

**MINUTES**  
**TOWN OF EDGEWOOD**  
**REGULAR COUNCIL MEETING – OCTOBER 19, 2016 @ 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: Sherry Abraham, Rita Loy Simmons, 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 Ring 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 October 5, 2016

B. Approval of the Draft Regular Council Meeting Minutes (with corrections and clarifications) of September 21, 2016

**MOTION:** Councilor Simmons made a motion to approve the minutes with discussion.

Councilor Abraham seconded the motion.

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

Discussion after the motion led to the following clarifications to the minutes of October 5<sup>th</sup>:


- Item 3A, line 7: Councilor Simmons did not *specifically request a peer review* instead she *recommended a peer review*.
- Item 5, line 1 *Judge William H. White* was changed to *Judge White*.
- Item 11B, line 4. A misspelling was corrected: *tress/trees*

**3. DISCUSSION OF THE CONSENT AGENDA**

Deputy Clerk Carla Salazar passed out a handout defining the use of a Consent Agenda and clarified that the heading of the Consent Agenda as used in the last few Council Meeting Agendas should have been “Acknowledgement of Consent Agenda” and not “Approval of Consent Agenda”. There were some options presented to the council about how to proceed in regards to the Meeting Minutes of the Planning and Zoning Commission but no decision had to be made right away.

**4. ACKNOWLEDGEMENT OF CONSENT AGENDA.**

A. Acknowledge receipt of the Planning & Zoning Commission Meeting Minutes of October 3, 2016

 Initials

- B. Acknowledge receipt of the Planning & Zoning Commission Meeting Minutes of September 19, 2016
- C. Acknowledge receipt of the Planning & Zoning Commission Meeting Minutes of September 6, 2016
- D. Acknowledge receipt of the Draft Library Board Meeting Minutes and Library Report for the month of September 2016
- E. Acknowledge receipt of the Draft Parks & Recreation Committee Meeting Minutes for the month July 2016.

**MOTION:** Councilor Simmons made a motion to acknowledge the Consent Agenda. Councilor Abraham seconded the motion.

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

**5. MATTERS FROM MORIARTY-EDGEWOOD SCHOOL DISTRICT.**

Superintendent Tom Sullivan first invited all to a football game on Friday evening and made mention that Moriarty High is ranked No. 1 in the State. He then proceeded to speak about the Town of Edgewood/MESD Edgewood Elementary School Lease. He noted that at the Board of Finance Meeting the previous week which he, Mayor Bassett and Clerk/Treasurer Juan Torres attended, the proposed lease was approved by the Board of Finance on their Consent Agenda. He made note that after the Board of Finance meeting he and his staff have tentatively added a transfer date of December 1<sup>st</sup> to the lease agreement. He will take the agreement to his board next Tuesday for their approval. A copy of the lease and the board of finance agenda was passed out to the Council.

Councilor Abraham asked about the amendment made to the lease that said the lease could be vacated if MESD did not have the revenue to fulfill the lease. Superintendent Sullivan said the clause was required and its intent and applicability was to the school district and making sure the capital needed to fulfill their end of the lease was in place. He also stated he did not see a financial situation that would not allow the school to comply with the lease agreement.

**6. SPEAKERS.**

- A. Patrick Varela, Treasurer, Santa Fe County

Mr. Varela spoke about his Property Tax Outreach Program which he does every year and mentioned he would be in Edgewood three times during the tax rush: Monday, November 7<sup>th</sup>, Monday, November 14<sup>th</sup> and Monday November the 28<sup>th</sup> at the Senior Center in Edgewood from 10:30 a.m. to 1:00 p.m. Flyers about the property tax outreach program have been posted on the County Website. Town of Edgewood personal will help him get the word out.

- B. Billie Clark, Partnership for a Healthy Torrance Community

Ms. Billie Clark explained that The Partnership for a Healthy Torrance Community is a Health Council serving Torrance County and the area served by the Moriarty Edgewood School District (MESD). She then presented a PowerPoint Presentation on their accomplishments. Highlights included:

- Annual Health and Safety Fair
- Certified seven lay people as Mental Health and First Aid providers
- Sober Fest in Moriarty
- Strategy for Success Survey in the school.
- Adult Community Survey

Ms. Clark said the Council is all about collaborating – They work with the New Mexico Alliance of Health Councils and participate in the DWI Court Program for adults. They also provide prevention support in the schools.

Ms. Clark also introduced Debbie Ortiz and said thanks to a grant from United Way and Ms. Ortiz's hard work they now have a resource directory for the area

Finally, she mentioned that in 2017 they will start rotating their meetings to the different communities they serve and on April 5<sup>th</sup> and August 7<sup>th</sup> they will be in Edgewood.

She then showed the council the data from the 2015 Youth Risk and Resiliency Survey they did at the High Schools.

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

### **A. Michael P. Steininger, CMO, CPO, NM DFA-LGD, Special Director**

As a brief introduction Mr. Steininger spoke about his history working with the State helping municipalities with their financial issues. He noted that the Mayor had asked him to do an independent financial review of the Town of Edgewood's finances based on letter sent to the Town by DFA stating the Town was spending more than it was bringing in. Mr. Steininger then presented a disclaimer on the issues he would be speaking about tonight; He said no one saw the presentation prior to tonight; he only used publicly available data and he is presenting numbers only. He then spoke about the information presented in the spreadsheets. After a walkthrough of the information on the handouts, Mr. Steininger then addressed some other items not referenced in the handouts, including:

- Wastewater operations are heavily subsidized by the general fund but he does understand we recently passed an environmental GRT. By definition an enterprise fund (which wastewater is) should be self-sustaining.
- Regarding Debt. Since 2010 the Town has borrowed 8.4 million dollars. That is a lot of debt in the last few years. The Town's annual debt service payment has risen from \$28,000.00 to \$517,000.00
- Regarding Audits. He was glad to see a stable use of auditors. He mentioned we had not had many finding in the past eight years but was concerned that three of those findings were for overspending (in 2008 and 2010).
- He is concerned that in each of our last four budgets our general fund was budgeted to lose money.

- General Fund for the last three months has already lost \$7,000.00
- Fund 213 Library and 299 Police Special Revenue Fund are generated to overspend by at least a 1/2 million dollars. He did not see an approved budget where there are transfers of that amount to cover.
- Quarterly Report for June of 2015 recorded an ending balance of 4.6 million in cash however the July 1<sup>st</sup> balance only recorded an ending balance of 927,000.00
- General fund expenditures remained fairly stable over the last three years. There was an uptake in 2013 of over \$350,00.00
- Transfers. The town is critically dependent on General Fund which ties back to its revenue sources.
- Articles in the Mountain View Telegraph referencing some planned spending (1 million dollars for a Horton Rd. paving project, and some extra money for a trail that was coming from the 2014 GEO Bond). According to our budget there is only \$480,000.00 in our GEO Bond Budget.
- An article referencing \$17,000.00 given by the Town to the Chambers of Commerce. Noted that Chambers of Commerce are historically anti-donation violations all over the state. This is not to say you cannot sign a contract with them to do certain things. There are workarounds just be careful and document services.
- An article on the Wastewater PER. He did not see where that would be paid for.
- An article on the new hotel made him question why we did not have a lodger's tax and he asked if we were going to consider implementing one.

Finally, Mr. Steininger reviewed the taxes we could still implement. He then stood for questions Councilor Ring asked about the food tax.

Mr. Steininger did not know how serious the State of New Mexico was about that and then spoke about the State doing something about "Hold Harmless" and the Small Cities Assistance Programs.

Mayor Bassett asked what our biggest concern short-term should be.

Mr. Steininger answered the following that there were three things he would be concerned about:

1. Pattern of budgeting expenditures in excess of anticipated revenues
2. General Fund subsidies
3. Keep an eye on the industries that contribute to the General Fund.

Mayor Bassett asked for a written report and Mr. Steininger said he would PDF over what he discussed here.

***The Governing Body then took a short break.***

B. Quarterly Budget Review and Revisions

Mr. Juan Torres presented a quarterly Budget Report in Incode format and in DFA format. Mr. Torres mentioned of one concerning issue: When the budget was created - police overtime (fund 299) was not budgeted for and that adjustment that have to be made in a future meeting. He also pointed out the fund transfers from general fund to wastewater and other subsidies. He also

reviewed individual fund balances. Finally, he asked the council what other information they would like to see on the quarterly reports. The Mayor asked for a written report or summery report. Mr. Torres he said he would like to do that and would try to do that in the future.

**8. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2016.**

**MOTION:** Councilor Abraham made a motion to approve the Financial Report for the month of September.

Councilor Simmons seconded the motion.

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

**9. MATTERS FROM THE MAYOR.**

**A. Review and Recap of Parliamentary Procedure Training**

Mayor Bassett reminded the council that the person who did the training, Mr. Adam Hathaway, will still take questions. If anyone needs his contact information we will get it for them

**B. Membership in the New Mexico Rural Water Association**

Mayor Bassett asked Councilor Simmons to speak

Councilor Simmons said she was pleased to see her suggestion to get in touch with them and use them as a resource had come to fruition.

Councilor Abraham asked at what level we would be joining based on connection numbers

Mayor Bassett answered we would be joining at \$129.00

Mayor Bassett and Council Simmons both expressed they were pleased with the meeting they had with representatives of Rural Water

**C. Update on trip to Santa Fe/Mid Region Council of Governments (MRCOG) Meeting in Albuquerque**

Mayor Bassett said on the same day they went to the meeting with Superintendent Sullivan they stopped by the County building and spoke to the Facility Manager about the vacated fire station next to the community center and would follow up with them. He told the Council that at the MRCOG meeting, Roger Holden, Parks Department Head at the Town of Edgewood put on his presentation for funding for the trail on 7 and the trestle bridge.

Councilor Ring publicly thanked Roger Holden for his work on the grant application

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

Councilor Ring stated that last Friday people from First Choice had an informational meeting at the Community Center on the bond issues in the upcoming election and there will be another meeting Saturday, October 22nd at the Community Center from 10 a.m. to 12 noon

Councilor Abraham talked about a community that was planting fruit trees in public places and asked if that was something we could look into.

Councilor Simmons stated she had identified a possible candidate for one of the vacancies on the Planning & Zoning Commission

**11. TOWN OF EDGEWOOD POLICE REPORT – Chief Ron Crow.**

**A. Police Report and Animal Control Report for the month of September 2016.**

Chief Crow read the police and animal control statistics for the month of September 2016 He then spoke about the upcoming shift change to 12 hours to make sure they have coverage He then spoke about the upcoming community events the police would be participating in including; trunk or treat, a pet adoption, and a police meet and greet. He also stated he is revisiting the ride along program and also announced that Officer Garcia will be participating in the Rumble in Rio (Police vs. Fire) Boxing Event in Rio Rancho on December 10<sup>th</sup>. Finally, he spoke about the cross commission issue with Santa Fe County Sheriff's Department which he is working to resolve so the department can obtain a cross commission that would allow Edgewood PD to respond to calls in the county.

Ms. Linda Burke from the Edgewood Chamber of Commerce added that on October 31<sup>st</sup> the business owners at Marietta Court would be having a block party

**MOTION:** Councilor Abraham made a motion to accept the Police Report for the month of September, 2016.

Councilor Ring seconded the motion.

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

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

Ms. Linda Burke from the Edgewood Chamber of Commerce mentioned some upcoming Chamber events:

Tomorrow (October 20<sup>th</sup> there will be a Chamber lunch at Pizza Barn at 11:45 a.m.

October 22<sup>nd</sup> the Chamber is hosting Busting Clay's at Founder's Ranch

October 29<sup>th</sup> there will be a Pet Adoption and Open House at Edgewood Center North

October 31<sup>st</sup> Marietta Court businesses will be having a Halloween Block Party

Ms. Burke mentioned the New Mexico Tourism Grant application period as time sensitive and would like work with the Town to apply for a grant.

Finally, she mentioned that the Chamber would like to contract with the town to provide services and has sent the Town some ideas on how they could proceed.

 Initials

Gerald Curtis on Church Road Improvements. Pleased that the sidewalk on the east side of 344 before Church Rd. has been restored. He mentioned that a few years ago the Town attorney had stated Walmart would be responsible for restoring the sidewalk. He wants to know if Walmart has stepped up to the plate and paid for that portion of the improvement project. Mayor Bassett and Councilor Ring had both heard that Walmart did contribute to the project but they had also heard otherwise.

They Mayor said he would ask NMDOT and get back to Mr. Curtis.

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

- A. Regular Council Meeting – November 2, 2016 @ 6:30 P.M.
- B. Regular Council Meeting – November 16, 2016 @ 6:30 P.M.
- C. Discussion of a possible Special Meeting to adopt the Wastewater Reclamation Facility PER. – It will wait until the regular meeting of November 16<sup>th</sup>.
- D. Discussion of a Joint Workshop of the Town of Edgewood Governing Body and the Planning & Zoning Commission on the Subdivision Ordinance - Waived off for now.
- D. Election Day is Tuesday, November 8<sup>th</sup>, 2016
- E. NOTE: Town Hall offices will be closed on Friday, November 11<sup>th</sup>, 2016  
In observance of Veterans Day

**14. FUTURE AGENDA ITEMS.**

Resolution in support a Trestle Bridge Application to the New Mexico Department of Transportation, Transportation Alternatives Program (TAP),

**15. ADJOURN.**

**MOTION:** Councilor Simmons made a motion to adjourn.

Councilor Abraham seconded the motion.

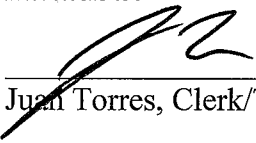
**VOTE:** All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of October 19, 2016 at 9:30 p.m.

**PASSED, APPROVED AND ADOPTED THIS 2<sup>nd</sup> day of NOVEMBER, 2016**

  
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John Bassett, Mayor

**ATTEST:**

  
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Juan Torres, Clerk/Treasurer