

Minutes
Regular Meeting
October 13th, 2020

The Village of Capitan Board of Trustees met in a Regular Meeting via Telephone Conference and in person on Tuesday, October 13th, 2020 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor Lowrance asked for a moment of silence and led the assembly in the Pledge of Allegiance.

Mayor Lowrance called the meeting to order at 4:32 PM.

Roll Call: Mayor Lowrance – present, Trustee Kearns – present, Trustee Johnson – present, Trustee Shearer – present. Stephanie Bason – Village Clerk, Grace Centrella – Finance Officer and J. Leineweber – Administrative Assistant were also present. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.

Trustee Johnson made a motion to Approve the Agenda. Trustee Shearer seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes.

Item #2 on the Agenda: Public Input. (Agenda Items Only).

Ms. Coulton had the following questions:

On Item #13, Main Road Improvement she wanted to know where on Main Road the Improvement was going to be? She said that she expects this will be covered in the discussion when the Trustees get to Item #13.

And, on Item #15, the Retirement Plans, Ms. Coulton said she was not familiar with "457b" and she was wondering if the Village was going to offer both PERA and a 457b Deferred Retirement Plan or if the Village hasn't decided yet?

The Mayor responded that the Trustees would be discussing that. At this time the Village does not have a retirement plan for its employees.

Item #3 on the Agenda: Mayor and Trustee Comments.

Trustee Kearns stated he had no comments at this time.

Trustee Johnson stated she had no comments at this time.

Trustee Shearer observed there are still problems with the reports for the Bills Paid from FundView. She asked specifically about monies received from the Small Cities Assistance Fund. Grace said she would have to get back to Trustee Shearer on that. Trustee Shearer asked how much FundView has cost the Village and would like a copy of the contract and have Zack Cook the Village Attorney review it. Trustee Johnson asked how widely used is FundView? The Village of Capitan is the first municipality in NM to use it. It has been used by many government entities in the State of Texas.

Grace communicated difficulties she is having with the support team at FundView including vague answers that aren't helpful or taking a longer than acceptable time to get back to her with an answer.

Item #3 on the Agenda: Mayor and Trustee Comments. (continued)

Grace also informed the Trustees that a Hand Book or a Training Manual has not been made available to her, either by request or on the internet at FundView's website.

Trustee Johnson offered to take a look at FundView to see if she can help.

After further investigation the Trustees may determine to cancel FundView and request a refund.

Stephanie suggested sending Grace to a municipality, even if it is in Texas, to see how FundView is actually functioning for them and how they are currently using it. The Trustees all agreed to this, to anything it takes to get FundView to function as the Village needs it to and be able to produce the reports in the format that the Trustees need to see it in order to understand the Village's financial position at any given time. Stephanie suggested sending an email to Brian Cook, head of FundView on behalf of the Village and its Board of Trustees, itemizing their concerns. The Board agreed and Trustee Shearer suggested copying Zack Cook, Village Attorney on the email.

The Mayor commented that both Grace and Stephanie passed the Procurement Test, and are now Certified. The Board congratulated them, all agreeing it is a difficult course and quite an accomplishment.

Item # 4 on the Agenda: Consent Agenda: Approval of Minutes: Regular Meeting September 8th, 2020.

Trustee Shearer made a motion for Approval of Minutes: Regular Meeting September 8th, 2020. Trustee Johnson seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes.

Item #5 on the Agenda: Discussion/Action – Approval of Bills Paid for September, 2020.

Trustee Shearer made a motion to Approve the Bills Paid for September, 2020. Trustee Johnson seconded the motion. Trustee Kearns asked if the Approval of Bills Paid for each month will continue to be a separate item for Discussion/Action on the Agenda? It was agreed that yes this will continue to remain on the Agenda as a separate item. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes.

Item #6 on the Agenda: Approval – Resignation of Jill Schmitz as Trustee for the Village of Capitan.

Trustee Shearer made a motion to Approve the Resignation of Jill Schmitz as Trustee for the Village of Capitan. Trustee Johnson seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes.

Item #7 on the Agenda: Approval – Mayoral Appointment of Kohlby McInnes as Trustee for the Village of Capitan.

Trustee Johnson made a motion to Approve the Mayoral Appointment of Kohlby McInnes as Trustee for the Village of Capitan. Trustee Shearer made a motion to Approve the Mayoral Appointment of Kohlby McInnes as Trustee for the Village of Capitan and have him sworn in immediately so he can participate and vote for the remainder of the meeting. Trustee Johnson seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes.

At this time Kohlby McInnes was sworn in as a Trustee of the Village of Capitan by Municipal Court Judge Minerva Davalos.

Item #8 on the Agenda - Discussion/Action – Approval to Add Stephanie Bason, Village Clerk as Signatory on Bank Account.

Trustee Johnson made a motion to Approve to Add Stephanie Bason, Village Clerk as Signatory on Bank Account. Trustee Kearns seconded the motion. The Mayor commented that Trustee Kearns wouldn't be required at Village Hall so often now to sign checks. Trustee Kearns said he was happy to do it. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #9 on the Agenda: Discussion/Action – Approval to Add Grace Centrella, Village Deputy Clerk/Finance Officer as Signatory on Bank Account.

Trustee Shearer made a motion to Approve to Add Grace Centrella, Village Deputy Clerk/Finance Officer as Signatory on Bank Account. Trustee McInnes seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #10 on the Agenda: Discussion/Action – Approval of Installation of a Computer Server for the Capitan Police Department by Tegrity Data Systems at a cost of \$6,368.40.

Trustee Shearer made a motion to Approve Installation of a Computer Server for the Capitan Police Department by Tegrity Data Systems at a cost of \$6,368.40. Trustee Johnson seconded the motion. The Mayor confirmed that the funds for the server would be coming from the Law Enforcement Protection Fund (LEPF) not out of the Village's budget. Chief Spear of the Village Police Department advised the Board that the server is needed due to a Senate Bill requiring storage of police body cam footage for a specified time period before they can be discarded. The PD has no way of storing video footage from their body cams without the server. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #11 on the Agenda: Discussion/Action – Approval of Purchase of Extrication Tools for the Village of Capitan Fire Department in the amount of \$19,780.00.

Trustee Shearer made a motion to Approve Purchase of Extrication Tools for the Village of Capitan Fire Department in the amount of \$19,780.00. Trustee Johnson seconded the motion. Trustee Shearer asked Chief Kennedy of the Village Volunteer Fire Department if the money would come from Fire Funds to which the Chief answered yes. Chief Kennedy went on to show the Board the tool they would be purchasing and demonstrated how it would work. He explained the reason for the purchase of this tool is the ease and speed of deployment, saving valuable time when rescuing someone trapped in a vehicle. This would also include installing an electric unit on one of the Fire Department's hydraulic tools making this tool a cutter and a spreader, a very versatile tool and, a two-day training in the use of the tool. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #12 on the Agenda: Discussion/Action – Approval of Contract Change Order- Ferguson Construction Company, Waterline Replacement Phase II, Pipeline Extension on Pine Lodge Road and on Smokey Bear Blvd.

Trustee Shearer made a motion to Approve Contract Change Order- Ferguson Construction Company, Waterline Replacement Phase II, Pipeline Extension on Pine Lodge Road and on Smokey Bear Blvd. Trustee Johnson seconded the motion.

Item #12 on the Agenda: Discussion/Action – Approval of Contract Change Order- Ferguson Construction Company, Waterline Replacement Phase II, Pipeline Extension on Pine Lodge Road and on Smokey Bear Blvd.

Steve Osborn confirmed that this was for a 750-foot extension on Pine Lodge Rd. and an extension from Forest to Nogal on Smokey Bear Blvd. which allows the addition of two new fire hydrants. The Mayor advised the Board that these funds would come from Colonias and that this will finish out this project. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #13 on the Agenda: Discussion/Action – Approval of Task Order 20-06 Dennis Engineering Main Road Improvement, Phase III Design Services \$5,653.00 and Surveying/Construction Staking \$5,597.00.

Trustee Shearer made a motion to Approve Task Order 20-06 Dennis Engineering Main Road Improvement, Phase III Design Services \$5,653.00 and Surveying/Construction Staking \$5,597.00. Trustee Kearns seconded the motion. The Mayor explained besides the striping it includes finishing paving Main Road 53 to 58 plus 75 but excludes work at the intersection of Main Rd. and Bancroft Rd. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes

Item #14 on the Agenda: Discussion/Action – Approval of Building Permit for Mobile/Manufactured Home at 111 Largo Rd. – Clare Bruce McElhinny and Teresa McElhinny.

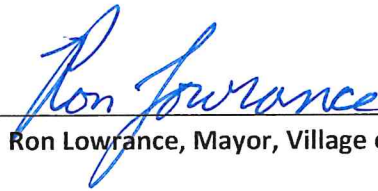
Trustee Shearer made a motion to Approve Building Permit for Mobile/Manufactured Home at 111 Largo Rd. – Clare Bruce McElhinny and Teresa McElhinny. Trustee McInnes seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee Shearer – yes, Trustee McInnes – yes.

Item #15 on the Agenda: Discussion – Deferred Compensation Retirement Plans, 457b and PERA Retirement Plan for Employees of the Village of Capitan.

The Trustees feel it is extremely important and want to provide a retirement plan for the Village employees but cannot move forward without a clear understanding of where the Village is in regard to its Budget and if there are adequate funds available. Several employees are interested in participating in either the PERA plan and/or a 457b plan but are waiting to hear what the Board has decided as far as the Vesting period and the Match Percentage amount. The Board decided to wait until the Finance Department can provide what the Village can reasonably expect in revenues to cover the required expenditures by the Village for a retirement plan. Once the Budget information is available The Mayor suggested scheduling a Special Meeting of the Board of Trustees to determine what plans will be offered. Trustee Shearer suggested that Grace contact the Department of Finance, Local Government Division for assistance, they will be happy to send someone out to assist her with this. A Budget Adjustment Resolution (BAR) will be required if this is added to the Budget.


Adjournment:

Mayor Lowrance Adjourned the meeting at 5:29 PM



Ron Lowrance, Mayor, Village of Capitán

Attest:



Stephanie Bason, Village Clerk

