



MINUTES
VILLAGE OF BOSQUE FARMS
REGULAR COUNCIL MEETING
THURSDAY, AUGUST 15, 2024 AT 6:00 P.M.
COUNCIL CHAMBERS

1. **Call to Order**

Meeting called to order at 6:00 p.m.

**Please turn off cell
phones or set to silent
mode**

2. **Pledge of Allegiance**

Mayor Gillespie led those in attendance in the Pledge of Allegiance.

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

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

4. **Executive Session Pursuant to 10-15-1(2) NMSA, 1978 Hiring of A Code Enforcement Officer and One Police Officer.**

The council reconvened in open session approximately at 6:22 PM. Clerk Limon stated to the Public that the only items discussed in the Executive session were only those items listed on the agenda and no action was taken in Executive Session.

5. **Approval of Agenda**

A C T I O N	Motion	Approval of Agenda with modification to hiring one Police officer rather than two.		
	Made by:	Cheromiah		Councilor Wood-Yes Councilor Cheromiah-Yes Councilor DeSmet-Yes Councilor Baughman-Yes
	Second by:	DeSmet		
	Motion carried?	PASSED	FAILED	

6. **Public Comment**

Commissioner Michael Baber spoke about graffiti that was vandalizing the walking path and requested the village maintenance take action in cleaning it or asking for permission that he himself would feel comfortable removing the graffiti as well.

Resident Peggy (last name unknown) Requested updates from the Clerk admin regarding the Water system complying. Clerk Limon summarized the recent notice from NMED of how the Village system is within compliance with levels related to arsenic.

7. **Departmental Reports**

- a. Police Chief
 - i. LT. Dominguez provided Bosque Farms Police Statistics for the month of August.
- b. Court
 - i. Deputy Clerk Shaline read updates on behalf of Judge Eldridge regarding court cases and citations.
- c. Clerk
 - iii. Clerk Limon shared the following updates:
 - On October 17th the Village will be hosting a public hearing during its regular Council meeting for the transfer of a Liquor License regarding Kelly's Liquors. To the Staff's knowledge this transfer is from one family member to another.
 - A Request for Proposal for an on-call engineer has been drafted by the Clerk Administrator, I am currently looking to have this RFP posted in the Albuquerque Journal starting September 27th, 2024, and have it run for two weeks. Final submission and acceptance of bids is currently scheduled for October 31st. The Clerk Administrator would suggest to the council that a board of five members be nominated at the October meeting to review bids. The Clerk/Administrator recommends the board consist of 3 Village employees: the Village Clerk/ Deputy Clerk and Treasurer with One Council Member and possibly a member of the Public.
 - Final Project Walk-through for the West Loop Road improvement project by Start paving is taking place Tuesday, September 24th, 2024. The clerk's office will be in attendance.
 - The final Budget was approved by DFA on August 31st, Village Staff will look to input the budget into our system.
 - The following grant applications were submitted: Fire Fund – Community Center Improvements – ADA improvements for the baseball field. In other related grant news Capital outlay was authorized for new Police units and radios. Heating and Cooling improvements for the Police and Fire Department have also been authorized.

- As of 9/17/24 Shaline Lopez has achieved her Certified Master Clerk Certification, to the Administrator's current knowledge this is the first time in Bosque Farms' history that two certified clerks are on staff at the same time. I would like to commend and thank Ms. Lopez on her dedication to the Village and the state of New Mexico.
- Today, September 19, 2024, the Clerk's office attended a Federal Grants and New Guidelines workshop organized by Representative Melanie Stansbury. Here staff learned of upcoming changes to grants.gov. These changes will ensure the application process is smoother and streamlined for federal funds and will simplify the language describing who can apply and as well as the scope of the intended applicant.
- The Village was notified recently that we were selected for a total of \$131,250.00 from the FY25 Firefighter recruitment fund. (DFA) These funds allow for municipalities to recruit uncertified EMT's or Certified. Research is being performed by the Clerk Administrator, Deputy Clerk and Treasurer to see how these funds could be best utilized to hire and EMS director.
- A potential tattoo studio is to have a public hearing at the next regular Planning & Zoning Meeting regarding its business license. The potential business owner is by the name Erik Martinez, location would be 445 Bosque Farms Blvd, owner has provided all information necessary to proceed before the Commission.
- 37 properties were flagged for non-compliance regarding weeds for the Month of August.
- With the onboarding of the new code enforcement officer the Village is issuing 3 letters when dealing with violation of Village Ordinances pertaining to Zoning. The first letter states the ordinance and violation and the 10-day timeline to come within compliance. A second letter is then delivered if no improvement to the property has been performed stating that after 15 days the property will be fined and issued a summons to the local court. The 3rd letter is the official court summon.
- Currently Code enforcement and the Acting Zoning Administrator have noticed an increase in structures constructed without a Village Permit. This volume is believed to have increased due to the confusion of turnover in Village Staff and in which the Clerk Administrator can review and permit residents. The current average turnover for documents when received by the clerk is 96 hours (4 days). Staff would advise residents to continue to follow best practices with building car-ports -barns or any other land improvements and contact the Village Clerk for information on what is required for a permit. To not inconvenience residents who were affected by Village turnover the Clerk Administrator would believe it to be a best practice for the Zoning Commission to begin hosting Variance hearings to bring non-compliance buildings into compliance so long as they do not affect the character of neighborhood, and health and wellness. While the Clerk Administrator is aware this may set a precedent to violate village ordinances and come for forgiveness after building, I would also recommend attaching fines already listed in Village Ordinances not to exceed \$500 to be apart of this process as well.

8. Mayor & Council Reports

a. Mayor

- i. Shared updates regarding code enforcement and the expected changes to occur with residents being made aware of compliance with ordinances.

Council

- ii. Councilor Baughman suggested to residents that if they know of any elderly in need of assistance with their weeds to put him in contact and he would assist with mowing yards.
- iii. Councilor Cheromiah thanked the Valencia County News Bulletin for it's article regarding his interview.
- iv. Councilor DeSmet recapped details of an application for improvements to the community center and the ballpark and thanked Deputy Clerk Lopez for her assistance in performing that application.
- v. Councilor DeSmet shared awareness of suicide prevention month.
- vi. Councilor Wood shared updates regarding the most recent Valeo meeting.

9. Council to Review and Take Action Previous Minutes.

A C T I O N	Motion	Approval of Minutes 08-15-24 with Amendments to missing Adjournment, & Spelling Errors and time of Adjournment.		
	Made by:	Cheromiah	Councilor Wood-Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

10. Council to Review and Take Action on Contract with Fable Cheney – Hoesch for Training Services.

Clerk Administrator Limon recapped his conversation with PERA, and how a contracted employee can only work as an advisement role and her contract must remain the same as originally presented.

A C T I O N	Motion	Approval of contract with no amendments to terminology regarding work responsibilities & establishing duties of the Utilities clerk.		
	Made by:	Baughman		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet-Yes Councilor Baughman-Yes
	Second by:	Cheromiah		
	Motion carried?	PASSED	FAILED	

11. Council to Review and Take Action on Hiring Code Enforcement Officer.

Councilor DeSmet announced her distant relation to the potential candidate Fermin Otero and wished to recuse herself from Voting for his employment.

A C T I O N	Motion	Approval of Fermin Otero as Code Enforcement		
	Made by:	Cheromiah	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- N/A Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED		

12. Council to Review and Take action on Hiring One Police Officer

A C T I O N	Motion	Approval of hiring one police officer		
	Made by:	Wood	Councilor Wood- Yes Councilor Cheromiah- No Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	DeSmet		
	Motion carried?	PASSED		

13. Council to Review and Take Action on Resolution 1053-24 Signature Authority for NMED Grant F-201 Wastewater Improvements Plan

A C T I O N	Motion	Approval of Resolution 1053-24		
	Made by:	Baughman		Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes
	Second by:	DeSmet		
	Motion carried?	PASSED	FAILED	

14. Council to Review and Take Action on Resolution 1054-24 Signature Authority for NMED Grant H-2511 Arsenic Removal

A C T I O N	Motion	Approval of Resolution 1054-24		
	Made by:	Wood	Councilor Wood- Yes Councilor Cheromiah- Yes Councilor DeSmet- Yes Councilor Baughman- Yes	
	Second by:	Baughman		
	Motion carried?	PASSED FAILED		

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

Treasure Maes recited the financials for the Village for the previous month.

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

16. Council to Hold A Public Hearing For Dolores Torres Located on 3671 State hwy 47 Peralta, NM Regarding Water Services.

Council requested a vote to begin discussion for the public hearing.

A C T I O N	Motion	Approval to enter public hearing.		
	Made by:	Baughman		Councilor Wood- Yes
	Second by:	Wood		Councilor Cheromiah- Yes
	Motion carried?	PASSED	FAILED	Councilor DeSmet- Yes Councilor Baughman- Yes

Dolores Torres stated her request to utilize Village Water for her home.

Clerk Administrator Limon requested to table the item until further notice due to the pending health of the current water/wastewater system and for a agreement to be drafted with the town of Peralta to serve residents.

Council requested a vote to end discussion and vote on the item.

A C T I O N	Motion	End Public Hearing & Begin Final Vote on item.		
	Made by:	Baughman		Councilor Wood- Yes
	Second by:	Wood		Councilor Cheromiah- Yes
	Motion carried?	PASSED	FAILED	Councilor DeSmet- Yes Councilor Baughman- Yes

A C T I O N	Motion	Approval to table until further notice.		
	Made by:	Wood		Councilor Wood- Yes
	Second by:	Baughman		Councilor Cheromiah- Yes
	Motion carried?	PASSED	FAILED	Councilor DeSmet- Yes Councilor Baughman- Yes

ADJOURNMENT

7:44 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 Village Council for the Hearing on October 24, 2024. The Village Council requested changes be made to the minutes and the Village Council voted to approve them as amended. The requested changes are reflected in the proceeding minutes.

The amendments are:

1. Add the time the meeting started to Item 1.
2. Add comma between Tuesday and September on third bullet point on Item 7.
3. Item 12 Counciler Baughman voted “yes” and Councilor Cheremiah voted “no.”
4. Minutes were approved with incorrect date. Council meeting was on September 19, 2024.