

**VILLAGE OF WILLIAMSBURG**  
309 VEATER / PO BOX 150  
WILLIAMSBURG, NEW MEXICO 87942

**MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2021**

Note: Adequate precaution was followed in regards to the COVID-19 pandemic.

**Mayor Stubblefield** called the meeting to order at 4:05 pm in the Village Hall meeting room,  
**Clerk Cardona** took roll call:

<b>Deborah Stubblefield, Mayor</b>	<b>Present</b>
<b>Majorie Powey, Mayor Pro-Tem</b>	<b>Present</b>
<b>Guillermo Hernandez, Trustee</b>	<b>Present</b>
<b>William Frazier, Trustee</b>	<b>Present</b>
<b>Lee Wedgwood, Trustee</b>	<b>Present</b>
<b>Amanda Cardona, Clerk of the Board</b>	<b>Present</b>

**Mayor Stubblefield** declared a quorum, and **Trustee Wedgwood** led the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

**Trustee Hernandez** made a motion to approve the agenda has presented. **Mayor Pro-Tem Powey** seconded the motion, with no nays the motion carried unanimously.

**APPROVAL OF MINUTES:**

**Trustee Hernandez** made a motion to approve the minutes of November 18, 2021 Regular Meeting, **Trustee Wedgwood** seconded the motion, with no nays the motion carried unanimously.

**RECOGNITION OF VISITORS: Chief Victor Rodriguez, Chuck (Sierra County Sentinel)**

**PUBLIC COMMENT: (Three Minute Rule): None**

**DISCUSSION: (DISCUSSION/ACTION):**

**New Mexico Department of Finance & Administration (DFA) 2021 Rising Star Award Village of Williamsburg:**

The Village of Williamsburg is being recognized for demonstrating compliance in our budget and financial reporting. While taking the necessary steps to ensure compliance in reporting, along with improved long-term planning for economic development, The 2021 Rising Star award goes to Clerk/Treasurer, Amanda B. Cardona for outstanding accuracy of the budget and financial reporting.

**See Attached**

**REPORTS:**

**1. FINANCE REPORTS:**

**Clerk Cardona** provided the finance report for the month of November 2021.

**See Attached**

## **2. ACCOUNTS PAYABLE: (ACTION REQUIRED)**

**Trustee Frazier** made a motion to approve accounts payable for the month of November 2021. **Trustee Wedgwood** seconded the motion, with no nays the motion carried unanimously.

**See Attached**

## **3. MUNICIPAL COURT REPORT:**

**Mayor Stubblefield** gave the court report for the month of November 2021; the Court collected 7 traffic citations in the amount of \$423.00.

**POLICE REPORT: Chief Rodriguez** reported a total of 5 citations (traffic/misdemeanor) for the month of November 2021. The total traffic related citations year to date is 62. Calls for service for the month of November 2021 is 76. Total calls for service to date is 330.

## **4. DEPARTMENT REPORTS:**

**Mayor Stubblefield:** Acknowledged Clerk/ Treasurer, Amanda B. Cardona for earning the designation of Certified Municipal Clerk by the International Institute of Municipal Clerks. This award is given only to those clerks who complete demanding education requirements and who have a record of significant contributions to their local government, their community and state.

**See Attached**

**Mayor Stubblefield** stated she and Clerk/Treasurer Cardona met with Auditor, Dan Austin, CPA, to review the 2021 Audit Report that will be submitted to the New Mexico State Auditor for approval. Once approved then the Audit Report will be placed on the agenda for board approval.

**Mayor Stubblefield** recognized and thanked Lee Wedgwood, for his service and continued support to the Village of Williamsburg as an appointed trustee.

**Mayor Pro-Tem Powey:** SCRTD (virtual), RC&D

**Trustee Hernandez:** None

**Trustee Frazier:** None

**Trustee Wedgwood:** None

**Clerk Cardona:** Received approval last month for successfully submitting FY 2021-2022 – 1<sup>st</sup> Quarter Report to the Department of Finance Authority.; Governing Board meeting, SCRTD (virtual), attended the GFOA conference and was appointed as a member of the board, also attended Clerks Academy Conference in Santa Fe.

## **UNFINISHED BUSINESS: (ACTION REQUIRED)**

**None**

## **ROLL CALL VOTE:**

## **NEW BUSINESS: (ACTION REQUIRED)**

**None**

**ROLL CALL VOTE:**

None

**EXECUTIVE SESSION: None**

**IN ACCORDANCE WITH SECTION 10-5-1 (H), THE VILLAGE OF WILLIAMSBURG BOARD OF TRUSTEES WILL VOT TO CLOSE THE MEETING FOR EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS**

**NONE**

**NEXT REGULAR MEETING: (January 13, 2022)**

**ADJOURNMENT: (4:37 pm)**

**Trustee Hernandez** made a motion to adjourn and **Trustee Wedgwood** seconded the motion. With no nays, the motion carried unanimously.

**There being no further business to come before the Board, Mayor Stubblefield wished everyone present a Merry Christmas and Happy New Year, and adjourned the meeting at 4:37 pm.**

**Dated this 13<sup>th</sup> day of January, 2022**

ATTEST:

  
Amanda B. Cardona, Village Clerk/Treasurer

  
Deborah Stubblefield, Mayor