

**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY, APRIL 5, 2021 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 April 5, 2021:

Join Zoom Meeting
<https://zoom.us/j/94383311897?pwd=c3NSQl dnNkNmEjV B dXl O Y V Z M N k M x U T 0 9>
 Meeting ID: 943 8331 1897
 Passcode: 854483
 One tap mobile
 +13462487799,,94383311897#,,,,*854483# US (Houston)

1. **Call to Order**

Meeting called to order at 6:01

Please turn off cell phones or set to silent mode

2. **Pledge of Allegiance**

3. **Roll Call/Determination of Quorum**

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

4. **Introduction of Guests**

Bill Zarr, Village Attorney
 Kathleen Healy, Village Document Retention Assistant

5. **Public Comments**

The Village encourages public comment via email at clerk@tijerasnm.gov. 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 the agenda for 04/05/2021		
	Made by:	Wilson	Councilor Ortiz-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 Minutes

[Attachment A 031521 Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to approve the minutes for 03/15/2021		
	Made by:	Y. Garcia	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

8. Council to Review and Approve the Promotion of Kathleen Healy to Part Time Administrative Assistant

[Attachment B Offer Letter.pdf](#)

[Attachment C Admin Assistant Job Description.docx](#)

Mayor Bruton noted the former administrative assistant resigned and stated he would like to promote Ms. Healy into the position. He added the position was advertised internally and Ms. Healy was the only applicant. Mayor Bruton stated Ms. Healy is overqualified for the position and has done a good job as the document retention assistant. He added she would work 35 hours per week, making it a part time position.

Ms. Healy thanked the Mayor and Council for their confidence in her and stated she is excited to take on additional duties and learn more about the Village.

Councilor Wilson noted Ms. Healy works well with residents and customers, adding Ms. Healy has a warm personality and works hard.

Councilor F. Garcia asked why the former administrative assistant resigned and why Ms. Healy would only be working part time. Mayor Bruton stated he would discuss the reasons for the former administrative assistant’s resignation offline and added the 35-hour schedule is an accommodation the Village made to Ms. Healy.

A C T I O N	Motion	Motion to approve the promotion of Kathleen Healy to part time administrative assistant		
	Made by:	Wilson	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-Y
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

9. **Council to Review Job Description and Approve Hiring of Utility Administrative Assistant**

[Attachment D Utility Admin Assistant.docx](#)

Mayor Bruton explained that under the current staffing structure, several employees spend a great deal of time administering the water utility and introduced the idea of hiring a new employee specifically to operate the water system. Clerk Brown added the new utility administrative assistant would be the point of contact for all water related inquiries, would issue work orders to the water operators, would answer customers’ billing questions, and elevate more important issues to herself or Deputy Clerk Kennedy as needed.

Councilor Wilson asked about the hours and compensation of the new position. Clerk Brown replied it is a full-time, 40 hour per week position starting at \$14.50 per hour. Councilor Wilson asked what sort of experience is required, to which Clerk Brown replied she plans to advertise the position internally before searching for applicants from the general public.

Councilor Wilson asked about the timeline of the hiring. Mayor Bruton noted the Village has unused funds in the water fund, which could be used to pay the salary of the new hire.

Councilor F. Garcia asked if Ms. Healy could be trained to perform this work. Mayor Bruton explained that, although Ms. Healy is qualified to do this work, he would like to separate the water department from other employees’ responsibilities.

Councilor Ortiz noted that the method for paying water bills online recently changed and asked if reverting to the old system would free up time for the existing staff. Clerk Brown noted the changes to the online payment system were intended to protect customers’

personal information and added she believes the hiring of a utility administrative assistant will allow the Village to improve water billing. Councilor F. Garcia asked if there is sufficient money in the budget to accommodate the new position. Mayor Bruton stated there is.

A C T I O N	Motion	Motion to approve the hiring of a utility administrative assistant		
	Made by:	Y. Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-Y
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve List of Record Destruction per Resolution 2020-27**

Councilor Ortiz asked if the staff would be scanning the documents on the record destruction index and shredding the physical copies. Clerk Brown explained the Village is not legally required to keep the documents on the index.

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

11. **Updates**

- a. Mayor
 - i. Mayor Bruton noted the film *The Croods 2* would be showing at the Park and View this weekend.
 - ii. He notified the Council that the Well No. 3 project would be going out to bid in about a week.
 - iii. Regarding Well No. 2, Mayor Bruton stated the necessary parts are on order and the pump should be replaced next week.
 - iv. He stated the Village would be looking to hire someone new to fill the position of document retention assistant.
 - v. He informed the Council that construction has started on the Senior Center expansion and added that the contractor and engineers are currently considering a possible relocation of the gas line.
- b. Councilors
 - i. Councilor Ortiz informed the Council of his proposal for an Earth Day cleanup event in the Village. He noted the event would take place on Saturday, April 24th and volunteers could come to Village Hall to receive a

trash bag, fill it with litter from the Village, and receive a free t-shirt in exchange.

1. Mayor Bruton added he greatly supports the idea and would be advertising the event widely.
 2. Councilor Wilson voiced her support for the idea.
 - ii. Councilor Ortiz asked if the budget workshops would be in person. Clerk Brown stated in-person attendance is preferred, but the meeting would also be broadcast via Zoom.
 - iii. Councilor F. Garcia asked when the Village would do another trash disposal day. Mayor Bruton stated he would work to schedule one in the near future.
- c. Clerk
- i. Clerk Brown noted the Village is changing the way people reserve tickets for the Park and View, moving to an online payment system. She added she plans to release a calendar of showings for the entire summer.
 1. Mayor Bruton asked if we would still allow cash payments on the evening of the showing. Clerk Brown stated she would prefer to move to a system of online payments only.
- d. Deputy Clerk
- i. Deputy Clerk Kennedy informed the Council he was working to obtain quotes on the codification of the Village's ordinances and resolutions, and stated he would update them when he had more information. Clerk Brown noted codification would allow the Council to amend ordinances rather than repealing and replacing them.
- e. Departments

12. Time and Place of Next Meetings

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, APRIL 19, 2021. 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.