



**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
TUESDAY, DECEMBER 19, 2022, AT 6:00 P.M.
COUNCIL CHAMBERS**

1. **Call to Order**

Meeting called to order at 6:00 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	✓	MW	✓	YG	✓
Quorum present		Yes	No				

Councilor Ortiz called before the meeting stating he was ill and could not attend.

4. **Introduction of Guests**

Jessica Nixon, Village Attorney

Shaline Lopez, Grant Writer/Administrator

5. **Public Comment**

None.

6. **Approval of Agenda**

A C T I	Motion	Approve the agenda for 12-19-22	
	Made by:	Armenta	Councilor Armenta-Yes
	Second by:	Garcia	Councilor Garcia-Yes

O N	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

7. Council to Review and Take action on Previous Minutes

[Attachment A – 120522 Draft Minutes.pdf](#)

A C T I O N	Motion	Approval of Minutes Attachment A		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Absent Councilor Wilson-Yes

8. Council to Review and Take Action on Resolution 2022-33 Adoption of Required CDBG Certifications and Commitments

[Attachment B – Resolution 2022-33 Adoption of Required CDBG Certifications and Commitments.pdf](#)

[Attachment C – EXHIBIT 1-Z Federal Requirements Plan \(Filled in\).pdf](#)

Mayor Jake Bruton stated the Village must recertify its commitment to federal CDBG requirements each fiscal year that the CDBG project is active.

Grant Writer/Administrator Shaline Lopez also commented that this Resolution is an agreement from the Village that it will abide by the rules and regulations required by CDBG.

A C T I O N	Motion	Approval of Resolution 2022-33		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Wilson		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-No Councilor Wilson-Yes

9. Council to Review and Take Action on Resolution 2022-34 FY2022-2023 Budget Adjustment Resolution #3

[Attachment D- Resolution 2022-34 Budget Adjustment Resolution FY23 BAR 3.pdf](#)

[Attachment E- FY23 Bar 3 Budget Increase for Full Time Admin Assistant.pdf](#)

Mayor Jake Bruton stated that this adjustment is necessary to convert the administrative assistant position from a part-time position to a full-time, benefits eligible position.

Mayor Bruton feels increasing the pay and benefits of the position will encourage highly-qualified candidates to apply.

A C T I O N	Motion	Approval of Resolution 2022-34		
	Made by:	Wilson		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-No Councilor Wilson-Yes
	Second by:	Garcia		
	Motion carried?	PASSED	FAILED	

10. Updates

a. Mayor

- i. Mayor Jake Bruton stated that Administrative Assistant Kathy Healy is retiring and the Village is currently advertising the position. Several individuals have already applied and interviews have been scheduled by the Clerk's Office.
- ii. Blood Drive is scheduled for 12/20/22, Mayor Bruton requested that Council and staff attempt to make time to participate and at least spread the word.
- iii. The Village's FY22 audit has been completed and submitted. Final review should take place in January.
- iv. Senior Center furniture has now arrived the facility is fully furnished.
- v. The bid opening for the pedestrian improvements project will take place on 12/21/22 at 3:00 PM.
- vi. Mayor Bruton reminded attendees that Village offices will be closed Monday, December 26th for the observed Christmas holiday.

Councilors

- vii. Councilor Armenta stated that he spoke with the Senior Center and they are in need of two-way radios across the center.
- viii. Councilor Garcia had no updates.
- ix. Councilor Wilson stated she would like an update regarding the next Molzen & Corbin meeting. Clerk Kennedy responded he is working with Molzen Corbin to schedule the next meeting for early- to mid-January.
- x. Councilor Wilson also made comment that Councilor Garcia's Christmas lighting looks lovely this time of year. She also wished attendees a Merry Christmas.

b. Clerk

- i. Village Clerk Kennedy recapped that portraits for Planning & Zoning Commission have been taken and will be uploaded to the Village website and framed for the Council Chamber.
- ii. Village Clerk Kennedy welcomed Ms. Lopez, the new Grant Writer/Administrator, to the Village and thanked Council for approving the position.

c. Deputy Clerk

- i. Deputy Clerk Limon stated the St. Vincent De Paul donations with GCC have gone well and the first batch was picked up 12/19/22.

- d. Departments
 - i. None.

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY JANURARY 3RD, 2023.

ADJOURNMENT

The meeting adjourned at 6:22 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 minutes