

**Minutes  
Special Meeting  
October 26, 2021**

The Village of Capitan Board of Trustees met in a Special Meeting on Tuesday, October 26<sup>th</sup>, 2021 at the Village Hall in Capitan, New Mexico at 6:00 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 6:01 PM.

**Roll Call:** Mayor Lowrance – present, Trustee Kearns – present, Trustee Fraley – present, Trustee Johnson – not present, Trustee Shearer – not present. Stephanie Bason – Clerk, via Skype, Grace Centrella – Finance Officer, J. Leinneweber – Administrative Assistant, Angela Autrey – Court Clerk/Human Resources Clerk, Steve Osborn – Water Utilities Supervisor, Johnathan LaMay – Street Department Supervisor and Kevin Kennedy – Fire Chief/Project & Grants Administrator were also present. A list of others in attendance is attached.

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

Trustee Kearns made a motion to Approve the Agenda. Trustee Fraley seconded the motion.

**Roll Call:** All were in favor, the motion carried.

**Item #2 on the Agenda: Public Input. (2 Minute Limit per Speaker).**

A Member of the Public said “It would be nice to have acronyms defined.”

A Member of the Public asked what LGBMS stood for? Stephanie informed her that it stands for Local Government Budget Management System.

A Member of the Public asked who made the decision to place the electronic speed sign trailer showing a limit of 25 Miles Per Hour in the sub-division?

The Mayor said the trailer is going to be moved. He explained that the Department of Transportation needs to place speed limit signs “at the proper distance”. He said there is a requirement, when reducing the speed limit on a road, it needs to be reduced gradually and signs placed at the proper distance. The Mayor said he has Randy Spear, the Village’s Chief of Police working on it.

The Member of the Public replied that “Randy Spear does not have his heart in the assignment.”

The Mayor replied that he thought Randy did. The Mayor explained that it’s not the Village’s Property and the Village “can’t go past it.”

The Member of the Public said “You can stop the speeders when they go by instead of just waiving at them.”

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

Trustee Fraley asked if on Item #4 the Village was reallocating the \$176,000? The Mayor replied yes and some other errors found during “Bank Reconciliation.”

Trustee Kearns said that he sees a “positive, good attitude” with reports from the office staff.

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

Trustee Kearns said the Village has been struggling with things that have been “left over from previous administrations and other office staff.” He said he’s happy to see “some progress and see the employees developing an attitude this can be worked out.” He wants the community to know that “everybody seems to be coming together on it and there actually seems to be a solution where just a few weeks ago or even a couple months ago, just seemed like, just couldn’t seem to get any traction at all in sorting this out.”

He went on to say that Bobby Johnson has been “instrumental in that” and wants to recognize his efforts and his help in “this situation.” Angela agreed and said “He’s been doing a wonderful job.”

The Mayor said he wanted to “praise him too” for his help with the IRS. Bobby determined it was the IRS’s mistake, gathered all the paperwork, “we wrote a letter, I signed it...it’s turned in.” The Mayor said “it’s going through the system so we don’t need to hire a tax attorney. He did everything.”

The Mayor said he “appreciates Ms. Wilson, she gave me some homework tonight after the meeting and I will gladly write the letter.” The Mayor explained Ms. Wilson is going to “get us the computers and everything through T Mobile. And she is working on the Greenhouse.”

**Item #4 on the Agenda: Discussion/Action – Approve Resolution – 2021-19 – A Budget Adjustment Resolution for 2021-2022 1<sup>st</sup> Quarter Budget.**

Trustee Fraley made a motion to Approve Resolution – 2021-19 – A Resolution authorizing Budgetary Adjustments and Revisions. Trustee Kearns seconded the motion.

**Discussion:** The Mayor said after “Bank Reconciliation, what we sent to Local Government, we need to update it and get it on the record so, anytime you move money or find money or do anything you have to do that by State Regulation, that’s what we’re doing.” He went on to say “because the \$176,000.... from small cities assistance, we never had it on the books ‘cause we’d already turned in the Budget so that’s what we got to put on the books, that’s the major one.”

**Roll Call:** Trustee Fraley – yes, Trustee Kearns – yes

**Item #5 on the Agenda: Discussion/Action – Pay Rate of \$20.00 per Hour for LeAnne Brasher, to Input Checks Issued in Fiscal Year 2020-2021 into QuickBooks in Preparation for Upcoming Audit.**

Trustee Kearns made a motion to Approve a Pay Rate of \$20.00 per Hour for LeAnne Brasher, to Input Checks Issued in Fiscal Year 2020-2021 into QuickBooks in Preparation for Upcoming Audit. Trustee Fraley seconded the motion.

**Discussion:** Trustee Fraley asked if “when she’s finished will we still have to go through the Audit?” The Mayor said “Yes” He explained something went wrong with FundView, “we weren’t able to comply with all the stuff everything kept voiding, it was just a disaster.” The Mayor went on to say that the Village went back to using QuickBooks but for this Audit “we had to take everything off of Fundview ‘cause we’re no longer using it and put it on QuickBooks.”

Stephanie said our Audit will start early December.

The Mayor advised the Board that in order to accomplish the transfer to QuickBooks prior to the Audit, LeAnne will have to work full-time on it.

Both Trustees Kearns and Fraley said its good news that the transfer is to be completed.

**Roll Call:** Trustee Kearns – yes, Trustee Fraley - yes


**Item #6 on the Agenda: Discussion – Budget Workshop for Fiscal Year 2021-2022.**

**Discussion:** Trustee Fraley made a motion to Postpone the Budget Workshop until more Members could attend. Trustee Kearns seconded the motion.


**ADJOURNMENT**

Trustee Fraley made a motion to adjourn. Trustee Kearns seconded the motion. All were in favor, motion carried.

Mayor Lowrance Adjourned the meeting at 6:12 PM

  
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Ron Lowrance, Mayor, Village of Capitán

**Attest:**

  
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~~Stephanie Bason, Village Clerk~~  
Grace Centrella, Deputy Village Clerk

6:00 PM

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