



MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
TUESDAY, JANUARY 18, AT 6:00 P.M.
HELD VIRTUALLY VIA ZOOM

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 Tuesday 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 January 18, 2022:

Join Zoom Meeting

<https://us06web.zoom.us/j/81507477112?pwd=WEZSc0U2cHRCOUVjRi84WUtxbWZlQT09>

Meeting ID: 815 0747 7112

Passcode: 031150

One tap mobile

+17207072699,,81507477112#,,,,*031150# US (Denver)

1. **Call to Order**

Meeting called to order at 6:07 by
Mayor Bruton

**Please turn off cell
phones or set to silent
mode**

2. **Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

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

4. **Introduction of Guests**

Nicolas Kennedy, Deputy Clerk
Larry Seebinger, Finance Director
Bill Zarr, Village Attorney
Will Powell, Historic Preservation Specialist
Casey Cook, Molzen Corbin
Loran Martinez, Resident

5. **Public Comment**

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 01/18/2022		
	Made by:	Ortiz	Councilor Ortiz-Y	Councilor Armenta-Y
	Second by:	Garcia	Councilor Wilson-Y	Councilor Garcia-Y
	Motion carried?	PASSED	FAILED	

7. **Council to Review and Approve Previous Minutes**

[Attachment A 011022 Draft Minutes.pdf](#)

[Attachment B 122221 Draft Minutes.pdf](#)

[Attachment C 122021 Draft Minutes.pdf](#)

Councilor Wilson requested that the minutes for 01/10/2022 be amended to include the full name and title of Senior Center manager Rita Rivera.

A C T I O N	Motion	Motion to approve the minutes from 12/20/2021, 12/22/2021, and 01/10/2022 as amended as a consent agenda		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor Armenta-Y

N	Second by:	Garcia	Councilor Wilson-Y	Councilor Garcia-Y
	Motion carried?	PASSED	FAILED	

8. **Council to Review and Approve Quote for Gutter Installation on Santo Nino Church**

[Attachment D F-style gutters.pdf](#)

[Attachment E Half Round Gutters Quote.pdf](#)

Mayor Bruton explained the Village is planning restoration and preservation efforts at the Santo Nino Church. He stated he met with Mr. Will Powell and a representative from ABC Seamless. He noted one of the most important improvements the Village can make is to add gutters, as much of the damage to the building has resulted from water intrusion. He added that potential future improvements include removing concrete slabs around the base of the building and installing a French drain on the west side of the building. He explained the Council has two quotes from ABC Seamless, one for standard gutters and one for more ornamental, half-round style gutters. He noted he prefers the half-round style.

Mr. Powell stated he has been working in historic preservation for 25 years. He added he is a native New Mexican and has experience working with adobe buildings. He stated he works for New Mexico Main Street and explained the Village has 18 months to work with the Frontier and Native American Communities program. He stated it was apparent to him that the Santo Nino Church is taking in a lot of water. He noted it does not rain much in New Mexico but rainfall events can be significant. He explained a lot of damage takes place during winter due to low temperatures. He noted he trusts David at ABC Seamless but stated the Village can select any contractor they wish.

Mr. Powell showed the Council samples of the two styles of gutter. He explained that the half-round gutter is more expensive, partly because it is not manufactured in Albuquerque. He added that half-round gutters are not seamless and may sometimes experience minor leaking.

Mr. Powell noted that another priority of the Village should be to create positive drainage and direct water away from the foundation.

Mr. Powell asked if the Council had seen example photos of the two styles of gutters. Deputy Clerk Kennedy stated he does not believe so.

Councilor Armenta asked if half-round gutters would be sturdier under a load of snow. Mr. Powell replied they would.

Councilor Armenta asked if there would be downspouts to direct water from the gutters away from the building. Mr. Powell stated there would be, and showed an example of a French drain. Mayor Bruton noted the Village intends to put a French drain on the west

side of the building and make use of existing drains on the south and east sides of the building.

Mr. Powell noted installation of the gutters would not interfere with future repairs and improvements, as the downspouts can be removed.

Councilor Ortiz asked Mr. Powell for his recommendation regarding gutter style. Mr. Powell stated he would use half-round if it were his building, adding that they are more durable.

Councilor Wilson asked if installing gutters is permissible for a historic building. Mayor Bruton stated it is. Mr. Powell suggested the Village should engage the New Mexico Historic Preservation Agency to obtain permission for the gutters. He offered to do so on the Village's behalf.

A C T I O N	Motion	Motion to approve the quote for installation of half-round style gutters on the Santo Nino Church		
	Made by:	Ortiz	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Approve Resolution 2022-01, Adopting Hazard Mitigation Plan**

[Attachment F Resolution 2022-01 Adopting Hazard Mitigation Plan.docx](#)

Deputy Clerk Kennedy explained Village staff have been working with other local government agencies on this project. He stated the Hazard Mitigation Plan is a document that area agencies are jointly submitting to FEMA, and which identifies potential hazards and strategies to mitigate the impact of those hazards on the community. He noted the Village has participated in this project in the past.

Councilor Armenta asked if adoption of the plan will create additional requirements for residents and businesses. Deputy Clerk Kennedy explained the Hazard Mitigation Plan creates responsibilities for local government agencies but not for citizens.

A C T I O N	Motion	Motion to approve Resolution 2022-01		
	Made by:	Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve Well No. 3 Phase 2 Budget Proposal Breakout**

[Attachment G VOT Well No.3 Project-Budget proposal-Breakout.pdf](#)

Mayor Bruton stated the Well No. 3 Phase 2 project is nearing completion. He explained crews have been working in the last few days to connect the new well to the main distribution lines. He stated that Molzen Corbin has developed a proposal to create a secondary connection between the well and another main distribution line. This would create redundancy in the system, allowing the Village to fill its water tanks even if there is an issue with the main distribution lines along NM-333. He explained the Village has sufficient project funding to cover this change order.

Mr. Cook displayed diagrams of the water infrastructure around the Well 3 site and explained the function of the current system and the intended function of the proposed connection. He noted he recommends installing the additional line as backup in case of emergency.

Mr. Cook asked if the Council had received the latest amendment to the proposal. He noted the total amount is about \$13,000. Mayor Bruton asked the Village attorney if the Council can approve the design amendment if they did not receive it previously. Mr. Zarr stated they could. Mr. Cook presented the design amendment.

Councilor Ortiz asked if it would be possible to run the additional connection along or beneath Camino Primera Agua, citing concerns about negatively affecting the arroyo. Mr. Cook explained Molzen Corbin considered the possibility but determined it would not be feasible. He added that there will be a significant buffer between the current bottom of the arroyo and the top of the pipe, at least six feet. Mr. Cook added the project will not interrupt flow in the arroyo.

Councilor Armenta asked if Molzen Corbin can assure that future erosion in the arroyo will not expose the water line. Mr. Cook stated the top of the water line will be at least six feet below the current bottom of the arroyo. He explained Molzen Corbin evaluated the arroyo in that area for evidence of significant downcutting, and did not find any.

A C T I O N	Motion	Motion to approve Well No. 3 Phase 2 budget proposal breakout with design amendment in an amount up to \$60,000 to be paid out of existing project funding		
	Made by:	Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

11. **Council to Review and Approve Job Description and Hiring of Senior Center Programming Coordinator**

[Attachment H VOT Senior Center Programing Coordinator Job Description.docx](#)

Mayor Bruton noted Vigil is making significant progress at the Senior Center. He explained the addition to the Senior Center will double the facility's classroom space. He stated the expanded center will be larger than the two current staff can effectively manage. He explained his vision is to hire a new full-time position to coordinate programs and classes, as well as to help Ms. Rivera and Ms. Silva monitor the facility and its guests. He noted under the new organization of Senior Center staffing, Ms. Silva would become the facilities manager. He added he would like to hire the programming coordinator before the Senior Center reopens, so that the new hire has time to train.

Councilor Garcia suggested the programming coordinator be required to undergo CPR and first aid training. Mayor Bruton stated he would like for all Village staff to undergo this training.

Councilor Wilson stated the Village should let the Area Agency on Aging know that the Senior Center is expanding and seek additional funding. She also asked about the working hours and compensation of the new position. Mayor Bruton stated the Village will definitely reach out to AAA to discuss additional funding. He noted the position will probably add \$45,000 to the budget.

Councilor Ortiz asked if it would be better to wait until the Senior Center reopens and make sure attendance justifies hiring a new staff person. Mayor Bruton stated he is confident attendance will be high, noting that the grab-and-go lunch program is serving record numbers of seniors. He added he would like the programming coordinator to start at least a few weeks before the center opens so they have time to learn the role and begin lining up instructors and programs for the opening. He stated he would like the Senior Center to hit the ground running after reopening.

Finance Director Seebinger noted the new position would require a budget adjustment resolution.

Councilor Armenta asked when construction at the Senior Center is expected to be completed and when the building will reopen. Mayor Bruton replied construction will probably be done within a month and a half, with plans to reopen a month after that. He noted the opening date of the center will depend on the COVID-19 situation.

Councilor Wilson asked about the compensation for the position. Mayor Bruton replied the position would be full-time, 40 hours per week, and anticipated paying the new staff member around \$15.00 per hour. Mr. Zarr suggested the Council approve a salary range to allow flexibility to account for experience and qualifications. Mayor Bruton suggested a range of \$30,000 to \$35,000 per year.

A C T I O N	Motion	Motion to approve job description and hiring of Senior Center programming coordinator as amended with a salary range of \$30,000 to \$35,000 per year		
	Made by:	Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

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

[Attachment I 092321 Shredding Records Index.xls](#)

Mayor Bruton provided an overview of the document retention project. He explained the Council must approve the destruction of any records.

A C T I O N	Motion	Motion to approve the list of record destruction		
	Made by:	Garcia	Councilor Ortiz-Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

13. **Council to Review and Approve December 2021 Financials**

[Attachment J December 2021 Financials.pdf](#)

Councilor Wilson noted Finance Director Seebinger is very helpful whenever she has questions regarding the financials.

A C T I O N	Motion	Motion to approve the December 2021 financials		
	Made by:	Wilson	Councilor Ortiz-Y Councilor Wilson-Y	Councilor Armenta-Y Councilor Garcia-Y
	Second by:	Garcia		
	Motion carried?	PASSED	FAILED	

14. **Updates**

a. Mayor

- i. Mayor Bruton presented proclamations for former Planning and Zoning Commissioners Victor Gonzales, Danny Jaramillo, and Loran Martinez.
- ii. Dupree's Trees will begin tree trimming work along Village roadways this week. According to the contract signed with the Village, they will perform

- maintenance four times per year. In addition to trimming back trees, they will also remove invasive trees.
- iii. TLC crews are connecting Well No. 3 to the rest of the water system currently. They are waiting on pressure regulating valves to install at homes and businesses in the area. Water in the area was temporarily shut off but it has been restored. Residents may experience murky water for a short period of time, but this is normal.
 - iv. The Senior Center Phase 4 project is coming along. The addition now has interior drywall and electrical connections. The project should be completed in about a month and a half.
 - v. Mayor Bruton provided a brief update on the upcoming Municipal Day at the state legislature.
 - 1. Councilors Ortiz and Garcia stated they plan to attend.
- b. Councilors
 - i. Councilor Garcia commended Councilor Armenta for being willing to serve on the Council and participating so actively during Council meetings.
 - c. Clerk
 - d. Deputy Clerk
 - i. Village staff held a retreat on Friday, January 14 and participated in trainings on professional communication, communication styles, and government ethics. It was a successful retreat and the Village plans to hold similar events in the future.
 - e. Departments

15. **Time and Place of Next Meetings**

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, FEBRUARY 7, 2022.

ADJOURNMENT

The meeting adjourned at 7:34 p.m.

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 minute