

**TOWN OF COCHITI LAKE
MINUTES OF ASSEMBLY MEETING
THURSDAY, JANUARY 28, 2010**

I. CALL TO ORDER

Mayor Kiesling called the meeting to order at 6:06 p.m.

Assembly members in attendance were Ken Kiesling, Freda Donica, Tony Da Silva, Linda Bradshaw. Willy Ryan was absent for roll call.

APPROVAL OF AGENDA

Linda Bradshaw moved for the approval of the agenda.

It was seconded by Tony Da Silva and passed with a 4 to 0 to 1 vote.

APPROVAL OF MINUTES

Freda Donica moved for the approval of minutes of December 17, 2009.

It was seconded by Linda Bradshaw and passed with a 4 to 0 to 1 vote.

II. UNFINISHED BUSINESS

There was no unfinished business to report.

III. NEW BUSINESS

1. Approval of December Financials

With no objection from the Assembly, this item was skipped pending the arrival of Willy Ryan.

2. Approval of Annual Financial Report & Independent Auditor's Report

With no objection from the Assembly, this item was skipped pending the arrival of Willy Ryan.

3. Roles of Town Treasurer and Town Administrator

Tony Da Silva stated that he has been very concerned for the past two months because the newly hired Town Treasurer has not been able to carry out some of her duties, (signing checks). The Charter of the Town of Cochiti Lake, Ordinance 1996-14 specifically states the duties and responsibilities of the Town Treasurer. There was action taken on the matter of check signing on January 28, 2010. Another issue Tony was concerned with was that the Town Administrator has no authority to sign checks. One way the Town Administrator has the authority to sign checks is appointing the Town Administrator, Deputy Town Treasurer according to Resolution 2010-1.

Mayor Kiesling acknowledged the arrival of Willy Ryan at 6:10pm and resumed the meeting to begin with item #1, Approval of December Financials and follow with item #2, Approval of Annual Financial Report & Independent Auditor's Report.

1. Approval of December Financials

Willy Ryan turned the item over to Town Administrator, Mary Wheeler who is in for the Town Treasurer, Gloria Halama who could not attend the meeting due to snow. Mary stated that in Admin: 414: Property Tax - \$921.60 reimbursement from Wells Fargo / Imaging Concepts for tax on the copier. 471: is a new account: Ad expense: for the Journal and New Mexican ads for Treasurer position. 421.01 – Maintenance supplies – New vacuum cleaner. 421.05 – Janitorial supplies – Dog related supplies. Admin. is \$7,500 below for the year. Library: 459.05 – Patron Services – new catalog, and assorted other supplies. Funds for this is the GO Bond money. PW: overall budget vs. actual for year-to-date are just within budget. EMS: there were no extra ordinary expenses for the month. VFD: \$12,900 below budget for the year.

Willy Ryan moved for the approval of the December Financials as presented. It was seconded by Freda Donica and passed with a 5 to 0 vote.

2. Approval of Annual Financial Report & Independent Auditor's Report

Willy Ryan moved to acknowledge the approval of the Annual Audit.

It was seconded by Linda Bradshaw and passed with a 5 to 0 vote.

4. Resolution 2010-1, Appointment of Deputy Town Treasurer

Ken Kiesling stated that a lot of the background comments to the Resolution have been touched on. As a formality to allow the Town Administrator to continue to sign checks not being the Town Treasurer any longer is to acquire her as a Deputy Town Treasurer done by the Mayor with the approval of the Assembly. Ken then read Resolution 2010-1 aloud.

Ken Kiesling moved for the approval of Resolution 2010-1.

It was seconded by Freda Donica.

Ken asked if there was any discussion about the Resolution. Tony Da Silva commented that he thought it was essential to pass the Resolution and feels that if there were an ordinance appointing the Town Administrator to Deputy Town Treasurer and feels that an ordinance would strengthen the position of Town Administrator rather than a resolution.

Ken stated that the strength of this action actually exists in the current ordinance whereby there is a section that allows the Mayor to appoint a Deputy Town Treasurer.

The motion passed with a 5 to 0 vote to approve Resolution 2010-1.

5. Bonding of Assembly Members

Tony Da Silva discussed that the Town Treasurer is required to be bonded as well as with the Town Administrator and Town Clerk and any employee who handles money for the Town. Tony was concerned that anyone who signs checks should be bonded. Currently there are 4 employees bonded at \$100 a year for \$5,000. There is a separate bond for the Town Treasurer/Tax Collector for \$5,000. There are always 2 signatures needed for a Town Check. The bonding covers fraud. Tony was concerned that \$5,000 did not cover enough and did not cover for mistakes.

Ken suggested to Tony that if he would like to pursue the issue of bonding of Assembly Members and obtain the cost, that he look into the coverage of the bonding.

6. Posting of Sign-Up Sheet for Joint Commission Members

Linda Bradshaw stated that there are 3 positions open on the Joint Commission, 2 regular and 1 alternate. Deadline for signing up is February 11, 2010 at 3 pm. Terms are for 2 years.

Linda Bradshaw moved for approval to post a sign-up sheet.

It was seconded by Tony Da Silva and passed with a 5 to 0 vote.

IV. ANNOUNCEMENTS

Next Assembly Meeting, February 28, 2010 at 7:00 pm in the Fire Hall.

V. FOR THE GOOD OF THE ORDER

There were questions on the progress of the road repair project and the reimbursement from Sandoval County.

VI. ADJOURNMENT

Linda Bradshaw moved to adjourn the meeting.

It was seconded by Freda Donica and passed with a 5 to 0 vote.

The meeting adjourned at 6:40pm.

Kenneth Kiesling, Mayor

Annette Narvaiz, Town Clerk