

**MINUTES  
TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING – FEBRUARY 1, 2017 @ 6:30 P.M.  
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

• **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: Rita Loy Simmons, Sherry Abraham, and Chuck Ring

Also Present: Clerk/Treasurer Juan Torres and Deputy Clerk Carla Salazar

• **PLEDGE OF ALLEGIANCE.**

**1. APPROVAL OF AGENDA.**

**MOTION:** Councilor Abraham made a motion to approve the Agenda.

Councilor Simmons seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**2. RECOGNITION OF PROMOTION OF OFFICER KUCHAN TO POLICE SERGEANT**

**3. APPROVAL OF MINUTES.**

**a. Approval of the Draft Regular Council Meeting Minutes of January 18, 2017.**

**MOTION:** Councilor Abraham made a motion to approve the minutes of January 18, 2017.

Councilor Simmons seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**4. ACKNOWLEDGEMENT AND DISCUSSION OF PLANNING AND ZONING COMMISSION MEETING MINUTES**

**a. Discuss and acknowledge receipt of the Planning & Zoning Commission Meeting Minutes of January 3, 2017**

Councilor Abraham had concerns of fire flow for the Conditional Use Permit at 2031 NM 333. The Councilors would like to approve the acknowledgment of the Planning and Zoning Minutes of January 18, 2017 with the clarifications of their concerns.

**MOTION:** Councilor Ring made a motion to approve the acknowledgment of the Planning and Zoning Minutes of January 18, 2017.

Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**5. MATTERS FROM THE MUNICIPAL JUDGE.**

Judge White will present his report for the month of January 2016.

Judge White wanted to inform the Governing Body that an aggravated driving while intoxicated (DWI) case is being appealed, and representation is needed which may cost more money.

**MOTION:** Councilor Ring made a motion to accept the Judges Report for the month of January, 2017.

Councilor Abraham seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**6. MATTERS FROM THE MAYOR.**

**a. Update on the Sewer Line Extension RFP**

Mayor Bassett indicated we had received proposals and that the RFP committee had reviewed and ranked them and that contract negotiations were underway. He also indicated that as the New Mexico State Legislature is meeting right now, that the Town has received word that 2014 and 2015 Capital Outlay funds have been frozen and that if those funds are called back it would impact the Sewer Line Extension Project.

Councilor Abraham asked when we would know if the funds would be called back


Mayor Bassett indicated it would probably not be until the end of the session.

**b. Update on the Drainage Plan (NMFA Planning Grant)**

Mayor Bassett announced we have awarded the NMFA Planning Grant to dennis ENGINEERING company. The grant was for \$50,000. The contract has been signed and it will take about a year to complete. The Mayor then asked Tappan Mahoney from dennis ENGINEERING company if he wanted to address the council about the award. Mr. Mahoney came forward to address the council and clarified that contract completion would be about eight months and that a meeting with the Town would be necessary soon (before the end of February, if possible) and if things moved along as scheduled contract completion would beat the eight-month timeline.

**c. Review of Wastewater Treatment Plant site visit and workshop**

Mayor Bassett recapped the Wastewater Plant Tour and Workshop which took place on January 30th. He thought it was a good meeting and hoped all who attended thought it was as well. He indicated a few things that came to his mind in thinking back on it. He heard a lot of possible solutions thrown back and forth that day and a lot of talk. He said for him it came down to a couple of things. Of all the solutions we looked at when we sit down to figure out what it is we are going to do he thinks of three things: Do they materially improve the Plants ability to treat sewage? Will a solution materially improve the

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capacity of the plant and allow us to take on additional customers? And finally for the governing body to consider; What solution is the best use of the Towns limited funding ability?

Council Abraham asked what the timeline was for us to come up with solutions

Councilor Simmons and Mayor Bassett indicated that would be as soon as possible

Council Simmons said she really appreciated the tour and workshop and indicated the better informed we are the better off we are.

Councilor Abraham asked if we she could go back and ask a question about the Extension line RFP?

The Mayor indicated that it his point with contract negotiations underway that there was not much we could say about it right now.

**d. Update on use of the old fire station**

The Mayor and Juan met with Katherine Miller, County Manager and Terry Lease of Santa Fe County and he indicated to them it looked like the Town could probably do something with the Red Fire Station. He mentioned we are coming up on our lease with the other three nearby buildings and they would like us to sign a short extension until they can work the fire station into the new lease. They did ask that if they roll the fire station into the lease they would like to use it during election time.

Council Abraham asked if they would give us a really good price because they could use it during election time.

The Mayor answered it would probably be similar to the already existing lease or it would just be rolled into it.

The Mayor indicated we would make it available for the community to use just like the other buildings in our inventory.

Councilor Abraham stated the Arts Alliance Group has wanted that space since it's been vacated and would be especially interested in classroom space, the kitchen and the courtyard.

Council Ring asked if we could measure the bays (height) to see if the Blue Bus would fit in there. The Mayor asked James Solomon to do that when he went out there tomorrow.

Council Simmons indicated she could see barn dances and polka dances being held in there.

**e. Update on access to the files of the Santa Fe County Clerk**

The Mayor indicated he and Mr. Torres saw the County Clerk, Geraldine Salazar when they were up in Santa Fe and now Mr. Torres and Ms. Salazar have access to her files. Juan has discovered that the digitized files only go back to the late 90's.

**f. Joint Meeting between P & Z and Council on Subdivision Ordinance**

The Mayor mentioned that P & Z has asked to move the proposed joint meeting back to March.

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**7. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.**

**a. Councilor Ring: Discussion on local zoning and ordinance oversight applicability to the building of the Estancia Valley Classical Academy in Edgewood.**

Councilor Ring spoke about sometime back the Planning and Zoning Commission requiring an applicant to place covenants on their property. Even though later that item was removed there was a comment made by planning and zoning that they could still place covenant's if they wanted to. He did some research and then followed up with a phone call to Mr. Randy Van Vleck who opined that municipalities could place any kind of restrictions on property as long as we followed the zoning ordinance or the subdivision ordinance but we could not as a matter of course require them to place covenants such as developers might want to place on their property.

Councilor Abraham appreciated the Wastewater Treatment Tour but may have come away with more questions than answers. She also mentioned that EVCA (The Estancia Valley Classical Academy) is still accepting letters about their appeal. She also gave out he email address to which people should address those letters.

Councilor Simmons really appreciate the Wastewater Treatment Plant Tour and mentioned we could fund maybe some short term measurers. She also introduced her son Jim Thomas who was at the meeting

**8. PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**

Mr. Tappan Mahoney with dennis ENGINEERING company stood to address the governing body. He spoke first to Item 6C on this agenda concerning the review of the Wastewater Treatment Plant site. He spoke to a comment made earlier about effort and consideration of the existing facility. He was curious and stated he had received no comments from the Town, NMED or anyone else regarding the PER or what is identified in there, yet there seems to be an approach to seeing what can be done at the existing plant. He stated that was covered in the PER and he would be glad to do an additional presentation on the evaluation of the existing facility. He stated the scope of the PER was to evaluate the existing facility and the conclusion was that a new facility was needed. He indicated that if there were modifications or amendments to the PER, they needed to be incorporated into the PER because that document will be necessary for planning and funding from outside sources. He restated the PER was intended to evaluate the existing facility and looking at coming up with alternatives if the facility was not in the position it could be functional for the planning period which we determined it was not and that is all in the PER so if there is something that needs to amended he would very much like to know what that would be. Mayor Bassett spoke up to clarify that what he was speaking about under Item 6c on the agenda was just some of the items gone over in the wastewater workshop.

Mr. Mahoney then referenced item 11a of the council's last meeting as it pertained to the PER and offered clarification on the projections for a 12-month period for wastewater operations. He wanted to state that the breakdown offered was different than what dennis ENGINEERING company was provided for the PER and the difference was about \$12,000.00, so of all the calculations provided in the PER there is a difference in that table. Mr. Juan Torres stated that the numbers in the PER were to-date numbers.

Councilor Abraham then asked if we needed to look at maintaining this plant while we are developing a new plant is that in the PER or could it be an amendment to the PER?

Mr. Mahoney said the PER did evaluate the functionality of the existing plant to serve the town for the planning period and the service area that is identified in the PER based on the flows, wastewater characteristics and the service area as a whole. He did further say that if the Town was interested in implementing a patch to the existing facilities to work parallel as we develop a new plant or something that will work then yes the scope could be amended.

Finally, Mr. Mahoney asked about Item 6a (Update on the Sewer Line Extension RFP) on tonight's agenda and asked that if contract negotiations were at NMED's office has the town reviewed what was presented and concurred with what has gone to NMED's office. The Mayor and Ms. Salazar both answered that negotiations were still underway.

#### **MATTERS FROM THE CLERK/TREASURE**

##### **a. Update on the move of the Library and Town Hall to Edgewood Elementary**

Mr. Torres mentioned we would have cost proposals any day now. We are waiting to hear from NMFA about the possibility of using the NMFA funds we have for a remodel.

Councilor Abraham asked what construction time frame was once we got started

Mr. Torres answered it would be 90 days

Councilor Abraham asked when we would terminate the library lease

Mr. Torres answered we would do so as soon as the 90-day construction period started.

Councilor Abraham asked if MESD had vacated the building yet

Mr. Torres answered in the affirmative. The Mayor mentioned they had moved most everything to the Gym.

Councilor Abraham asked if NMFA decided we could use the money for other purposes is we could use the money for the Wastewater Treatment Plant

Mr. Torres said we have to wait to see if the paperwork could be amended it in any way

Mr. Torres mentioned that we are now paying for the utilities in the building and James Solomon is now consistently checking the thermostats.

Councilor Abraham asked when the Council could tour the facility.

Mr. Torres answered it was pretty bare bones right now.

Councilor Abraham asked if the Council Chambers would be there.

Mr. Torres answered that was one of the options being looked at now and that would be a very good possibility. He did say we had the keys now and the council wanted to go look at it they could do so.

Councilor Simmons said it was very encouraging we were under way.

**b. Discussion and Adoption of Wastewater Operator Job Descriptions**

Mr. Torres mentioned we got some help from New Mexico Rural Water with these Job Descriptions.

Councilor Abraham asked a questions about substituting hours of experience for education.

Mr. Torres clarified that experience would not substitute for the certification level required.

Councilor Abraham asked if the pay rate should be on the job description and how the council could approve the job descriptions if they did not know they pay rate

Mr. Torres asked if council if they would like him to put the pay rate on the job descriptions but did mention the pay rate is usually indicated by the position class code. Mr. Torres indicated we would have to come up with some pay rate structures for those class codes.

Councilor Simmons stated that we should move forward on the adoption of the job descriptions and then wait on the pay scales.

Councilor Ring wanted to table the item to the next meeting because there was lots of information to go over. There was then some discussion of tabling vs. continuing

**MOTION:** Councilor Abraham made a motion to continue this item to the next meeting.

Councilor Ring seconded the motion.

**VOTE:** All councilors voted aye.

**c. Mil Levy Discussion**

Mr. Torres indicated that the council had some handouts that displayed how much each mill levy would bring in and how much it would cost each taxpayer, and also a handout on what rates other similar cities have imposed.

Mr. Torres proposed we adopt 3 or 4 mills and have it dedicated for the road fund, which the general funds will subsidize this year by over \$500,000.00

Mr. Torres also He mentioned that the mill levy is assessed on the county's assessed property value not the real estate appraised value.

Mr. Torres indicated we do have to do something or start cutting costs to cover the road fund and indicated we will be taking on more roads if the infill annexation goes through

Councilor Abraham asked what we got from Gas Tax to help with the roads

Mr. Torres responded we would get \$129,000 this year, but also said there was some proposed current legislation in Santa Fe that would allow local municipalities the option to impose local gas taxes.

Councilor Simmons, Council Abraham Councilor Ring and Mayor Basset then looked closely and discussed what other local municipalities are imposing.

Mr. Torres said he would recommend a minimum of 3 mills. Mr. Torres then asked the council how they would like him to proceed and they agreed he could come back with a Resolution for 3 mills.

Councilor Abraham asked if part of the mill levy could be used for wastewater

Mr. Torres answered yes the council could decide how they wanted to allocate it but he also mentioned we now have some offset to the wastewater coming in through the GRT increment.

Mayor Basset then directed an off-topic discussion of Sunday sales and the next municipal election in which the council and Mr. Torres participated.

## **8. DISCUSSION AND ACCEPTANCE OF THE TOWN OF EDGEWOOD AUDIT FOR FY 2016**

Mr. Juan Torres spoke about the audit report titled:

State of New Mexico

Town of Edgewood

Basic Financial Statements and Required Supplementary Information for the Year ended June 30, 2016 and Independent Auditor's Report.

The Mayor and Governing Body were each given a copy of the Report

Mr. Torres stated Watts CPA Firm did the audit. He stated the opinion we received on the audit was an unmodified opinion and that is the best opinion you can get. It means the auditor was able to audit the financial statements without any problems and found no weaknesses or problems with our financial statements.

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Mr. Torres then reviewed some of the highlights. He directed the governing body to look at page 5 which gives the financial highlights of the Town and is the “meat” of the audit. The rest is the supporting documentation. He did read out our total assets and liabilities for FY 2016.

Councilor Abraham asked if we built a new Wastewater Treatment Plant would it be an asset?

Mr. Torres answered in the affirmative. However, he noted the depreciation over the useable time.

He then noted our two audit findings for the year; one was a violation of Anti-Donation and Procurement Code for a contract with the Edgewood Chamber of Commerce, the second was a violation concerning timely deposits whereby a cash payment was not deposited into a financial institution by the next business day. Mr. Torres stated we would take corrective actions to fix the findings.

**MOTION:** Councilor Ring made a motion to accept the Town of Edgewood’s 2016 Audit Report and its findings.

Councilor Simmons seconded the motion.

**VOTE:** Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

**9. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF DECEMBER 2016**

**MOTION:** Councilor Simmons made a motion to approve the Financial Report for the month of December 2016.

Councilor Ring seconded the motion.

**VOTE:** All Councilors voted aye. The motion carried.

**10. QUARTERLY BUDGET REVIEW**

Mr. Juan Torres introduced and reviewed the quarterly budget review. He expressed his concerns with the Gross Receipt Tax (GRT), and stated there is about a \$200,000 difference from last year. He stated budget adjustment items would be reviewed at a later date.

**11. ANNOUNCEMENTS and/or CALENDAR REVIEW.**

**a. Regular Council Meeting – February 15, 2017 @ 6:30 p.m.**

**12. FUTURE AGENDA ITEMS.**

**13. ADJOURN.**

**MOTION:** Councilor Abraham made a motion to adjourn the meeting of February 1, 2017.

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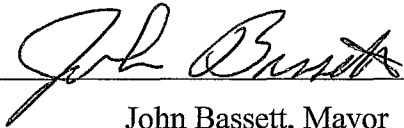


Councilor Ring second the motion.

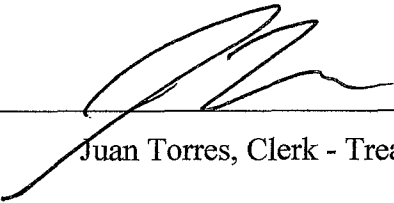
**VOTE:** All Councilors voted aye. The motion carried

Mayor Bassett adjourned the meeting of February 1, 2017 at 8:13 p.m.

**PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> day of FEBRUARY, 2017**

  
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John Bassett, Mayor

**ATTEST:**

  
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Juan Torres, Clerk - Treasurer

