



MINUTES
VILLAGE OF BOSQUE FARMS
REGULAR COUNCIL MEETING
THURSDAY, MARCH 27TH, 2025 AT 6:00 P.M.
COUNCIL CHAMBERS

1. **Call to Order**

Meeting called to order at 6:03

2. **Pledge of Allegiance**

Councilor Baughman led those in attendance in the pledge of allegiance.

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

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

Clerk Administrator Limon was not present for this meeting due to illness in his family.
 Mayor Gilliespie was also not in attendance.

4. **Executive Session**

Mayor Pro Tempore Ronita Wood Announced the Council would be entering executive session to discuss the item related to hiring an EMS Director and nothing further.

Village Attorney Mark Jamie announced that no other items were discussed in the Executive session other than the items listed.

The council returned to regular session at approximately 6:37PM.

5. **Approval of Agenda**

A C T I O N	Motion	Approval of the Agenda with amendments to striking item number 17.		
	Made by:	Baughman	Councilor Wood-Yes Councilor Cheromiah-Yes Councilor DeSmet-Yes Councilor Baughman-Yes	
	Second by:	Desmet		
	Motion carried?	PASSED		

6. **Public Comment**

Mrs. Miller (Resident) spoke to the Council to address need to renew water lease.

Lee Wharton (Resident) spoke to Council requested information if the Village of Bosque Farms is apart of the 60 day Burn ban. (Fire Chief Jason Schneider answered that Bosque Farms follows the Valencia County bans.)

Rick Babcock (Resident) announced several complaints regarding Village Communication with upcoming fixes and statuses of projects.

7. **Departmental Reports**

- a. Police Chief- Chief Owen summarized Police and Animal Control Activity for the Month of February.
- b. Clerk- Clerk Limon shared the following updates via notice read aloud by Deputy Clerk Shaline Lopez:
 - Budget wish lists have been performed by Department heads as of this week. The Clerk's and the Treasurer and began meeting with department heads to discuss priority spending and reallocation of funds for fiscal year 25-26. Feedback has been provided, Management will meet with the department heads again prior to scheduling workshops with Council for review.
 - Rose was recognized at top women in Valencia County and would like to recognize her efforts in serving the community.
 - Business licenses (P&Z Update) have been renewed thanks to the efforts of Julie Gabaldon and Fermin Otero. Both employees have provided the Clerk Administrator with new applications and process questions for returning businesses and there are currently only two businesses pending review of documentation.
 - The Clerk's office would like to recognize Fermin Otero for his time and effort in dedicating learning more duties related to the Planning & Zoning Administrator position in the physical absence of the Clerk. Fermin has proven excellent communication skills in researching permit needs and has been tactful in ensuring permits reach the clerk for review and are approved in a timely manner
 - The Clerk's office is still awaiting final review of the on-call engineering agreement from our legal team. Once a review has been provided the item will be placed on the agenda.
 - Efforts from the maintenance team have discovered that some old police units that were approved for disposal via resolution have not been removed or sent to auction.

- An updated spreadsheet will be created by the maintenance team and brought before the council for approval in the month of April to have an updated resolution for this request.
- The Clerk's office had a joint meeting with Mayor – Pro tempore, PNM and Bixby electric regarding total costs of repair for streetlights and who could be involved. In this meeting the Clerk's office expressed frustration with PNM that the Village of Bosque Farms, PNM and NMDOT are operating on a maintenance agreement dated from 1997. This agreement forces the municipality to be solely responsible for the repair and maintenance of lights along 47 of our jurisdictions. The Clerk's office believes it to be unfair and unreasonable given costs of equipment in modern day and funding sources that both PNM and NMDOT can utilize for equipment and needs such as these. Bixby Electric also provided updates in regard to the quote they provided to us, stating that this rough estimate could be refined via a agreement for repair where costs and shipping and or limited supply could be factored. The Clerk's office will keep communication with Bixby regarding this "agreement" but will also plan to pursue and update to a maintenance agreement with NMDOT/PNM and the Village.
 - Final Change orders regarding Scoggins Mechanicals repair and update to the heating and cooling upgrades with the PD/Fire facility are entering final stages. Completion of this project should be within the month of April.
 - The Village has experienced a rise in workman's comp accidents. Two incidents have occurred in the past month, the Clerk Administrator will look to renew on job site safety training for all Village employees in the month of April. New Mexico Municipal league can provide free training on job site safety and procedures of how to handle a wounded or injured co-worker. The clerk's office has reached out to the league and is currently pending scheduling.
 - Capital Outlay has been announced: The Village will be receiving an additional 60k for Arsenic treatment and 75k for computers for Police units. The amount of disbursement is disappointing however we will continue to work with local representatives to communicate funding needs and urgency for upcoming top priority projects.
 - Prodigy has requested a meeting with Council to discuss updated contract needs and desires for both water/wastewater treatment. This has been pending scheduling since the start of March, If council could provide availability via email to the Administrator, this meeting can be scheduled.
 - The Clerk's office completed a high demand information request that spanned across records over previous fiscal years and crossed numerous departments. Mr. Granzberg has been made aware of the items available for pick up.
 - Several municipalities have begun to IPRA the Clerk's Pay Study as well as drafts of our comprehensive master plan. All records requests have been denied due to no official study being reviewed and approved by Council, The Clerk's office would like to make Council aware that nearby municipalities are experiencing the same issues of understaffing, underpaid qualified individuals and are looking to compete with one another to keep numbers and morale reasonable. The Clerk administrator will look to have the pay scale study for review by May or June of 2025. The pay scale study will consist of light job descriptions, incentives, insurance information, PERA comparisons if applicable and wages and increases based on certifications.

- The Clerk's office met with New Mexico Rural Water regarding an onboarding apprenticeship program. This program could allow for NWRWA to pay for some wages and training for new employees who are mentored by our field supervisor Joseph Sanchez. As more details of the program are provided the Clerk's office will bring the agreement before Council for approval.

EPA conducted a surprise inspection of our Wastewater treatment facilities this past week. No red tags or notices were provided to the Clerk's office

- c. Fire Department - Chief Schneider - shared updates regarding efforts in recent fire in Isleta and upcoming budget requests to purchase two command units. Chief Schneider shared an update regarding a mutual aid call regarding a lift assist in the town of Peralta. Volunteers' participation has been high, and the Chief would like to thank them for their efforts. Councilor Baughman shared thanks to the department for their efforts.

8. **Mayor & Council Reports**

Council

- i. Councilor Wood shared updates regarding to federal funding and the meeting with PNM and Bixby.
- ii. Councilor Cheromiah had no updates.
- iii. Councilor Baughman shared congratulations to Rose on her recognition in the County Paper. Councilor Baughman updated the public on his joint efforts with Zach and Emilo on working on the bucket truck.
- iv. Councilor DeSmet shared clean up days for the Yucca fields and clean up days for Bosque Farms Spring cleanup. Councilor DeSmet shared updates regarding the burn ban.

9. **Council to Review and Take Action on Treasurer's Report**

Treasurer Maes delivered the Treasurer's Report.

A C T I O N	Motion	Approval of Treasurer’s Report		
	Made by:	Baughman	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Cheromiah		
	Motion carried?	PASSED		

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

A C T I O N	Motion	Approval of Minutes 2-20-25 with correction on page regarding public comment.		
	Made by:	Cheromiah	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

11. Oath of Office for Fire Chief Jason Schneider

Judge Eldridge read aloud the oath of office to Jason Schneider in which he repeated word for word accepting his oath.

12. Council to Review and Take Action on Appointment of Sharon Eastman, Dan Garrison, Kevin Schaus to the Planning and Zoning Committee.

Shaline Lopez read the following note from the Clerk Administrator

“Clerk Administrator has enjoyed working with the current commission that was established prior to his tenure. All members have provided valuable information and data to aid the clerk in learning the local ordinances, if the commission members are willing the Clerk would like to encourage the mayor to appoint and the Council to support the members for another term.”

A C T I O N	Motion	Approval of the listed members for 2-year terms.		
	Made by:	DeSmet	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 Resolution 1064-25 LP30037 Esperanza Drive

Deputy Clerk Lopez stated that this project is dated from 2022 for full depth recollection of Esperanza road. This project will have 5% match and was accepted by Former Clerk Administrator Melissa Velasquez and Mayor Walkup.

Councilor DeSmet would like to record for the bid process that Star Paving not be selected.

A C T I O N	Motion	Approval of resolution with correction to spelling in highway in the header of the resolution.		
	Made by:	Cheromiah	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Wood		
	Motion carried?	PASSED		

14. **Council to Review and Take Action on Resoluton 1065-25
Firefighter EMS retention Fund.**

Deputy Clerk Lopez read the following statement aloud on behalf of Clerk Administrator Limon.

“The following resolution is acceptance of the total disbursement to be utilized to hire and pay for the salary of an EMS director or any additional paramedics. Once approved funds will be distributed within 10 days, and the point of contact at DFA is Bianca Quintana.”

Councilor DeSmet had questions regarding funds need to be utilized prior to June.

Councilor Wood stated that this resolution is for approval of accepting funds.

A C T I O N	Motion	Approval oof entering Public Hearing		
	Made by:	DeSmet		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet-Yes Councilor Baughman- Yes
	Second by:	Cheromiah		
	Motion carried?	PASSED	FAILED	

15. **Council to Review and Take Action on Resolution 1066-25
Participation in NMDOT Hardship sale.**

Deputy Clerk Lopez stated that this was an opportunity for the Village to apply for \$25,000 to purchase surplus equipment from NMDOT hardship sale. This resolution and a letter created by the Clerk’s office will begin the process.

Councilor Cheromiah requested an update to the first Whereas section.

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

16. **Council to Review and Take Action on Resolution 1067-25
Budget Adjustment Resolution.**

Deputy Clerk Lopez stated that this a budget adjustment for line item to another for those that have been overspent. Deputy Clerk Lopez stated that this is being performed earlier than normal to help forecast needed changes for upcoming budget talks and needs for fiscal year 26.

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

17. **Council to Review and Take Action on scheduling workshop
dates for employee handbook review.**

Deputy Clerk Lopez read the following statement from Clerk Administrator:

“The Clerk’s office is requesting for the Council to begin scheduling select dates in the month of April and May for the Clerk’s office to review and explain handbook updates to the Governing Body. This project dates to the Clerk administrator’s first date in office identifying that job descriptions and policies are limited to being adopted via ordinance. This allows very little adaptability as local government grows and our staff and needs grow as well. Rules, procedures and chain of command are established in this new handbook and the administrator aims for the new policy to be adopted through resolution so that edits done in the future to not acquire costs of editing on code 360 and distribution in public meetings and Council procedure. The suggested changes would also prevent potential legal trouble of personnel board hearings and clarify the job duties and requirements of ALL employees not limited to other duties as assigned. Council edits and suggestions and or questions will be answered at the workshop. The clerk’s Administrator is planning a PowerPoint presentation for staff to attend and hear final changes regarding updated expectations and duties going forward. Both the Clerk and treasurer’s comments have been edited into current version of the handbook. One known issue of current draft version is tour of duty terminology is missing and will be added in time clock section.”

Councilor Baughman stated that it was inappropriate for the Clerk to ask for dates as other priorities such as sewer.

Councilor Wood stated it would be easier for the Clerk to assign a date for her to attend.

Councilor Cheromiah stated he believes Councilor should take action on the item since it was listed and not removed prior.

Attorney Mark Jarmie stated there is still time to strike the item.

A C T I O N	Motion	Defer Item.		
	Made by:	Baughman	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Cheromiah		
	Motion carried?	PASSED		

ADJOURNMENT

7:32 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 April 17, 2025. The Village Council voted to approve them as transmitted.