



**MINUTES  
VILLAGE OF TIJERAS  
COUNCIL MEETING  
MONDAY, MAY 16, 2022 AT 6:00 P.M.  
SENIOR CENTER**

1. **Call to Order**

Meeting called to order at 6:03 by Mayor Bruton
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Please turn off cell phones or set to silent mode
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2. **Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

JO		MA	✓	MW	✓	YG	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Audrey Canfield, Finance Director  
Eric Olivas District 5 Candidate

Jessica Nixon, Village Attorney  
Jan Parks, Document Retention Assistant

5. **Public Comment**

None.

6. **Approval of Agenda**

<b>A C T I O N</b>	Motion	<b>Approve the agenda for May 16, 2022</b>	
	Made by:	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
	Second by:	Armenta	
	Motion carried?	<b>PASSED</b>	

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

[Attachment A – 050222 Draft Minutes.pdf](#)

A C T I O N	Motion	Approve the minutes for May 2nd, 2022		
	Made by:	Armenta	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes	
	Second by:	Garcia		
	Motion carried?	PASSED		

8. **Council to Extend Term of Employment for Document Retention Assistant Janice Parks by Six Months**

[Attachment B – Jan Parks Employment Extension Letter Signed.pdf](#)

Mayor Bruton state Janice has made extensional progress on the Document Retention Project and would like for the position to be extended 6 months or until the project has been completed.

A C T I O N	Motion	Approval of Extending term of employment for Document Retention Assistant by six months or until project completion.		
	Made by:	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes	
	Second by:	Armenta		
	Motion carried?	PASSED		

9. **Council to Review and Take Action on Resolution 2022-09 Adopting Credit Card and Electronic Payments Policy**

[Attachment C – Resolution 2022-09 Adopting Credit Card and Electronic Transfer Payments Policy.pdf](#)

[Attachment D-VOT Credit Card and Electronic Payments Policy.pdf](#)

Audrey Canfield, Finance Director stated that Village Staff had recently attended a Virtual Training hosted by DFA. The Village must now be in compliance with PCI. This ranges from having secure IT services to protect client information regarding credit cards or personal information. In order to follow the guidelines that DFA has set the following Resolution must be submitted with the Budget at the end of the Fiscal Year.

<b>Motion</b>	<b>Approve Resolution 2022-09 Adopting Credit Card and Electronic Payment Policy</b>	
<b>Made by:</b>	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
<b>Second by:</b>	Armenta	
<b>Motion carried?</b>	<b>PASSED</b> FAILED	

10. **Council to Review and Take Action on Resolution 2022-10 Transfer of Vehicles to BCFD**

[Attachment D – Resolution 2022-10 Authorizing Transfer of Fire Department Vehicles to Bernalillo County.pdf](#)

Mayor Bruton recapped that Fire services for the Village are being taken over by the County. Due to this agreement reached with BC the vehicles will be transferred over.

<b>A C T I O N</b>	<b>Motion</b>	<b>Approve Resolution 2022-10 Transfer of Vehicles to BCFD</b>	
	<b>Made by:</b>	Armenta	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
	<b>Second by:</b>	Garcia	
	<b>Motion carried?</b>	<b>PASSED</b> FAILED	

11. **Council to Review and Approve Lists Record Destruction Per Resolution 2020-27**

[Attachment F-041322 Shredding Records.xls](#)  
[Attachment G-041522 Shredding Records.xls](#)  
[Attachment F-042022 Shredding Records.xls](#)

<b>A C T I O N</b>	<b>Motion</b>	<b>Approve Lists Record Destruction Per Resolution 2020-27</b>	
	<b>Made by:</b>	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Absent Councilor Wilson-Yes
	<b>Second by:</b>	Armenta	
	<b>Motion carried?</b>	<b>PASSED</b> FAILED	

12. **Updates**

- a. Mayor

- i. Mayor Bruton allowed Bernalillo District 5 Candidate Eric Olivas to present themselves to the community.
  - ii. Mr. Olivas announced we would be running for District 5 County Commissioner.
  - iii. Mr. Olivas shared his background and upbringing in Albuquerque, New Mexico.
  - iv. Budget Workshop is to take place 5/18/2022 at 4PM in the Senior Center.
  - v. Mayor shared that the Village will be holding a Memorial Day event.
  - vi. Memorial Day Event will be held May 29<sup>th</sup> at 10AM-12PM.
  - vii. Park and View will be May 28<sup>th</sup>. Soul will be the film and tickets are on sale.
- b. Councilors
  - i. Councilor Wilson expressed thanks to staff for finding “Ready, Set, Go! Bag” information from the County Fire chief.
- c. Clerk
  - i. Clerk Kennedy informed everyone that Early Voting began on May 11<sup>th</sup>.
  - ii. Until May 21<sup>st</sup> you can only vote in downtown Albuquerque.
  - iii. You could mail in your absentee ballot if you received and requested one.
  - iv. Saturday May 21<sup>st</sup> you can begin voting at Village Hall.
  - v. Same Day Voter Registration will be accepted at all locations according to the County’s Website.
- d. Deputy Clerk
  - i. Deputy Clerk Michael Limon shared that the County of Mora has received an overwhelming amount of donations and will not be accepting any more at this time.
  - ii. Ready set go bag flyers were presented at the meeting and the Deputy Clerk will be sharing this information on Facebook and plans to summarize the info for the second newsletter of May.

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

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, JUNE 6, 2022.*

## **ADJOURNMENT**

The meeting adjourned at 6:36 pm.

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