



**MINUTES
VILLAGE OF TIJERAS
HYBRID COUNCIL MEETING
MONDAY, APRIL 15, 2024 AT 6:00 P.M.
COUNCIL CHAMBERS / ZOOM**

Join Zoom Meeting
<https://us05web.zoom.us/j/8673087812?pwd=ZVo5Tm9rTFNEbTFWShIJS2pyWGkvUT09&omn=89845717737>
 Meeting ID: 867 308 7812
 Passcode: K53pNz

To participate by phone, dial +1 (253) 215-8782. Be prepared to enter the Meeting ID and Passcode listed above when prompted.

Please turn off cell phones or set to silent mode.

1. **Call to Order**

Meeting called to order at 6:00 by Mayor Bruton

2. **Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

JO	✓	MA	✓	EB	✓	YG	X
Quorum present		Yes	No				

4. **Introduction of Guests**

Anna Baecker, Village Attorney

Audrey Caufield, Finance Director

5. **Public Comment**

None.

6. **Approval of Agenda**

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

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

[Attachment A – 03-19-24 Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to Approve previous minutes		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Absent
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Barnes-Yes

8. **Council to Review Previous Planning and Zoning Commission Meeting Minutes**

[Attachment B - 022824 P&Z Draft Minutes.pdf](#)

The Governing Body reviewed the Planning and Zoning Commission Meeting Minutes.

Councilor Barnes requested more information regarding the listed zoning complaint in the Commission minutes. Village Deputy Clerk Limon informed the Councilor that the complaint is related to a resident on pine ridge concerned a neighbor has a vehicle parked on her property line. Deputy Clerk Limon went further to explain that staff had performed an inspection earlier that day and found no violation.

Councilor Armenta requested an update on the Hawkins property zoning complaint. Deputy Clerk Limon stated he is searching for more information from the County related to that complaint however will look to have an update for the commission by next meeting. Councilor Armenta’s concerns were representative of the entire governing body.

9. **Council to Review and take Action on Resolution 2024-09 Amendment of the Employee Handbook to include policies related to timecards and breaks.**

[Attachment C - Resolution 2024-06 Village of Tijeras Employee Handbook .pdf](#)
[Attachment D – Amended Employee Handbook.pdf](#)

Mayor Bruton stated that this policy update to the Employee Handbook was to help improve the payroll process.

Mayor Bruton stated that this will also help hold staff accountable for their timecards and ensure management can report payroll appropriately and accurately.

Councilor Matt Armenta stated his support for this policy and is happy with the changes.

Finance Director Audrey Caufield suggested that language be added to the handbook that limits employees to not be able to leave campus during the 2 fifteen-minute breaks due to insurance liability.

Councilor Barnes would like other language to be addressed in the handbook, however the language was not involved with the time clock policy. Deputy Clerk Limon suggested the Council vote on the amendments made by Finance Director Audrey Caufield then proceed to have the language addressed that Councilor Barnes requested.

A C T I O N	Motion	Motion to Approve Resolution 2024-06 with friendly amendments to the break policy.		
	Made by:	Ortiz	Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes	
	Second by:	Armenta		
	Motion carried?	PASSED		

10. **Council to Review and Take Action on Resolution 2024-10 Agreement for services with Burt & Company CPAs, LLC Accounting, Tax, & Business Advisors.**

[Attachment E - Resolution 2024-10.pdf](#)
[Attachment F – Consulting El 2024.pdf](#)

Mayor Bruton stated that this resolution and agreement will begin the process to remove an audit finding that has been with the Village for some time.

Councilor Ortiz questioned who the main handler and rep would be the Village could contact for this agreement.

Finance Director Audrey Caufield stated that Misty Schuck would be that contact.

A C T I O N	Motion	Motion to approve resolution 2024-10 agreement for Services.		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Garcia		
	Motion carried?	PASSED	FAILED	

(At this point in the meeting the zoom meeting crashed due to paid account service not appropriately transferring to the Deputy Clerk, The Council adjourned for recess to allow the Deputy Clerk to trouble shoot.)

A C T I O N	Motion	Motion to Adjourn for recess		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

(The Deputy Clerk successfully restored the zoom account and meeting.)

A C T I O N	Motion	Motion to return		
	Made by:	Ortiz		Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

11. Council to Review and Take Action on Income Statements for January 2024

[Attachment G- January 2024 Income Statement.pdf](#)

Finance Director Audrey Caufield reviewed the statement for Council.

Councilor Armenta thanked the finance director for her detailed report.

A C T I O N	Motion	Motion to approve income statements for January 2024		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Barnes		
	Motion carried?	PASSED	FAILED	

12. **Council to Review and Take Action on Resolution 2024-11 to Approve the Site Lease Agreement between the Village of Tijeras and Gravity Pad Towers, LLC**

[Attachment H- Resolution 2024-11.pdf](#)

[Attachment I- Site Lease Agreement.pdf](#)

Mayor Bruton stated that he and the Finance Director and the Village attorney spend numerous hours working on the language of the agreement, he is currently satisfied with the language however would like council to review one last time to ensure they are also satisfied.

Councilor Ortiz stated his agreement that the language looks sound.

A C T I O N	Motion	Motion to Approve Resolution 2024-11		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Absent Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Barnes		
	Motion carried?	PASSED	FAILED	

13. **Updates**

- a. Previous Meeting Items
 - i. Los Vallecitos Slope – Deputy Clerk Limon stated he’s reaching out to TLC regarding keeping contact within the Former Village Clerk’s transition to ensure the slope can be addressed when TLC is in the area again.
 - ii. I-40 Rumble Strips – Councilor Armenta stated his thanks for the Rumble strip issue finally being addressed by NMDOT.
 - iii. Bus Route Information for Senior Center- Deputy Clerk Limon and Rita Rivera senior Center Director delivered a report regarding research performed for a Driver’s salary, qualifications and needed route for the Village. Tim Martinez for Senior Affairs in ABQ will be contacted regarding if hiring the Village’s own driver would effect it’s funding agreement.

- b. Mayor
 - i. Mayor Bruton stated that one of the maintenance crew members was recently involved in an accident. Mayor Bruton instructed Audrey Caufield to begin the claims process as the Village employee was not at fault, also he sustained no injuries from the accident.

- ii. Mayor Bruton stated that he expects prodigy to have a quote before Council soon regarding a component to Well 1 that was damaged by the lightning strikes/ Power outages that occurred.

Council

- iii. Councilor Ortiz shared updated information regarding Earth Day.
 - iv. Councilor Ortiz also stated that he was contacted regarding the Visitor's center is falling behind on its maintenance and needs addressing. Deputy Clerk Limon will speak to the maintenance team about getting this item on schedule.
 - v. Councilor Barnes had no updates.
 - vi. Councilor Armenta stated that he would like to invest in a guard rail near the pedestrian improvement project in the future. He is worried that a car may speed through the section and strike individuals walking the path.
- c. Clerk
- i. Clerk position is vacant.
- d. Deputy Clerk
- ii. Deputy Clerk Limon stated his thanks to the Mayor, Staff and Council to allow him to attend training in Ruidoso. Clerk Limon gained information regarding ICIP Prep and due dates and Clerk Turn Over in New Mexico.
 - iii. Deputy Clerk Limon provided an update to the Council regarding the Cammnet zoom conference upgrades to the Council.
 - iv. Deputy Clerk Limon shared an update regarding residents calling in regarding the Veteran's Memorial.
 - v. Deputy Clerk Limon shared an update of Volunteer appreciation Day for the Senior Center.
 - vi. Deputy Clerk Limon provided an update regarding IT email scams and awareness training.
 - vii. Deputy Clerk Limon stated that Grant Writer and Administrator Shaline Lopez has completed clean and beautiful application funding.
- e. Departments
- viii. Senior Center Director Rita Rivera provided updates to Senior Center attendance records.
 - ix. Finance Director Audrey Caufield stated that budget workshops would take place May 8th & May 15th.

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY MAY 20TH 2024.

ADJOURNMENT

The meeting adjourned at 8:20 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

DRAFT