water level in Well No. 3 subsequently returned to its pre-drilling level and stated his belief that the resident's well should have done the same.

Ms. Correa, the Clerk, Mr. Melis, and Mr. Cook discussed some of the details of the resident's well and the repairs. Mr. Melis and Mr. Cook stated that, in their professional opinions, the resident's problems are likely not the result of the Well No. 3 drilling.

Councilors F. Garcia, Y. Garcia, and Johnson stated they would prefer to postpone the decision until such time as Village staff can obtain more information about the nature and possible cause of the issues with the resident's well. The Mayor explained that, because the residents have recently moved, some information may be unavailable.

A C T I O N	Motion	Motion to postpone decision to wave the \$1250 hook-up fee		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Johnson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

11. Council to Consider and Approve Addition to ATT Lease to Include Generator Upgrade for First Responder Network Authority

Ms. Stratton-Wood explained AT&T has been awarded the First Net project to put backup generators on their sites in order to provide continuous service to first responders. She continued that AT&T would like to add a 4' by 10' area to their existing lease agreement to facilitate the installation of a 30-kilowatt diesel generator with tank and spill containment.

The Mayor pointed out that the current agreement between the Village and AT&T is set to expire in December and suggested that the proposed addition be made part of lease renewal negotiations. Ms. Stratton-Wood agreed. The Clerk noted that AT&T has missed four lease payments and stated she is working to secure the past-due payments with appropriate late fees.

Councilor F. Garcia asked if any generators are currently at the site. The Clerk explained the Village has a generator at the site but AT&T does not.

A C T I O N	Motion	Motion to postpone decision with consideration of negotiating a new contract to include the lease addition		
	Made by:	Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

12. **Council to Recommend Course of Action to Village Clerk on Past Due Business Registration Fees per Village of Tijeras Business Registration Ordinance No. 160**

The Mayor explained that several Village businesses have failed to update their business registration or fill out an online contact information form. The Clerk added that, in some cases, the contact information the Village has on file is very outdated. She explained that she has exhausted most of the remedies spelled out in Business Registration Ordinance No. 160 and needs direction from Council.

After some discussion, the Council directed the Clerk to send notices by certified mail to each of the businesses in question, directing them to pay the business registration fee and fill out required paperwork. The Mayor added that any business the Village uses as a vendor should be made aware that their continued vendor relationship with the Village is conditional on updating their business registration.

Councilors Wilson and Y. Garcia asked about how other municipalities have handled such matters. The Clerk stated she will look into the matter in preparation for a workshop on the ordinance.

A C T I O N	Motion	No motion necessary		
	Made by:		Councilor Johnson-	Councilor F Garcia-
	Second by:		Councilor Wilson-	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

13. **Council to Discuss Bids, Scope of Work, and Select Contractor for Fall 2020 Road Projects**

Mr. Ashbacher summarized the funding sources, intended uses, and bids for fall 2020 road projects. He stated the Village designed seven road projects and solicited bids from Star Paving, Franklin's, and TLC. Mr. Ashbacher continued that the Village originally intended to use wire-enclosed riprap to control erosion on Los Vallecitos Road, but now plans to use shotcrete to reduce costs. The Mayor explained that the Village would require residents to donate easements in order to adequately address the erosion problems on Los Vallecitos Road.

Mr. Ashbacher explained the projects on Gonzales Road and Torres Trail are obligated. The order of priority for other projects is Los Vallecitos Road, Rincon Loop West, Vicente Lane, Pine View Road, and Criswell Road. Mr. Ashbacher summarized the bids the Village received. Star Paving had the lowest bid, TLC the second-lowest, and Franklin the most expensive. Mr. Ashbacher described the estimated number of projects the Village could complete under each bid and noted that, if the Village chooses Star Paving, there may be funding left over.

Councilor Wilson asked if the Village plans to survey the area around Los Vallecitos Road and about the durability of shotcrete. Mr. Ashbacher stated the area will be surveyed and the Clerk stated shotcrete can last for around 50 years.

Councilor Johnson voiced his support for selecting Star Paving.

Councilor Wilson asked about the start and end dates of the projects. Mr. Ashbacher replied that he intends to begin as quickly as possible and anticipates finishing by November.

A C T I O N	Motion	Motion to select Star Paving for fall 2020 road projects		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

14. Council to Call for Workshop on Water Ordinance

A C T I O N	Motion	Motion to hold a workshop on the Water Ordinance on Tuesday, September 22 at 5:00 p.m.		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

15. Council to Call for Workshop on Personnel Ordinance

A C T I O N	Motion	Motion to hold a workshop on the Personnel Ordinance on Monday, September 21 at 5:00 p.m.		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Johnson	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

16. Council to Consider and Approve Raise for Cheyanne Herrera Related to New Job Duties, Social Media Coordinator and Safety Coordinator

The Mayor explained the Village is required by its insurer to have a Safety Coordinator and recommended Ms. Herrera for the position. He added that Ms. Herrera has been managing the Village’s social media presence and doing a good job of it. He recommended increasing her pay to \$15.00 per hour.

Councilor F. Garcia asked about Ms. Herrera’s current pay. Ms. Herrera replied it is \$11.90 per hour.

Councilor Y. Garcia voiced her support for the raise and praised Ms. Herrera for her contributions to the Village.

In response to Councilor Johnson’s question about the duties of the Safety Coordinator, the Clerk explained that the Safety Coordinator is responsible for scheduling required trainings for all Village staff.

Councilor Wilson stated her belief that Ms. Herrera will do a good job and has done so in the past.

The Clerk noted that the Village Facebook page has seen substantial interaction from community members since Ms. Herrera began managing it. Ms. Herrera added the page reached over 1,000 people in the last week.

A C T I O N	Motion	Motion to approve the raise for Cheyanne Herrera to \$15.00 per hour related to additional job duties		
	Made by:	Y. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

17. Council to Consider and Approve Hiring of a Part-time Temporary Building Screener, Paid Through CARES Act Funding

The Mayor explained the Village has relied on MVD clerks to handle the screening of visitors to Village Hall. He stated he would like to hire a temporary staff person to handle screening until the pandemic is over. He noted the employee’s compensation would be paid out of CARES Act funds. The Clerk added hiring such a person would allow the Village to reopen Village Hall confidently.

A C T I O N	Motion	Motion to approve hiring a part-time, temporary building screener using CARES Act funds at an hourly wage of \$10.00		
	Made by:	Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

18. **Council to Consider and Approve Hiring of a Part-time Temporary Receptionist and Document Retention Assistant**

The Mayor explained document retention is an important goal for the Village and an additional staff person is necessary to do the work. The Clerk added that Ms. Herrera has created an electronic filing system and the new staff person would be responsible for scanning and organizing Village records.

Councilor F. Garcia asked about the duration of the position. The Mayor stated his belief that a majority of the work can be accomplished in six months or less.

A C T I O N	Motion	Motion to approve hiring a part-time, temporary receptionist and document retention assistant for six months at an hourly wage of \$10.00		
	Made by:	F. Garcia	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

19. **Updates**

- a. Mayor Bruton
 - i. The Mayor updated the Council on recent developments, including a smoke alarm at Village Hall over Labor Day weekend, receiving CARES Act funding, and water line repairs on Melissa Lane.
- b. Councilors
 - a. Clerk/Treasurer Update
 - i. The Clerk provided updated on current projects including tree trimming, the deactivation of former employees' email addresses, and a small business grant the Village is administering.
 - b. Deputy Clerk Update
 - i. The Deputy Clerk updated the Council on initiatives including interviewing for a meal site assistant and maintenance assistant, reconciling water accounts and meters, and hosting a Cleanup Saturday event.

- c. Fire Department Update
- d. Senior Center Update

20. Time and Place of Next Meetings

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, AUGUST 17, 2020. THE MEETINGS WILL BE HELD VIA A VIRTUAL PLATFORM UNTIL RESTRICTIONS ON PUBLIC GATHERINGS MANDATED BY THE DECLARATION OF A PUBLIC HEALTH EMERGENCY ARE LIFTED.

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.