



**MINUTES  
VILLAGE OF TIJERAS  
COUNCIL MEETING  
TUESDAY, JANUARY 3, 2023, 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	✓	MA	✓	MW	✓	YG	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Jessica Nixon, Village Attorney  
Rita Rivera, Senior Center Manager  
Alejandro Armenta, Resident

Casey Cook, Molzen Corbin  
Shaline Lopez, Grant Writer/Administrator

5. **Public Comment**

None.

6. **Approval of Agenda**

A C T I	Motion	Approve the agenda for 1-3-23	
	Made by:	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes
	Second by:	Wilson	

O N	Motion carried?	<b>PASSED</b>	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes
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7. **Council to Review and Take action on Previous Minutes**

[Attachment A – 121922 Draft Minutes.pdf](#)

Councilor Wilson stated that she found some errors within the minutes and will provide the Clerks with the revisions so that they may be amended.

A C T I O N	Motion	<b>Approval of the 12/19/2022 minutes as amended</b>		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	<b>PASSED</b>	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

8. **Council to Review and Take Action on Resolution 2023-01 2023 Open Meetings Act Resolution**

[Attachment B – Resolution 2023-01 2023 OMA Resolution.pdf](#)

Mayor Jake Bruton stated the Village may adopt open meetings policies that are stricter than the Open Meetings Act, but may not be more lenient than the law.

Mayor Jake Bruton stated that the Open Meetings Act resolution should be approved annually at the first meeting of the year. Village Attorney Jessica Nixon added that it is good practice for municipalities to do this.

Village Clerk Nicolas Kennedy stated the only changes made to this resolution was updating the year from 2022 to 2023 and adjusting meeting dates accordingly.

A C T I O N	Motion	<b>Approval of Resolution 2023-01</b>		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Ortiz		Councilor Garcia-Yes
	Motion carried?	<b>PASSED</b>	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

9. **Council to Review and Take Action on Resolution 2023-02 Designating the Custodian of Records**

[Attachment C – Resolution 2023-02 Records Custodian Resolution.pdf](#)

Village Clerk Nicolas Kennedy stated this resolution is being updated to designate the position of Deputy Clerk as an alternate records custodian, who can respond to requests made pursuant to IPRA in absence of the Village Clerk.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-02</b>		
	Made by:	Wilson		Councilor Armenta-Yes
	Second by:	Garcia		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 10. **Council to Review and Take Action on Resolution 2023-03 Financial Policies and Procedures Manual**

[Attachment D – Resolution 2023-03 Financial Policies and Procedures .pdf](#)

[Attachment E- VOT Financial Policies and Procedures Manual Updated 12.29.2022.pdf](#)

Village Clerk Nicolas Kennedy stated that the CDBG program requires the Village to adopt certain policies on an annual basis for the life of the project, including procurement policies.

Clerk Kennedy stated that he worked with the Finance Director and the Grant Writer/Administrator in order to update the polices. He summarized the changes for the Council.

Clerk Kennedy noted he updated the approval thresholds for purchases based on the current practices of the Village.

Councilor Wilson noted that references to the Fire Protection and EMS funds need to be removed from the policies.

Councilor Armenta stated that he would like to see the return of monthly financial reports. Clerk Kennedy stated that due to the workload of transferring to a new financial software those reports have been on hold but will return in the near future.

A C T I O N	<b>Motion</b>	<b>Approval of Resolution 2023-03</b>		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

### 11. **Council to Review and Take Action on Memorandum of Understanding with Bernalillo County for Use of Village of Tijeras Fire Station.**

[Attachment F – FY23\\_MOU 12 Camino Municipal \(JLN Rev. 12292022\).pdf](#)

Council voted to postpone this item as the Village is still awaiting concurrence from Bernalillo County on the terms of the agreement.

A C T I O N	Motion	Postpone		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

## 12. Council to Review and Select Bid for NM 333 Pedestrian Improvements Phase II Project.

[Attachment G – Star Paving Bid NM 333 Ped Imp Ph II.pdf](#)

[Attachment H – TLC Bid NM 333 Ped Imp Ph II.pdf](#)

[Attachment I – Molzen Corbin Recommendation Letter NM 333 Ped Imp Ph II.pdf](#)

[Attachment J- NMDOT Concurrence Letter NM 333 Ped Imp Ph II.pdf](#)

Mayor Bruton stated Molzen Corbin verified that the bids are responsive and list the same quantities in accordance with the project specifications. Out of the two bids, Star Paving's bid came in the lowest. NMDOT certified Molzen Corbin's bid evaluation and gave concurrence to award the contract to Star Paving.

Mayor Bruton stated that the construction start date would be 60 days after approval. This would allow the Village time to get the mobilization paperwork in order.

Clerk Kennedy stated that construction would mostly likely begin in March and last for approximately four months.

Councilor Ortiz requested that the Council be kept updated on the status of design for this and other projects.

Councilor Wilson noted that one of the subcontractors listed in the bid from Star Paving does not have a license and asked why this is the case. Mr. Casey Cook stated he would relay this question to his colleagues at Molzen Corbin and return with an answer.

A C T I O N	Motion	Approve Star Paving Bid		
	Made by:	Ortiz		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Garcia		
	Motion carried?	PASSED	FAILED	

## 13. Council to Review and Take Action on Engineering Agreement for 2023 Wastewater System Expansion.

Mayor Jake Bruton stated that during the last capital outlay cycle, the Village received \$800,000 for waste water design and construction.

Mayor Bruton noted that the project area for this phase of the wastewater utility expansion will overlap with the project area for the NM-333 Phase II Pedestrian Improvements project. He noted he and Molzen Corbin are coordinating with NMDOT to install pipe for the wastewater project during the construction of the pedestrian improvements project.

Casey Cook from Molzen Corbin stated this phase of the project would provide service to approximately 17 additional homes.

Councilor Ortiz asked if in residential areas the wastewater transmission lines will be placed underneath the sidewalk or underneath the roadway itself. Mr. Cook responded the lines will be placed beneath the shoulder of highways but under the roadway itself in residential areas. He also noted that the pavement will be patched following the installation of the lines.

#### 14. Updates

- a. Mayor
  - i. None.
- b. Councilors
  - i. Councilor Ortiz wished attendees a Happy New Year.
  - ii. Councilor Wilson brought several issues to the attention of the Mayor and Clerks, including a crack in the road on Los Vallecitos, the need to have the Village's fire hydrants inspected and the weeds surrounding the hydrants cut back, the need to color code the fire hydrants on Camino Municipal, a discarded water meter cannister left behind by contractors on Los Vallecitos, and cracking in the slope stabilization project on Los Vallecitos.
    1. Mayor Bruton stated he and his staff would respond to these issues.
    2. Councilor Wilson asked for an update on the leak at Village Hall. Clerk Kennedy explained it is not a water line that is leaking but a French drain. He added that the Village's maintenance department would be working to address the problem over the coming week.
  - iii. Councilor Armenta wished attendees a Happy New Year and thanked the Mayor for arranging monthly project meetings with Molzen Corbin. He stated these meetings give him a greater degree of confidence when approving engineering agreements and similar documents.
  - iv. Councilor Garcia wished attendees a Happy New Year and noted that she will be out of town for the next regularly-scheduled Council Meeting. She requested that the meeting therefore be held virtually or postponed. Mayor Bruton stated he would consider these options.
    1. Councilor Garcia asked if the Senior Center can use donations of any other supplies. Senior Center Manager Rita Rivera stated the seniors can always use cookies and bottled water. She also stated the Senior Center likes to throw a birthday celebration once per month for the seniors who have birthdays during that month. She

requested the Council donate cakes for such events. Manager Rivera also noted she is working with the Deputy Clerk to obtain two-way radios for Senior Center staff.

- c. Clerk
  - i. Village Clerk Kennedy recapped blood drive that took place after on December 20, stating it was the Village's highest turnout yet.
  - ii. Village Clerk Kennedy stated that he is currently working with Molzen Corbin to schedule the next monthly project meeting.
  - iii. Clerk Kennedy stated that he and Deputy Clerk Limon would be establishing an event committee for future special events to ease and distribute the workload amongst the staff.
- d. Deputy Clerk
  - i. Deputy Clerk Limon stated they he, Clerk Kennedy, and Finance Director Caulfield would be attending a meeting on January 19<sup>th</sup> related to the Village's conversion to a new financial software.
  - ii. Deputy Clerk Limon updated the Council on the status of TextMyGov implementation.
  - iii. Deputy Clerk Limon stated he would reach out to GCC so that they may go back and perform a seismic reading at Councilor Ortiz's home.
  - iv. Deputy Clerk Limon notified the Council that the majority of Village staff would be attending a defensive driving training on January 10<sup>th</sup>.
  - v. Deputy Clerk Limon notified the Council that he has been summoned for jury duty in El Paso in late January.
- e. Departments
  - i. Senior Center Manager Rita Rivera discussed the donation needs of the Senior Center. See above.
  - ii. Grant Writer/Administrator Shaline Lopez stated she is still learning about the Village and its projects. She noted she has been working on the closeout for the CDBG award and submitting capital outlay requests for the 2023 legislative session.

## 15. Time and Place of Next Meetings

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON TUESDAY JANURARY 17<sup>TH</sup>, 2023.*

## ADJOURNMENT

The meeting adjourned at 7:11 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 minutes