



MINUTES

ANTHONY, TEXAS REGULAR TOWN COUNCIL MEETING

Monday, December 12th, 2022

TOWN OF ANTHONY, TEXAS TOWN HALL
401 WILDCAT DR ANTHONY, TEXAS

6:30 P.M.

Agenda is available online at <http://townofanthony.org/category/government/agendas/>

Please silence or turn off all electronic devices in Anthony, Texas Town Hall

A. CALL MEETING TO ORDER Meeting began at 6:35pm

This is a duly called regular council meeting of the Town of Anthony, Texas posted in accordance with Section 551.002 and 551.041 of the Open Meetings Act of the Texas Government Code. Public participation during the portion of the agenda for public comment is limited to that portion only, except that if a citizen's comments relate to a topic or subject covered under an agenda item, the citizen shall wait to speak until the agenda item comes up for discussion. At all other times during the council meeting, the audience shall not enter into discussion or debate on matters being considered by the presiding officer.

B. QUORUM CHECK

Present:

Mayor Romero
Mayor Pro-Tem Alfaro
Councilman Chavez
Councilman Garcia
Councilman Weeks

Absent:

Councilwoman Flores

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND INVOCATION

D. PUBLIC COMMENT

To speak to Council during public comment

- Speakers are limited to 2 minutes, a tone will sound at 30 seconds left and when time has expired
- Please state your name and address when speaking



The purpose of this item is to allow the public an opportunity to address the Town Council on issues that are not indicated as a "Public Hearing" on this agenda. Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 915.886.3944 during business hours.

No one signed up for public comment.

E. REGULAR ITEMS

1. Presentation on financial report for the month of November FY 2023

Finance Director Carlos Carlock presented the General Fund and Water & Sewer budgets. Carlos explained the revenues for water & sewer budget are okay but expenses are above 140K. Three invoices caused the November numbers to be high and be over for the budget. The recommendation would be to close out December and have the first quarter for next regular town council meetings. The finance department will have a forecast after the first quarter to see how the town is doing. The general fund budget is on track with revenue coming in and no unexpected expenses. Finance Department is still catching up and working on AUDIT 2021.

2. Discussion, consideration, and action software subscription agreement between FundView Accounting Solution Technologies, Inc., a Texas corporation and the Town of Anthony, Texas

The town is looking into integrating one accounting system to work with utility billing, service orders, mobile meter reading, permits, cash receipting, permits, and customer portal. This system will modules of General Ledger, Bank Reconciliations, and accounts payable. Currently, the town has three credit card systems and separate systems that operate with different departments. The annual costs will be \$27,400.00 and will be split with general fund bank account and water & sewer bank account. The training will be one-time costs of \$22,500.00 and after wont be charged anymore. Accountant and Finance Director agreed that this software is essential and beneficial to the town.

Motion to approve accounting software made by Councilman Weeks, seconded by Councilman Chavez. Motion passes 4-0

Motion to authorize the mayor to be the designated signatory for the FundView agreement, motion made by Councilman Weeks, seconded Councilman Chavez 4-0

3. Discussion, consideration and action on approving authorization to issue requests for proposals for administrative services (RFP) and requests for qualifications (RFQ) for engineering services for the 2023-2024 Texas Community Development Block Grant Program funds administered by the Texas Department of Agriculture (TDA)

Jerry Carvajal, Grant Administrator presented the TxCDBG development block grant program for 2023-2024 community development fund and encouraged Council to participate in the TDA program, the grant maximum is \$500,000.00. Motion to approve made by Councilman Weeks, seconded by Mayor Pro Tem Alfaro. Motion passes 4-0.



4. Discussion, consideration and action on interlocal agreement between City of El Paso and Town of Anthony, Texas for the year 2023

This item is brought every year to council and it is the same agreement as previous years. The only difference is the price from FY 2022 \$51,304.00 to FY2023 \$54,217.00. Finance Director commented that there was 6% inflation. Councilman Weeks asked Town Attorney why do a motion authorizing Mayor to be signatory of the contract if there should be a resolution already in place for this. Town Attorney would like this to be added for public record. Motion to approve made by Councilman Garcia, seconded by Mayor Pro Tem Alfaro. Motion passes 4-0

5. Discussion, consideration and action on client services agreement for human resource services between Cano HR Group, LLC and Town of Anthony, Texas for the year 2023

Cynthia Ramirez, HR Cano presented to council that there services to the town range from 12- 15 hours a month. The contract has been for \$500 a month and the need of the town HR assistance has not gone down. Department Heads have needed HR assistance in advice on hiring, investigations, firing, and trainings. HR Cano is handles calls any time of day. Also, due to economic inflation and travel time to Anthony, Texas and the need to keep providing the best services for the town and increase must be implemented. There was a time HR Cano was charging \$1,500 but was brought back down. Mayor wanted to notify Council that with previous Town Clerk there was a monthly fee of \$2,500 to train the Town Clerk and Deputy Town Clerk. Councilman Weeks discussed that there was discussion to have workshops for the past two months and nothing has been scheduled. This item should have been discussed in a workshop with other services agreements that weren't budgeted for fiscal year 2023. HR Cano new rates will take in effect starting the new year 2023. Shawn Weeks motioned to tabled item and schedule a workshop to discuss further this item. Mayor Romero mentioned point of order, and the CAF was submitted for this meeting to discuss the agreement openly with Council and make decision. Mayor Romero didn't see the need to schedule a workshop, Council is more than welcome to call Mayor Romero during the weekend to discuss any questions they may have. Councilman Weeks mentioned this agreement was not part of the agenda packet for council review and this agreement was not budgeted. Councilman Weeks motioned to table item until workshop for Friday, December 16th, 2023 at 6:30PM, seconded by Councilman Chavez. Motion passes 4-0.

6. Discussion, consideration, and action on landscape services from LNJ Tree Xperts LLC

Mayor Romero discussed this item because public works department is short staffed and there is weed that needs to be taken care of on Wildcat Drive and by the Anthony, Texas sign by the freeway. Mayor Romero explained that he search for quotes and there was not luck receiving quotes. The only landscape services that did submit a proposal was LNJ Tree Xperts for \$2,500 a month for two cleanings. Mayor explained that the line items used for this expense related to the parks



maintenance and repairs \$40K and \$30K street maintenance. This services will not be a contract just services when needed. Councilman Weeks asked if the expenses have been done already and Mayor Romero confirmed initial time \$9,800.00, this item was on previous council meeting and was tabled until this meeting so Councilman Weeks is asking why was the services rendered and paid in between meetings. Mayor Romero discussed for point of clarification that previous Mayor had taken over the maintenance of the Anthony, Texas signed and landscape services has always been budgeted. Mayor Romero discussed the town cleans the town and used street maintenance to cover the cleaning and the expenses fits the line items. The Department Heads and Chief Administrative Officer as Mayor Romero have discussed each line item on how much should be budgeted for services and equipment needed for the town. Motion made by Councilman Weeks to deny the landscape services with LNJ Tree Xperts, seconded by Councilman Chavez. Motion passes 4-0.

7. Discussion, consideration and action on Resolution 2022-67-1222 designating meeting dates of the town council for the 2023 calendar year

This is standard procedure, the only date that will change is Tuesday, December 26th, 2023. Motion to approve dates made by Councilman Weeks, seconded by Councilman Alfaro. Motion passes 4-0. Roll call: Mayor Pro Tem Alfaro- YES, Councilman Garcia- YES, Councilman Weeks-YES, Councilman Chavez- YES, Councilwoman Flores- absent

8. Discussion, consideration and action on allowing Chief Enriquez to purchase a police unit with the Forfeiture funds account

Chief Enriquez confirmed that there was funding deposited for the forfeiture bank account and per rules and regulations there is specific guidelines on how the funds can be used. Chief Enriquez would like to ask permission to ask Council to buy one fleet for the Anthony Police Department. The fleet will be 2021 Ford utility SSV expedition 4wd and the costs will be \$43K. Councilman Weeks asked if there was cars available but Chief Enriquez explained that car are absolute so fleets are sold as SUV or trucks. Motion made by Councilman Chavez, seconded by Mayor Pro Tem Alfaro to approve the purchase of police units with the Forfeiture funds account.

F. EXECUTIVE SESSION- Closed session at 7:41 p.m.

The Town Council will go into a closed executive session pursuant to Section 551.074 (personnel matters) of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or charge against an officer or employee; the open meeting will be reconvened following the closed session at which time action, if any, will be considered.

1. Discussion and evaluation on hiring Osvaldo Martinez as the full time public works maintenance worker for the public works department at \$15.00



2. Discussion and evaluation on hiring Rebecca Martinez as the part time office clerk for the administration department at \$12.00 an hour
3. Discussion and evaluation on hiring Adrina Manglicmot as the full time Deputy Town Clerk at \$14.00 an hour

G. Reconvene into open session and take action if necessary- reconvene at 7:56 p.m.

1. **Discussion, consideration and action on hiring Osvaldo Martinez as the full time public works maintenance worker for the public works department at \$15.00. Motion passes 4-0.**

Motion to approve made by Councilman Chavez, seconded by Councilman Weeks.

2. **Discussion, consideration and action on hiring Rebecca Martinez as the part time office clerk for the administration department at \$12.00 an hour**

Motion to approve made by Councilman Chavez, seconded by Mayor Pro Tem Alfaro. Motion passes 4-0.

3. **Discussion, consideration and action on hiring Adrina Manglicmot as the full time Deputy Town Clerk at \$14.00 an hour**

Motion to approve made by Councilman Chavez, seconded by Mayor Pro Tem Alfaro. Motion passes 4-0.

H. TOWN'S LIAISONS REPORTS

1. Finance – Councilman Weeks would like to schedule Wednesday's meetings with Finance Department to get reports for the financials.
2. Municipal Court – for month of December their won't be any court sessions.
3. Police & Fire – there is a city ordinances that if people are stopped and have no insurance, the Anthony Police Department impounds the vehicles. November there was a fatality on Antonio Street. For any graffiti reports, it is encouraged for community to call Dispatch to report and have it on record.
4. Streets – Mayor Romero discussed that the street improvement lists has been submitted for potential grants to apply for to the Cesar Blanco Texas transportation.

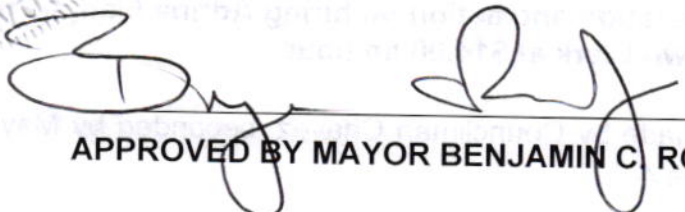


5. Parks – The parks are being maintained and cleaned, and the lights and Christmas tree is up at the Corporal Miramontes Park.
6. Water & Sewer – there is maintenance to be worked on pumps in Well #2 and hope to have this completed before the holidays.
7. Administration – there will be a workshop scheduled at the end of the week to also discuss the Catastrophic Leave policy and HR Cano Contract. Mayor Romero discussed that community was very impressed and happy with the Christmas parade. Mayor also expressed community and Anthony Independent School will continue participating in the creating the ornaments for the Christmas tree.

I. ADJOURN MEETING – motion to end meeting at 8:17pm made by Councilman Chavez, seconded by Councilman Weeks.

MINUTES PASSED AND APPROVED ON 23 DAY OF JANUARY 2023




APPROVED BY MAYOR BENJAMIN C. ROMERO JR.

A stylized signature, likely of Valerie M. Armendariz, consisting of a large, loopy 'V' and 'A'.

SUBMITTED BY: TOWN CLERK, CFO
VALERIE M. ARMENDARIZ, MPA