



VILLAGE OF HATCH BOARD OF TRUSTEES

Minutes

Tuesday, January 9, 2024 at 6:00 pm

Attendees: Mayor Whitlock, Mayor Pro Tem Torres, Trustee Atencio, Trustee Martinez, Trustee Crist, Tim Thornton, Mike Castillo, David Shields, Alfredo Holguin, Courtney Bustamante, Manny Bustamante, Jorge Au, JR Ellis, Elizabeth Porras

Trustees Chambers - 133 North Franklin St, Hatch New Mexico

1. Call to Order/ Roll Call/ Pledge of Allegiance/ Moment of Silence

Minutes:

A regular meeting of the Board of Trustees of the Village of Hatch was held in the Trustees Chambers located at 133 N. Franklin Street, Hatch, NM, on the above date. Mayor Whitlock asked the Clerk Treasurer for roll call as follows: Mayor Whitlock-Present, Mayor Pro-Tem Torres-Present, Trustee Atencio-Present, Trustee Crist-Present, and Trustee Martinez-Present. There being a quorum, Mayor Whitlock called the meeting to order at 6:00 p.m. Trustee Crist led all in attendance in the pledge of allegiance and Trustee Torres gave the opening prayer.

2. * Approval of Agenda

Minutes:

Trustee Martinez moved to approve the agenda as presented. Seconded by Trustee Crist. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

3. * Consent Agenda (Police, Fire, Museum, Planning & Zoning, Parks & Rec, Library, Cemetery, Court Reports, Approved Bills List, Delinquent List, Utility Applications, Regular Meeting Minutes December 12, 2023, Special Meeting Minutes December 21, 2023).

Minutes:

Mayor Pro Tem Torres moved to approve the consent agenda as presented. Seconded by Trustee Martinez. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

4. *Re-organization of the Board

a. Nominations for Mayor Pro Tem

Minutes:

Mayor Whitlock opened the floor for nominations for Mayor Pro Tem. Mayor Whitlock recommended Trustee Torres to serve as Mayor Pro Tem for the next two years. Trustee Martinez moved to close nominations and elect Trustee Torres as Mayor Pro Tem by acclamation. The motion was seconded by Trustee Crist and upon vote, the motion passed.

Vote results:

Ayes: 4 / Nays: 0

b. Trustee Liaison Appointments**Minutes:**

Mayor Whitlock recommended the following liaison appointments:

Mayor Whitlock: Village Administration

Mayor Pro Tem Torres: Recreation & Activities, Fire Department, Codes Enforcement, School District

Trustee Crist: Facilities, Library, Beautification

Trustee Atencio: Economic Development, Airport, Museum

Trustee Martinez: Police Department, Utilities, SCRT, Storm Water Coalition

Following the recommendations, Trustee Crist moved to accept the liaison appointments as presented by Mayor Whitlock. Trustee Atencio seconded the motion, and it carried."

Vote results:

Ayes: 4 / Nays: 0

c. Village of Hatch Organizational Chart**Minutes:**

Trustee Crist motioned to approve the presented Organizational Chart. The motion was seconded by Trustee Atencio. After a brief discussion, the motion carried with all Trustees in favor.

Vote results:

Ayes: 4 / Nays: 0

d. Authorized signers for the Village of Hatch**Minutes:**

Trustee Martinez moved to approve James Whitlock, Mayor, G. Dennis Torres, Mayor Pro Tem, Peter J. Atencio, Trustee and Elizabeth J. Porras Clerk Treasurer to be the authorized signers for the Village of Hatch. Seconded by Trustee Crist. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

e. In accordance with Section 3-11-5 NMSA 1978, to confirm the following appointive officers for the Village of Hatch: Elizabeth J. Porras, Clerk Treasurer, Timothy Thornton, Chief of Police, Michael Castillo, Public Works Director, and Lisa Neal, Library Director.**Minutes:**

Trustee Atencio moved to approve, in accordance with Section 3-11-5 NMSA 1978, the

confirmation of the following appointive officers for the Village of Hatch: Elizabeth J. Porras, Clerk Treasurer; Timothy Thornton, Chief of Police; Michael Castillo, Public Works Director; and Lisa Neal, Library Director. Seconded by Trustee Martinez. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

- f. In accordance with Section 3-11-5 NMSA 1978, to confirm the employment of all current full-time and part-time regular employees, as well as all probationary and as needed employees for the Village of Hatch.**

Minutes:

Trustee Martinez moved to approve, in accordance with Section 3-11-5 NMSA 1978, the confirmation of the employment for all current full-time and part-time regular employees, as well as all probationary and as-needed employees for the Village of Hatch. Seconded by Trustee Atencio. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

- 5. Robert Peixotto, CPA Southwest Accounting Solutions, LLC - FY23 Audit Presentation.**

Minutes:

Robert Peixotto, CPA with Southwest Accounting Solutions, LLC, presented the FY23 Audit and congratulated the Village for an outstanding audit this year, which resulted in zero findings.

- 6. *Resolution No. xxx - Acceptance and approval of the FY 2023 Audit.**

Minutes:

Trustee Atencio moved to approve Resolution No. 1070 Acceptance and approval of the FY23 Audit. Seconded by Trustee Crist. The board was polled as follows: Mayor Pro Tem Torres - aye, Trustee Atencio-aye, Trustee Crist-aye, Trustee Martinez-aye. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

- 7. Public input**

Minutes:

No public input was received during the session.

- 8. Wilson & Company Report**

Minutes:

Alfredo Holguin provided a status update for all ongoing services provided by Wilson & Company.

- 9. *Consideration and approval to award Stormwater Pump Station Improvements Project to Smithco Construction, Inc. contingent on NMED concurrence.**

Minutes:

Trustee Crist moved to approve the award of the Stormwater Pump Station Improvements Project to Smithco Construction, Inc. in the amount of \$1,296,200.00, excluding NMGR, contingent on NMED concurrence. The motion was seconded by Trustee Martinez and carried with all Trustees voting in favor, and Mayor Pro Tem Torres casting a dissenting vote.

Vote results:

Ayes: 3 / Nays: 1

10. *Consideration and approval to award Placitas Waterline Improvements Project to Smithco Construction, Inc. contingent on NMFA concurrence.

Minutes:

Trustee Atencio moved to approve the award of the Placitas Waterline Improvements Project to Smithco Construction, Inc. in the amount of \$579,160.00, excluding NMGR, contingent on NMFA concurrence. The motion was seconded by Trustee Martinez. Motion carried with all Trustees voting aye.

Vote results:

Ayes: 4 / Nays: 0

11. *Consideration and approval to award Rodey Lift Station Improvements Project to J&S Plumbing and Heating, LLC. contingent on NMFA concurrence.

Minutes:

Trustee Martinez moved to approve the award of the Rodey Lift Station Improvements Project to J&S Plumbing and Heating, LLC, in the amount of \$756,530.00, excluding NMGR, contingent on NMFA concurrence. The motion was seconded by Trustee Atencio. Motion carried with all Trustees voting aye.

Vote results:

Ayes: 4 / Nays: 0

12. Bohannon Huston Report

Minutes:

David Shields provided a status update for all ongoing services provided by Bohannon Huston.

13. *Consideration and approval of State of New Mexico Subrecipient Agreement for the Regional Recreation Centers Quality of Life Program Grant Agreement No. 23-ZH5053-26.

Minutes:

Mayor Pro Tem Torres moved to approve the State of New Mexico Subrecipient Agreement for the Regional Recreation Centers Quality of Life Program Grant Agreement No. 23-ZH5053-26 in the amount of \$756,300. Seconded by Trustee Martinez. The motion carried with all Trustees voting in favor.

Vote results:

Ayes: 4 / Nays: 0

14. *Consideration and approval of Grant Agreement for the Selective Enforcement Program (STEP) Project No. 04-PT-RF-043 in the amount of \$4,983.00.

Minutes:

Trustee Atencio moved to approve the Grant Agreement for the Selective Enforcement Program (STEP) Project No. 04-PT-RF-043 in the amount of \$4,983.00. Trustee Crist seconded the motion. The motion carried.

Vote results:

Ayes: 4 / Nays: 0

15. *Consideration and approval of MOU between Village of Hatch Police Department and the County of Otero.

Minutes:

Trustee Martinez moved to approve the MOU between Village of Hatch Police Department and the County of Otero. Seconded by Trustee Atencio. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

16. *Consideration and approval of State Grants in Aid to Public Libraries Agreement for FY 24 in the amount of \$10,352.38.

Minutes:

Trustee Atencio moved to approve the State Grants in Aid to Public Libraries Agreement for FY24 in the amount of \$10,352.38. Seconded by Trustee Martinez. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

17. *Resolution No. xxx - A Resolution adopting a budget adjustment for FY 2023-2024.

Minutes:

Trustee Martinez moved to approve Resolution No. 1071 adopting a budget adjustment for FY 2023-2024. Seconded by Trustee Crist. The board was polled as follows: Mayor Pro Tem Torres - aye, Trustee Atencio-aye, Trustee Crist-aye, Trustee Martinez-aye. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

18. Personnel

- a. *Re-alignment of Village Administrative Staff: Move Mayra Castillo into the position of Assistant Clerk. Effective Date: January 8, 2024. Salary Adjustment: Increase hourly rate by one dollar.**

Minutes:

Trustee Atencio moved for the Re-alignment of Village Administrative Staff, proposing to move Mayra Castillo into the position of Assistant Clerk, effective January 8, 2024. The motion includes a Salary Adjustment, increasing the hourly rate by one dollar. Trustee Martinez seconded the motion, and it carried.

Vote results:

Ayes: 4 / Nays: 0

19. Department Head Input

Minutes:

At the meeting, Jorge Au, Fire Chief, provided a detailed update on Fire Department activities during the month of December. Recruitment efforts are ongoing, and discussions have arisen about disposing of a thirty-year-old fire truck. Chief Au mentioned a potential new department interested in receiving the old truck and stated that he will gather all necessary information and seek approval from the council for the donation.

Following this, Mike Castillo, Public Works Director, reported to the Board on departmental activities. He highlighted mechanical issues with the Backhoe, currently under inspection in El

Paso. Depending on the extent of damages, consideration for a new Backhoe is on the table. The department has also focused on the removal of dead trees at the Community Center and Veteran's Park. Additionally, Castillo updated the Board on the completion of the line replacement project by J29, as well as the successful meter changeout at the Hillburn Well.

Tim Thornton, Chief of Police, provided a concise report on Police Department matters. He expressed optimism about finding a suitable candidate to fill a vacant position. Chief Thornton also informed the Board about his plans to form a board for conducting interviews for detective positions, promising to keep the Board updated on dates and times.

20. Mayor & Trustees Input

Minutes:

Trustee Atencio recommended that, due to the essential nature of continued Village operations, consideration should be given to acquiring a new backhoe. In the absence of available grant funds, Trustee Atencio proposed that the Board as a whole should contemplate investing in a new backhoe at the earliest opportunity.

21. * Adjourn

Minutes:

In the absence of further business, Trustee Crist moved to adjourn at 8:05 p.m. The motion was seconded by Trustee Martinez, and it carried.

Signed: _____, *Mayor*

ATTEST: _____

Date: _____

THE BOARD OF TRUSTEES MAY CONVENE IN CLOSED SESSION to discuss limited personnel matters; threatened or pending litigation, as authorized by the Open Meetings Act 10-15-1(H) (2), 10-15-1 (H) (7) and 10-15-1 (H) (5) respectively.

If you are an individual with a disability who is in need of a reader, amplifier, 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 Village of Hatch office at (575)-267-5216 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.