



MINUTES
VILLAGE OF BOSQUE FARMS
REGULAR COUNCIL MEETING
THURSDAY, JANUARY 16, 2025 AT 6:00 P.M.
COUNCIL CHAMBERS

1. **Call to Order**

Meeting called to order at 6:01

2. **Pledge of Allegiance**

Clerk Administrator Michael Angelo Limon led those in attendance in the Pledge of Allegiance.

3. **Executive Session Pursuant to 10-15-(2) NMSA, 1078 Hiring of A Police Officer** *(was removed due to applicant being recalled.)*

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

RW	✓	MC	✓	ED	✓	TB	✓
Quorum present		Yes	No				

5. **Approval of Agenda**

Clerk Administrator Michael Angelo Limon requested that item number 12 be removed due to applicant being recalled as well as the treasurer report be removed as due to issues with incode.

A C T	Motion	Approval of Agenda with the removal of items 9 & 12.	
	Made by:	Baughman	Councilor Wood-Yes
	Second by:	Cheromiah	Councilor Cheromiah-Yes

I O N	Motion carried?	PASSED	FAILED	Councilor DeSmet-Yes Councilor Baughman-Yes
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6. **Public Comment**

Lee Horton resident requested updates on community center sign and updates regarding Hacienda building utilizing inappropriate banners.

Clerk Administrator Limon provided an update regarding the community center sign in having issues finding quotes, however department head and Clerk Administrator are working together to achieve having a new sign placed.

7. **Presentation**

None.

8. **Departmental Reports**

- a. Police Chief- Chief Owen summarized Police and Animal Control Activity for the Month of December.
- b. Clerk- Clerk Limon shared the following updates:
 - Town of Peralta has made a formal request to our Attorney to appear before Council to request annexation of the building they recently purchased (Peralta Drive and Highway 47) Peralta is requesting to annex both the lot and Peralta Drive. To the knowledge of the Clerk's office Peralta Drive does not belong to Bosque Farms, Molzen & Corbin does not have any record of this, and in research nothing was found by Valencia County assessor. The requested agenda item will appear before the Council in February.
 - The Clean Water State Revolving Fund project has been extended. Deputy Clerk Lopez worked in joint efforts with Molzen and Rhonda Holderman from the Environment Dept to execute amendment #5 for the project. The new expiration date for funding is now January 12th 2027. There are \$4,760,000 in loan funds available and \$140,000 in grant funds for the project. This totals at \$4.9 million
 - In your binders (right hand side) the 2nd drafted Version of the employee handbook is there for your review. The council should look to host a workshop for review and suggested revisions in the month of February.
 - The Clerk's office has been working on gaining access to DMR reporting for Water/Wastewater, the process has been tedious as the handler of our district believes the Clerk/Administrator title is not high enough in title to have signatory authority. In statements via Mrs. Ngyuen she believes that role should be reserved for the City Manager although the authority for these reports was handled by a Water supervisor with a Water 1 certification. The Clerk's office has involved the direct supervisor of Mrs. Ngyuen to override her decision and provide the Village access to our account.

- The Village's Wastewater treatment facility has been awarded 10 million dollars of funding. The state has yet to reach out regarding how the Village can utilize this funding, however the Clerk's office expects to receive notice via email or certified mail. The Clerk's office believes combining this funding with CWSRF 073 funds will make the new clarifier project an attainable goal.
- The Clerk's office worked with Ryan Gamboa (Molzen Corbin) to develop some Capital Outlay flyers to distribute to our legislators. Clerk Limon will be meeting with Senator Sanchez Friday afternoon 1/17/25
- The Management team (Clerk's / Treasurer) received new surface pros computers which are now operable thanks to the help of Envision. Clerk Limon has a meeting with Envision on Friday afternoon 1/17/25 to address the tech needs of other departments and security overall and planned upgrades for the future.
- A notice of Obligation was submitted and approved for the Fire / PD improvements for heating and cooling. The amount of this grant (F2934) minus the art in public places allotment is \$198,000. As of this meeting \$158,173.22 has been obligated leaving \$39,826.78 to be spent prior to the end of the current fiscal.
- Molzen & Corbin and the Police Chief have been working together on design for the new proposed police station. \$26,252.62 has been obligated for design thus far, \$257,400 remains for the project. The Police Chief and the Clerk's office have requested 5,000,000 in capital outlay funding from both the legislature and the governor's office for construction.
- Bank reconciliation has encountered issues. The Village's utility account has proven problematic to balance. Between possible server issues between incode and envision as well as lingering balances this have prevented the Treasurer from completing her report. The Clerk Administrator has reached out to Gayle Jones to come on Friday 1/17/25 and provide updated training to both the Treasurer and The Deputy Clerk.
- Carmen Morin of DFA has not provided updates yet regarding the Village's application for ADA updates for the community center and baseball field. Village staff will continue to reach out.
- The Police Chief and the Deputy Clerk have been working on grant I3211 for Police vehicles. Notices of obligation have been submitted and are pending.
- The Clerk's office will undergo training in the late weeks of February and early weeks of March to aid the treasurer with payroll on times of vacation or training.
- The Clerk's office and Treasurer will meet with Molzen Corbin next Wednesday 1/22/25 to begin contract negotiations for the on-call engineering agreement. Molzen & Corbin has drafted a proposal, after review and suggested edits, this will be brought before the Council in the February meeting.

- The Clerk/Administrator has been nominated and appointed to the New Mexico Municipal League's Clerk's Education Committee. This committee handles the training and education of newly appointed Clerks and Managers across the state of New Mexico.
- Administration of the following existing grants is ongoing:

I3200-\$150,000 (Rented) Bleachers for Rodeo Arena
 I3210-\$576,00 for emergency radios, \$571,626.48 has been obligated.
 F2401-\$849,500 for wastewater improvements. \$336,130.71 has been obligated.
 H2511-\$400,000 for arsenic removal.
 L300358-\$350,00 for Winchester Drive.
 LP30037-\$925,000 for Esperanza Drive.
 Energy Minerals and Resources Department - \$17,445 For PPE or Firefighting equipment for the department.

- The Cottonwood Culvert project should terminate work by the end of this week.
- Molzen & Corbin shall begin developing the pavement criticality index to determine the priorities for road funding for upcoming funding requests.
- Bixby Electric has diagnosed the issue with the streetlights. 38 lights in total are out along highway 47. About 20 of these have bad lamps and the remainder either need new fixtures or new ballasts. Per recommendation of Mr. Norton, ballast should be replaced with an LED fixture to avoid high costs. An official quote shall be delivered to the Clerk's office as early as Monday next week.
- The Clerk Administrator made connections with Fred Black of New Mexico Rural Water, Mr. Black is a resident of Bosque farms and well known and established level 4 water/wastewater operator who has helped many New Mexico systems come back into compliance and improve in overall quality. The Clerk Administrator will be seeking advisement on our planned developments on water and waste management with Mr. Black as he has offered his services for free.
- The Clerk Administrator will be meeting with the prodigy Friday 1/17/25 to establish a proper chain of command for the department. Currently the Village's water/wastewater department is fully staffed, and Prodigy is looking for guidance on policy and proper protocol and direction of Purchase orders should be handled as well as several other housekeeping needs.
- The Clerk Administrator and Mayor will be meeting with Gabe Truillo/Prodigy/Anchor engineering Friday 1/17/25 to discuss developments ongoing for the linemen school.
- Employee Evaluations shall be conducted by the Mayor and Clerk Administrator starting in March. The newly established evaluations forms can be found in the left of your binder.

- A drafted Newsletter has been created for the month of February. Left pocket of your binder you will find the document for your review prior to release to public.

Planning & Zoning Office Updates for January 1/16/25

- Upcoming in the month of February, Planning & Zoning will have the following agenda items: Approval of Business license for Urquidi Mobile Home Sales (Planned location 1255 Bosque Farms Blvd)
- Home Occupational Use permit for Pseudo Mechanic (230 Mistletoe)
- Kris Hanley Variance application (2300 Bruno Lane)
- The electrolysis clinic (1195 Chiquitos road) Home occupational use permit.
- Bryan Schall RV conditional use permit (1550 Velvet Lane)

Treasurer Yvonne Maes provided an update regarding latest finance report.

9. Mayor & Council Reports

Council

- i. Councilor Wood had updates regarding the passing of two senior members of the community.
- ii. Councilor Wood also shared thanks for announcing the award for the treatment facility.
- iii. Councilor Wood shared updates regarding efforts on animal control ordinances and the local school district purchasing land to assist with parking and traffic for school drop off and pick up.
- iv. Councilor Cheromiah shared updates regarding Library activity and services.
- v. Councilor Baughman thanked Mayor for attending tonight's meeting, stated his questions were answered with Clerk's updates.
- vi. Councilor DeSmet shared an update regarding new local restaurant. Encouraging residents to visit and support local business.
- vii. Councilor DeSmet shared a PSA regarding burning for community members utilizing burn days. Please be mindful of winds and temperatures and the fire department is volunteer and time away on calls is time away on family.

Mayor

- viii. Mayor Gillespie discussed his recent absence and personal medical issues. He stated that he is still capable, and passed thanks to the Clerk Administrator, Deputy Clerk and Treasurer.

10. **Council to Review and Take Action on Previous Minutes.**

A C T I O N	Motion	Approval of Minutes 12-19-24.		
	Made by:	Cheromiah	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

11. **Council to Review and Take Action on Approval of Expenditure of ARPA Funding.**

Clerk Administrator Limon provided a summary of the usage of ARPA funding. Clerk Administrator Limon is requesting funding to be utilized for employee salaries.

Councilor Baughman requested that a portion of this funding be utilized for the final tie in for Cole – Green project that was worked on prior.

Councilor DeSmet questioned how distribution would be handled, Clerk Limon responded that previously the Village handled an equal distribution across the board. Full-time employees would receive a higher amount in comparison to part-time employees. The only employees who cannot receive this funding is volunteers.

Treasurer Maes stated that the last two distributions were at a flat rate. The Treasurer stated that the flat rate was not an issue prior with tenured employees in response to a question by Councilor DeSmet.

Mayor Gillispie allowed for public comment.

Lee Horton residents commented that senior employees should receive priority amount of funding.

Resident Lily McNab commented that the council should handle the distribution same as they always have and have no time to make exceptions.

Resident Mr. Babcock announced his support for the distribution of senior employees.

A C T I O N	Motion	Postpone till the month of February 2/20/25		
	Made by:	Baughman		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet-Yes Councilor Baughman-Yes
	Second by:	DeSmet		
	Motion carried?	PASSED	FAILED	

12. **Council to Review and Take Action on Resolution 1059-25**
Approving holiday Schedule

Clerk Administrator Michael Limon explained that the Holiday schedule has already been approved however this item will repeal and replace the previous holiday schedule. Clarification was requested by the Clerk Administrator to provide ease of document access and understanding for both the treasurer and the police chief.

A C T I O N	Motion	Approval of the Holiday Schedule.		
	Made by:	Cheromiah	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

13. **Council to Review and Take Action on Resolution 1061-25 Open Meetings Act.**

Clerk Administrator Michael Limon stated that the resolution before Council is the same as years prior with the only update to the posting location.

Councilor Cheromiah questioned if the P&Z Open Meetings Act Resolution has the number 1060 in which Clerk Limon stated that was correct.

A C T I O N	Motion	Approval of Open meetings Act		
	Made by:	DeSmet		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet-Yes Councilor Baughman- Yes
	Second by:	Baughman		
	Motion carried?	PASSED	FAILED	

14. **Council to Review and Take Action on Resolution 1062-52**
Destruction of Obsolete Equipment.

Councilor Chief Owen requested the two file cabinets be destroyed and the scrap funds be returned to be PD.

Councilor Cheromiah identified two typos, one needs to match Chief Owen's request for disposal and the other is the year listed in the resolution needs to be updated to 25.

A C T	Motion	Approval of Resolution 1062-52		
	Made by:	Cheromiah		Councilor Wood- Yes

I O N	Second by:	Wood		Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Motion carried?	PASSED	FAILED	

ADJOURNMENT

7:36 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 a reader, 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 office of the Village Clerk at (505) 991-6611 at least four (4) calendar days prior to the meeting. Public documents including the agenda and minutes can be provided in digital or hardcopy format. The Village of Bosque Farms strictly prohibits any form of unlawful discrimination based on race, color, religion, gender identity, sexual orientation, sex, national origin, age, disability, or political affiliation in any program, activity, or service sponsored by the Village. Contact the office of the Village Clerk/administrator for more information.

The proceeding minutes were transmitted to the Village Council for the Hearing on February 20, 2025.
The Village Council voted to approve them as transmitted.