

**MINUTES  
TOWN OF EDGEWOOD  
REGULAR COUNCIL MEETING – MARCH 21, 2017 @ 7:00 P.M.  
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD**

• **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 7:00 p.m.

Councilors Present: John Abrams, Sherry Abraham, and Chuck Ring

Councilors Not Present: Rita Loy Simmons

Also, Present: Chief of Police Ron Crow, Deputy Clerk Carla Salazar, and Staff Rebecca Sanchez

**Councilor Simmons arrives at 7:02 pm**

• **PLEDGE OF ALLEGIANCE.**

**1. APPROVAL OF AGENDA.**

**MOTION:** Councilor Abrams made a motion to approve the Agenda.  
Councilor Simmons seconded the motion.

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

**2. APPROVAL OF MINUTES.**

a. **Approval of the Draft Regular Council Meeting Minutes of March 1, 2017**

b. **Approval of the Draft Special Council Meeting Minutes of March 10, 2017**

**MOTION:** Councilor Ring made a motion to approve the Draft Special Council Meeting Minutes of March 1, 2017 and of March 10, 2017.  
Councilor Abrams seconded the motion.

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

**3. ACKNOWLEDGEMENT OF CONSENT AGENDA.**

a. **Acknowledge receipt of the Draft Library Board Meeting Minutes and Library Report for the month of February 2017**

b. **Acknowledge receipt of the Draft Parks & Recreation Committee Meeting Minutes for the month January 2017**

**MOTION:** Councilor Abrams made a motion to approve the Consent Agenda.  
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 February 20, 2017**

**MOTION:** Councilor Simmons made a motion to approve the acknowledgment of the Planning and Zoning Minutes of February 20, 2017. Councilor Abraham seconded the motion.

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

**5. SPEAKERS.**

**a. Gus Martinez, Santa Fe County Assessor – Outreach**

Mr. Gus Martinez introduced Deputy Assessor Mr. Gary Perez and Chief Appraiser/Commercial Appraiser Mr. Isiah Romero.

Mr. Martinez said notices of valuations will start to be received April 1<sup>st</sup> in the mail. He then spoke of the outreach schedule for the Town of Edgewood; that schedule will be April 17<sup>th</sup> & 18<sup>th</sup> at the Edgewood Senior Center from 4:30 pm - 6:30 pm. The location is 114 Quail Trail, Edgewood, NM 87015. People could come file property valuation appeals or just come and ask questions. He left a brochure with a schedule that Town staff could distribute. He then talked about all the online capabilities of the Santa Fe County Assessor's Office and encouraged people to go to their website.

Mr. Martinez also addressed and gave an update on the 5-year reappraisal plan his office is undertaking.

**6. TOWN OF EDGEWOOD POLICE REPORT. – Police Chief Ron Crow.**

**a. Police Report and Animal Control Report for the month of February, 2017**

Chief Ron Crow stated during the month of February the Police Department had 547 dispatch activities of which 139 were from Santa Fe Regional Dispatch, and 408 self-initiated, 88 traffic stops, and issued 53 traffic citations. There were 39 offense reports, 5 crash reports, and made 7 arrests.

The Animal Control Division had 14 dispatch activities of which 7 were from the Santa Fe Regional Dispatch and 7 self-initiated. They took in 20 animals, adopted 10 and transferred 1 to another agency and had 2 reclaimed. Volunteers donated 262.75 hours during the month of February.

Chief Crow stated the LEO Veterans Outreach event was a success and the Veterans Service Officer would like to come monthly to assist all Veterans in the area.

Chief Crow mentioned the Town of Edgewood Police Department will be participating in Tip-A-Cop, in which the funds would go to the Special Olympics Foundation. They will be at Dough Re Mi Bakery on April 1<sup>st</sup> and then a couple of weeks later Katrinah's.

Chief Crow stated the Legacy Church donated and filled 4,000 eggs for the Police Departments Annual Easter Egg Hunt, which will be held on April 15 beginning at 11:00 am. He stated there will be lots of family activities and invited everyone to come

**MOTION:** Councilor Ring made a motion to accept the Police Report for the month of February, 2017.  
Councilor Abrams seconded the motion.

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

**b. Animal Control Advisory Board Discussion**

Chief Crow passed out a handout and then gave a history of the Animal Control Advisory Board. He stated in the whole time he has been here he has had a hard time with board having a quorum to hold meeting and that with four recent resignations he only has one active board member. However, he has fifteen active volunteers who donate their time at Animal Control.

His handout presented rules and regulations he would put in place in a Volunteer Policy and he asked that the proposed Volunteer Policy replace the Animal Control Advisory Board Ordinance. He then asked for questions and concerns.

Councilor Abrams would like to look at the old ordinance before it is rescinded.

**7. PLANNING AND ZONING DEPARTMENT REPORT – Planning and Zoning Administrator Tawnya Mortensen**  
**a. Update on the activities of the Planning & Zoning Department of the Town of Edgewood**

Ms. Tawnya Mortensen asked council how they thought she should proceed on a request she had received from an applicant for a Major Subdivision. Mr. Tim Oden, had proposed a development agreement requesting a sequencing change from the one outlined within the Subdivision Ordinance. He had suggested in an email sent to Mrs. Mortensen that the improvements come before the final plat. Mrs. Mortensen agreed that is how it should be done and she stated that requesting the improvements after the final plat has been approved means that there is no way to be sure the improvements have or will be made.

Ms. Mortensen stated this was now a one-time request from Mr. Oden, and if the Council agreed she would have the Town's attorney Marcus Rael draft a development agreement. Even though this proposed development agreement would be on a one-

time basis she is considering making some permanent changes to the subdivision ordinance because it makes sense to have the improvements made before the final Platt is approved.

The Mayor asked if the Development Agreement would lay out the sequencing and lay out the improvements he would make out there.

Ms. Mortensen answered in the affirmative.

Councilor Abraham stated concerns of preferential treatment, and stated she would like the towns attorney Mr. Marcus Rael to assure the Town it would be ok to do so.

Councilor Abrams asked her to clarify the statement that our sequencing process is not normal. Mrs. Mortensen responded that surrounding communities and most others have all the improvements made before the final Platt is approved.

Councilor Ring stated this was a drastic change and requested 15-30 days to review the proposed change.

Ms. Mortensen asked if the Council would like to see the Development Agreement before it was done. The Council agreed they would like that.

There was then some general conversation between Ms. Mortensen and the Council about changes that may need to be made to both the Subdivision and Zoning Ordinances.


Ms. Mortensen then reported on what Planning & Zoning is currently working on. She said they are working on changes to the Subdivision and Zoning Ordinances, and that Code Enforcement has been busy with compliance issues. She stated that Ms. Michelle Schmidt has sent out nine code enforcement notices and nine out of ten have complied with the notice, and one is in action plan status.

Mayor Bassett then stated Ms. Schmidt is currently writing a policy about code enforcement procedures. He stated she would be bringing the proposal to the Governing Body within a month or so, and would be requesting the policy be inserted into the Zoning Ordinance.

Ms. Mortensen then requested that she report at least monthly to the Governing Body about the work of the Planning & Zoning Department. The Governing Body approved of having her do a monthly report to the Commission during a regularly scheduled council meeting.

**8. MATTERS FROM THE MAYOR.**

**a. Ratify hire of Jermaine Harris as Police Officer for the Town of Edgewood**

 Initials

Mr. Jermaine Harris introduced himself to the commission. He stated he is originally from New York City and has been in New Mexico for three and a half years. He stated he is excited to join the Police Department and is ready to make an influence. Mr. Harris has experience as a deputy with Santa Fe County Sheriff's Office and even worked with Chief Ron Crow for a short period.

**MOTION:** Councilor Ring made a motion to ratify the hire of Jermaine Harris as Police Officer for the Town of Edgewood.  
Councilor Abrams seconded the motion.

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

Police Chief Ron Crow stated the swearing in of Mr. Harris will be on Monday, March 27, 2017 at the judge's chambers, and he will send out reminders.

**b. Town of Edgewood Annexation**

Mayor Bassett stated the annexation has been approved in our favor, and will be final on April 7, 2017. He stated the reason for finalization on April 7<sup>th</sup> is because the appellant Mr. Robert Johansen has a period of 30-days during which he may file an appeal.

**c. Discussion of compensation for the Planning & Zoning Commissioners of the Town of Edgewood**

Mayor Bassett stated the Town of Edgewood was once again advertising for Planning & Zoning Commissioners. He would like the council to consider paying them a stipend for their service. He handed out information on Planning & Zoning Commissioners that receive compensation in the surrounding areas. Mayor Bassett stated we would have to amend the Ordinance and we would propose \$25.00 a meeting plus mileage for any trainings or field trips they undertake. Mayor Bassett asked the Governing Body to think about the idea and there will be more about this topic at a future Council Meeting.

**d. Discussion of new Organizational Chart re: Boards/Committee's**

Mayor Bassett introduced a revised draft of the Organizational Chart. He stated the proposed changes consist of doing away with the Animal Welfare Advisory Committee and the addition of a Youth Parks & Recreation Advisory Committee. The Mayor said he was passing it out just for information tonight so the Council could look at it and give some feedback.

**e. Update on Facilities (Fire Station, Elementary School, Library)**

Mayor Bassett stated Mr. Terry Lease said we would have to submit to the Board of Finance for approval of the property transfer of the Old Fire Station to the Town. He said we could not get on their agenda until May of 2017.

Mayor Bassett handed out pictures of the construction work at the Elementary School. He stated tonight, March 21<sup>st</sup> the Moriarty Edgewood School District is holding a meeting with the extension of the lease agreement on the agenda.

Mayor Bassett spoke about some changes that were needed to the new Library, and late May should be the completion of the Library project. He stated New Mexico Finance Authority is still reviewing the change of scope with the remainder of the road funds to be used for the new facility. Chief Ron Crow stated plans have been generated for the newly proposed Police Station at the Old Fire Station.

**f. Appointment of Review Committee to interview potential Wastewater Operators**

Mayor Bassett requested Appointment of a Review Committee consist of Clerk-Treasurer-Mr. Juan Torres, Deputy Clerk-Ms. Carla Salazar, Councilor Rita-Loy Simmons, Ms. Theresa Brevik from Rural Water, and himself Mayor Bassett. He stated we have five applicants for review. Councilor Abraham stated now we only have Level 4 applicants and our budget will not allow for two Level 4 operators what should we do. Mayor Bassett stated when Mr. Torres returns from training we could ask him the procedure. He stated the interviewing will be held on March 27<sup>th</sup>.

**MOTION:** Councilor Ring made a motion to move forward with the Appointment of Review Committee to interview potential Wastewater Operators. Councilor Simmons seconded the motion.

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

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

**a. Councilor Ring-** Councilor Ring visited Africa and had a pleasant time.

**b. Councilor Abraham**

**a. NM Arts (Art in Public Places)**

Councilor Abraham stated the Town had been awarded a grant worth \$15,000.00 grant from NM Arts. It is to install Art in Public Places. It will be for a temporary installation. New Mexico Arts proposed to the local Arts Alliance that we do five \$3,000.00 projects and she would like the Council to give input on where to place the art.

**b. Youth Advisory Committee**

Councilor Abraham stated we needed a youth advisory committee to tell us what we needed to do for young people in this community and to tell us what we should spend money on when doing projects for youth.

**c. Councilor Simmons-**Councilor Simmons stated Broken Arrow Trail has some road issues and the base course has been depleted.

**d. Councilor Abrams-**None

**10. RESOLUTION NO. 2017-06 REGARDING NM DOT 2017 ANNUAL HARDSHIP SALE SPECIFYING ROAD DEPARTMENT FINANCIAL HARDSHIP.**

Ms. Salazar stated the water truck is broken again and Resolution No. 2017-06 will allow the Road Department to make an application to see if we qualify for their hardship sale. She said this will allow us to preview the sale before any others.

**MOTION:** Councilor Abrams made a motion to approve Resolution No. 2017-06 Regarding NM DOT 2017 Annual Hardship Sale Specifying Road Department Financial Hardship.  
Councilor Simmons seconded the motion.

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

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

**Ms. Linda Burke from the Edgewood Chamber of Commerce** gave an update on the upcoming activities of the Chamber of Commerce including:

A training for businesses for promotional development Ideas  
The Country Living and Lifestyles Expo on May 6<sup>th</sup> at Edgewood Elementary School. It will be free to attendees.  
Cowboy Days will be June 15<sup>th</sup> to the 25<sup>th</sup>  
The next Chamber Mixer will June 10<sup>th</sup> at Wildlife West  
The Wind Festival on May 6<sup>th</sup> at Wildlife West

**Mr. Tappan Mahoney of dennis ENGINEERING company** stood to address the Governing Body.

Mr. Mahoney brought to the Councils attention that tonight's approval of the Agenda of the March 1<sup>st</sup> meeting was not in the packet scanned to the website.

He then stated that in his listening to the audio of the March 1<sup>st</sup> meeting he heard a discussion regarding the bonds and in that discussion heard about using the funds for maintenance and he would question the application of gravel without the Council making sure that the language that is being modified included maintenance because the Town would be hard pressed to show gravel as an improvement. He indicated that if Council was looking at changing the language that is something they should make it a point to consider.

One of the items he wanted to talk about was an engineering contract the he stated the Town had obviously entered and that he had reviewed it and it seemed very vague and of a substantial amount and it had been signed off on and there was no record of it gone

to Council for approval and that perhaps that was an administrative function but it did seem alarming to him that a contract of \$700,000.00 had not come to council for approval and he was not sure the public was aware of that. He also expressed concern that the attachments in the contract are dated January 17, 2017 and the contract references an approval of a PER that was not approved until February 13<sup>th</sup>. He also stated the RFP for that contract identified public presentations as a condition of the solicitation however there was no public input identified in that scope of work in the agreement.

He then moved on to the matter of the Preliminary Engineering Report on the waste water facility that dennis ENGINEERING company had prepared and stated he had requested it be put on the agenda for the next meeting and stated he was now rescinding that request at this point. He stated it was his understanding the Town was pursuing some sort of analysis of the existing plant. He questioned why that would not be through dennis ENGINEERING company and that if there was a comparison it should be an apple to apples comparison because our current plant would not address the service area identified in the report. He also noted dennis ENGINEERING company had not been requested to do that and he wanted to note that they were probably the most knowledgeable about the existing facility.

He then had some handouts which he passed out to the Governing Body. The first he stated was to make sure Council was aware because he had not seen it come before them. He stated the document shows approval by an agency willing to fund that project and it was submitted to the Town back in November and that the permit condition still exists and is under regulatory requirement by the Environment Department, Ground Water Quality Bureau.

Finally, he said that he had some last handouts which he said everyone had a copy of and he wanted to leave it at that, He then thanked his staff for their support.

## **12. MATTERS FROM THE CLERK/TREASURER.**

### **a. Financial Report for the month of February, 2017**

Ms. Salazar submitted the GRT distribution report and the monthly financial report. She stated GRT was down due to construction. Mayor Bassett added that the Town had received its first Environmental GRT distribution.

**MOTION:** Councilor Abrams made a motion to accept the Financial Report for the month of February, 2017.  
Councilor Abraham seconded the motion.

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

### **b. Discussion and adoption of Wastewater Level I and Wastewater Level III Job Descriptions**



Ms. Salazar brought forth the Wastewater Level I and Wastewater Level III job descriptions. She stated these were not to go out for hire, but to fill in the positions between the Level II and Level IV operators.

**MOTION:** Councilor Simmons made a motion to approve the Discussion and adoption of Wastewater Level I and Wastewater Level III Job Descriptions.  
Councilor Abrams seconded the motion.

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

**c. Potential dates during the work week for future budget workshop either the week of April 10<sup>th</sup> or April 25<sup>th</sup>.**

Ms. Salazar asked the council to consider some proposed dates for a future budget workshop. The Council conquered that a date during the week of April 25<sup>th</sup> would be best.

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

a. **Regular Council Meeting – April 5, 2017 @ 6:30 P.M.**

**14. FUTURE AGENDA ITEMS.**

a. **Public Hearing on adoption of proposed amendments to the TOWN OF EDGEWOOD ORDINANCE 2008-02 ESTABLISHMENT of PUBLIC LIBRARY and LIBRARY ADVISORY BOARD will be held during the Regular Council Meeting of February 5, 2017**

**15. CLOSED SESSION**

**As per motion and roll call vote, pursuant to NMSA 1978, 10-15-1 (H)(7) the following will be discussed in Closed Session: Pending litigation.**

**MOTION:** Councilor Abrams made a motion to go into Closed Session at 8:54 pm  
Councilor Abraham seconded the motion.

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

**MOTION:** Councilor Abrams made a motion to come back into Open Session at 9:09 pm.  
Councilor Abraham seconded the motion.

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

**Councilor Abrams affirms that only discussion of the Pending litigation took place in the closed session and no decisions were made.**

**Councilor Simmons affirms that only discussion of the Pending litigation took place in the closed session and no decisions were made.**

**Councilor Abraham affirms that only discussion of the Pending litigation took place in the closed session and no decisions were made.**

**Councilor Ring affirms that only discussion of the Pending litigation took place in the closed session and no decisions were made.**

**Mayor Bassett affirms that only discussion of the Pending litigation took place in the closed session and no decisions were made.**

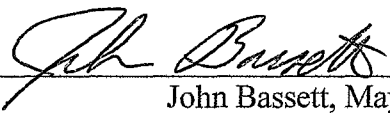
**16. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn the meeting of March 21, 2017.  
Councilor Ring second the motion.

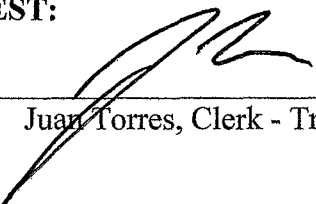
**VOTE:** All Councilors voted aye. The motion carried

Mayor Bassett adjourned the meeting of March 21, 2017 at 9:10 p.m.

**PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> day of APRIL, 2017**

  
\_\_\_\_\_  
John Bassett, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Juan Torres, Clerk - Treasurer

