



## VILLAGE OF MAGDALENA

P.O. BOX 145 / 108 N. MAIN STREET

MAGDALENA, NM 87825

P. 575.854.2261 F. 575.854.2273

[WWW.VILLAGEOFMAGDALENA.COM](http://WWW.VILLAGEOFMAGDALENA.COM)

### AGENDA

NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES

MONDAY, FEBRUARY 10, 2025, AT 5:00 PM

VILLAGE HALL 108 N. MAIN STREET

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:

<https://us06web.zoom.us/j/2848694212?pwd=MVE4QjdhR2NQVFozQnZMbTlaRUtrQT09>

Meeting ID: 284 869 4212

Passcode: MAGDALENA

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

- 
1. CALL TO ORDER
  2. ROLL CALL
  3. PLEDGE OF ALLEGIANCE
  4. APPROVAL OF AGENDA
  5. APPROVAL OF MINUTES
    - a. REGULAR MEETING – JANUARY 27, 2025
  6. APPROVAL OF CASH BALANCE REPORT
  7. APPROVAL OF BILLS
  8. MAYOR'S REPORT
  9. CLERK'S REPORT
  10. DEPARTMENT REPORTS
    - a. EMS
    - b. FIRE
    - c. MARSHAL
    - d. JUDGE
    - e. PUBLIC WORKS
    - f. LIBRARY
  11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF UPDATED MAGDALENA SENIOR CENTER JOB DESCRIPTIONS
  12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF QUOTE FROM W.S. DARLEY TO EQUIP NEW MAGDALENA FIRE DEPARTMENT FIRE TRUCK
  13. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or

[mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, FEBRUARY 10, 2025, AT 12:00 PM. THE EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES.

#### 14. ADJOURNMENT

*NOTE: THIS AGENDA IS SUBJECT TO REVISION FOR UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH 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 MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.*

**DRAFT**

**MINUTES OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, JANUARY 27, 2025, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET**

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/2848694212?pwd=MVE4QjdR2NQVFozQnZMbTlaRUtrQT09>

**Meeting ID: 284 869 4212**

**Passcode: MAGDALENA**

**CALL TO ORDER:** Mayor Rumpf called the Regular Meeting to order at 5:00 p.m.

**PRESENT:** Mayor Richard Rumpf, Trustee James Nelson, Trustee Michael Thompson, Trustee Clark Brown, Juanita Puente-Clerk/Treasurer, Carleen Gomez–Deputy Clerk

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Trustee Donna Dawson, Michael Steininger- Finance Officer

**ABSENT:** Attorney Randy VanVleck

**GUESTS:** Teri Winchester, Anthony Montgomery-Assistant Clerk

Clark Brown led the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Michael Thompson moved to approve the agenda as presented, and Clark Brown seconded the motion. The motion carried unanimously.

**APPROVAL OF MINUTES**

- a. **REGULAR MEETING – JANUARY 13, 2025** Michael Thompson moved to approve the minutes, as amended and Donna Dawson seconded the motion. The motion carried unanimously.

**APPROVAL OF CASH BALANCE REPORT:** Donna Dawson moved to approve the Cash Balance Report, as presented and Michael Thompson seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS:** Donna Dawson moved to approve the Bill List with the suggested additions, as presented, and Clark Brown seconded the motion. The motion carried unanimously.

**BILL LIST**

<b>BIG COUNTRY WATER WORKS</b>		<b>\$1,611.56</b>
<b>BOOKS SYSTEMS, INC</b>		<b>\$1,190.00</b>
<b>CENTRAL REGION EDUCATIONAL</b>		<b>\$864.12</b>
<b>HENRY SCHEIN</b>		<b>\$235.94</b>
<b>I-DEAL HVAC</b>		<b>\$1,315.54</b>
<b>NM811</b>		<b>\$475.00</b>
<b>O'REILLY'S</b>		<b>\$1,189.16</b>
<b>RAK'S</b>		<b>\$1,046.35</b>
<b>SIERRA PROPANE</b>		<b>\$4,976.99</b>
<b>SOCORRO ELECTRIC COOP</b>		<b>\$5,487.36</b>

VEXUS FIBER		\$54.81
XTREME CONTROL LLC		\$110.00
<b>TOTAL</b>		<b>\$19,453.60</b>

**MAYOR'S REPORT:** Mayor Richard Rumpf reported that an approval letter was received from the Department of Finance and Administration (DFA), notifying us that they approved our grant for up to \$75,000 for our water study. Mayor Rumpf stated that the Municipal Airport will be closed beginning February 3, 2025, for approximately 45 days for the project that is underway. On the runway they are going to start the hard landing surface for the emergency transfer of patients to helicopters and at the same time they are going to be doing dirt work behind the hangars. Also, the contractor should be out there starting the addition for the maintenance building. James Nelson asked why the entire runway must be closed and the Mayor responded that it was due to FAA regulations. It's a 6,000 SF runway and doesn't make any sense but we need to follow the FAA regulations, and they can't start any sooner than 72 hours before the closing of the airport. He stated that the Airport Manager is the only one authorized to close the airport. Mayor Rumpf stated that he and Charlie Blaylock will be going to Santa Fe Wednesday, because they were by the State Fire Marshal with all the disasters going on across the country. Mayor Rumpf stated that each county in NM has a Emergency Management Office. The Fire Marshals are looking at the National Guard site outside of Santa Fe to build a new facility for a statewide emergency management office. They have classrooms for training and equipment and asked the Fire Chiefs to attend the meeting this week. Also, the Mayor needs to take the paperwork for the Benjamin Well to State Representative Gail Armstrong to sign and hand deliver them to the official office in Santa Fe. He stated that this has to be done because our grant expires this year in June and we won't be able to get the work done by then, and we are not complete with the project.

**CLERK'S REPORT:** Clerk/Treasurer Juanita Puentes had nothing to report.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF TYLER TECHNOLOGY SOFTWARE AS A SERVICE AGREEMENT WITH THE VILLAGE OF MAGDALENA INCLUDING CONTRACT DOCUMENTS EXHIBIT A THROUGH EXHIBIT D**

Donna Dawson asked why we can't go with another software company that is less expensive that will do the same thing.

Mayor Rumpf stated that, in that case, we would run into taking all our proprietary data and transferring it over to another company and we could risk losing data. Michael Steininger stated that we have already been with Tyler Technologies for a long time, and they are doing data migration with less of a chance to lose any data. Michael Steininger stated that he does know of another software company, Caselle, and he knows their prices are double the price in the \$80,000 range. There may be other companies out there, but I wouldn't even know where to look. The Mayor asked how long they expect the transition to take, and Clerk/Treasurer Juanita Puentes stated that Tyler Technologies won't probably begin the process until the end of the year.

Michael Thompson moved to approve the Tyler Technology Software Service Agreement for the upgrade and Clark Brown seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye

Michael Thompson: Aye

Donna Dawson: Aye

Clark Brown: Aye

The motion carried unanimously.

**EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:**

- a. NMSA 10-15-1 (H)(2) LIMITED PERSONNEL MATTERS**  
**I. MAGDALENA SENIOR CENTER – KITCHEN ASSISTANT COOK/DRIVER**

Donna Dawson moved to approve go into executive session at 5:11 p.m. and Michael Thompson seconded the motion.

Mayor Rumpf requested a Roll Call Vote:

Clark Brown: Aye

Donna Dawson: Aye

Michael Thompson: Aye

James Nelson: Aye

The motion carried unanimously.

- **MOTION & ROLL CALL VOTE TO RETURN TO THE REGULAR SESSION**
- **MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1**

Jim Nelson moved to return to Regular Session at 5:17 p.m. and Michael Thompson seconded the motion. Donna Dawson certified that only limited personnel matters were discussed, and no decisions were made.

Mayor Rumpf requested a Roll Call Vote:

James Nelson: Aye

Michael Thompson: Aye

Donna Dawson: Aye

Clark Brown: Absent

The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO HIRE MAGDALENA SENIOR CENTER KITCHEN ASSISTANT COOK/DRIVER POSITION**

Mayor Rumpf presented Mrs. Francesca Ganadonegro as the person to fill the Magdalena Senior Center Kitchen Assistant Cook/Driver position. He emphasized that she has been volunteering and has been working very hard and fitting in well at the Senior Center.

Donna Dawson moved to hire Francesca Ganadonegro as the Magdalena Senior Center Kitchen Assistant Cook/Driver and Michael Thompson seconded the motion. The motion carried unanimously.

**PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT**

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Teri Winchester stated that she likes the new Senior Center menu. She also stated that Socorro County had "Shooters Training" and Magdalena was not there. She wanted to know why. Mayor Rumpf stated that he was not told about the training and was not sure if the Marshal's office knew about it either. Teri Winchester stated that there is going to be an upcoming "Active Shooters Training" and Magdalena should be there.

**ADJOURNMENT:** Donna Dawson moved to adjourn the meeting at 5:20 p.m. and Clark Brown seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Juanita Puente  
Clerk/Treasurer

Richard Rumpf  
Mayor

## Carleen Gomez

---

**From:** James Nelson <jcnelson@gilanet.com>  
**Sent:** Wednesday, February 5, 2025 5:53 PM  
**To:** Carleen Gomez  
**Subject:** Re: DEPARTMENT REPORTS DUE

Two EMS calls in Jan.

Jim Nelson

On 2/5/2025 3:48 PM, Carleen Gomez wrote:

ALL,

Department Reports are due this Friday, 2/7/2025 before noon for the upcoming Regular Council meeting. Please let me know if you have any questions.

*Thank You,*

*Carleen Gomez, CMC*  
Deputy Clerk  
Village of Magdalena  
Ph: (575)854-2261

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Carleen Gomez

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**From:** MVFD Chief <magvfdchief@gmail.com>  
**Sent:** Friday, February 7, 2025 9:17 AM  
**To:** Carleen Gomez  
**Subject:** Re: DEPARTMENT REPORTS DUE

Carleen,

The Volunteer Fire Department met 3 times for training this month, fought fires at the High Country Lodge, and brushfire on Hwy 60, multiple vehicle accidents, and EMS calls. We also had our ISO (Insurance Services Office) inspection and fully incorporated the Hop Canyon Fire Station into Magdalena Fire Station #2.

Charlie Blaylock  
Asst Fire Chief



## Magdalena Marshal's Office

<b>Monthly Report</b>	<u>Month: JAN</u>	<u>Year: 2025</u>
Marshal Zamora	ID#:Mag-1	
<b>Total Miles Driven:</b>		
<b><u>GENERAL CALLS:</u></b>	<b><u>AMOUNT</u></b>	<b><u>REVENUE</u></b>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	1	90
TRAFFIC CITATIONS: <b>State Statutes</b>		
VERBAL WARNINGS ON SPEEDING	5	
ANIMAL CONTROL CITATIONS	2	
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS		
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
<b><u>ASSISTANCE CALLS:</u></b>		
AMBULANCE/FIRE		
PUBLIC SERVICE	8	
NM STATE POLICE		
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<b><u>OTHER:</u></b>		
ALARM CALLS	<b>1</b>	
FINGERPRINTING		
Driving Tests	3	
Misc. Cases	10	
<b>TOTALS:</b>	<b>30</b>	90

**MAGDALENA MARSHAL DEPARTMENT**

**MONTHLY VEHICLE EXPENDITURE REPORT**

For the month of : **JAN** Year: **2025**

License Number: _____
Make and Model: <b>FORD F F 150 2023</b>

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	18583	18723	140	17.87	53.6			01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair 15
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15	18723	18907	184	18.23	54.7			Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27	18907	19089	182	18.29	56.7			Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
28								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			506	54.39	165			

I certify that the above is correct to the best of my knowledge.

Signature:  Title: **MARSHAL**

# Magdalena Marshal's Office

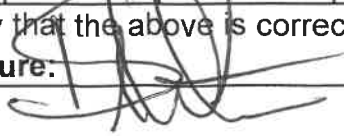
<b>Monthly Report</b>	<u>Month: JANUARY 2025</u>	
Brian Waterman	ID# Mag 2	Deputy Chief Of Police
<b>Total Miles Driven: 894</b>		
<b><u>GENERAL CALLS:</u></b>	<b><u>AMOUNT</u></b>	<b><u>REVENUE</u></b>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	10	\$750
TRAFFIC CITATIONS: <b>State Statutes</b>	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	0	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	0	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	0	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	0	
<b><u>ASSISTANCE CALLS:</u></b>		
AMBULANCE/FIRE	0	
PUBLIC SERVICE	0	
NM STATE POLICE	3	
SHERIFF'S OFFICE	2	
NM GAME & FISH	0	
NM LIVESTOCK BOARD	0	
US BORDER PATROL	0	
US FOREST SERVICE	0	
<b><u>OTHER:</u></b>		
ALARM CALLS	0	
FINGERPRINTING	0	
Driving Tests	0	
Misc. Cases	0	
VW/PR	8	
<b>TOTALS:</b>	<b>10</b>	<b>\$750</b>

**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of : JANUARY Year: 2025

License Number: 20975-G  
 Make and Model: FORD F/150

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5	9531	9671	140	13.67	51			05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10	9671	9775	104	10.63	34.99			11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13	9775	9890	115	10.6	39.7			10
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18	9890	10055	165	13.68	45			Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23	10055	10310	255	16.62	62			Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30	10310	10425	115	14.19	46.7			Invoice No.: _____ Amt.\$ _____
31								
Totals			894	79.39	279.39			

I certify that the above is correct to the best of my knowledge.  
**Signature:**  **Title:** Deputy Chief Of Police

# Magdalena Marshal's Office

<b>Monthly Report</b>	<u>Month: Jan</u>	<u>Year: 2025</u>
Trevor Guerro	ID#: Mag-4	
<b>Total Miles Driven:</b>	1946	
<b><u>GENERAL CALLS:</u></b>	<b><u>AMOUNT</u></b>	<b><u>REVENUE</u></b>
TRAFFIC CITATIONS: <b>Village Ordinances</b>	32	2400
TRAFFIC CITATIONS: <b>State Statutes</b>	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	0	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	0	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	2	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	0	
<b><u>ASSISTANCE CALLS:</u></b>		
AMBULANCE/FIRE	1	
PUBLIC SERVICE	0	
NM STATE POLICE	0	
SHERIFF'S OFFICE	0	
NM FISH & GAME	0	
US BORDER PATROL	0	
US FOREST SERVICE	0	
<b><u>OTHER:</u></b>		
ALARM CALLS	1	bank false alarm
FINGERPRINTING	0	
Driving Tests	0	
Misc. Cases	0	
<b>TOTALS:</b>	<b>36</b>	<b>2400</b>

*Trevor Guerro*

**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of : January Year: 2025

License Number: 02660G  
 Make and Model: Ford Exp 2017  
 Training & Maintenance on Units

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3		121698		13.8	41.39			03 Engine Maintenance
4								04 General Supplies
5	121698	121892	194	12.14	36.43			05 Interior Maintenance
6								06 Lubrication
7	121892	122138	246	15.07	45.21			07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10	122138	122359	221	12.55	37.66			11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13	122359	122574	215	13.48	40.45			10
14								Invoice No.: _____ Amt.\$ _____
15	122574	122787	213	13.08	39.23			Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21	122787	122996	209	13.62	42.21			Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25	122996	123194	198	15.36	47.61			Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27	123194	123427	233	14.05	43.56			Code: _____ Date: _____
28	123427	123664	217	12.5	38.75			Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			1946	135.7	435.27			

I certify that the above is correct to the best of my knowledge.

Signature: *[Handwritten Signature]* Title: Deputy

**MAGDALENA MARSHAL DEPARTMENT**  
**MONTHLY VEHICLE EXPENDITURE REPORT**  
 For the month of : January Year: 2025

License Number: \_\_\_\_\_  
 Make and Model: FORD EXPLORE

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8		110917		13.956	\$41.85			09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15								Date
16	110917	111097	180	13.74	\$41.19			Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22	111097	111253	156	14.36	\$44.50			Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29	111253	111395	142	13.28	\$41.15			Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals	111433	333635	118	27.42	\$84.99			

I certify that the above is correct to the best of my knowledge.

Signature: *Daulitica Mont* Title: *Security*



## **JUDGE'S REPORT**

### **JANUARY 2025**

The Magdalena Municipal Court continues to follow all required COVID guidelines set forth by the Supreme Court of the State of New Mexico. At this time, most court cases continue to be heard telephonically with some trials held in person.

#### **Cases heard in JANUARY 2025**

**1-13-2025**

##### **12-6-1 Speeding 54mph/30mph zone**

Judge Armijo deferred sentencing, requiring a driving course to be done in 30 days

**Total: \$0.00**

##### **12-6-1 Speeding 72mph/55mph zone**

Judge Armijo dismissed, Officer no longer employed, unable to press charges

**Total: \$0.00**

##### **12-6-1 Speeding 76mph/55mph zone**

Judge Armijo requested a notice be sent to the defendant for not appearing.

**Total: \$0.00**

**1-27-2025**

##### **8-5-142.4 Careless Driving**

Judge Armijo found guilty. Fine to be paid.

**Total: \$190.00 (paid)**

##### **12-6-1 Speeding 71mph/30mph zone**

Judge Dismissed, stating the driver was not within Village limits when stopped.

**Total: \$0.00**





**12-6-1 Speeding 54mph/30mph zone**

Trial date to be set.

**Total: \$0.00**

**12-6-1 Speeding 54mph/30mph zone**

Judge Armijo reduced Fine, Found Guilty and Fine to be paid in 30 days.

**Total: \$150.00 (paid)**

**12-6-1 Speeding 53mph/30mph zone**

Trial date to be set

**Total: \$0.00**



# January 2025 Utilities Report

## Routine:

- Well rounds and screen cleaning. (4x per week)
- Picked up Village trash on Tuesdays and Fridays
- Checked residuals twice per week
- Took monthly water and samples
- Took 4<sup>th</sup> quarter monitoring well samples
- Monthly Vehicle and equipment cleaning and fluid checks
- Meter reads and shut offs

## Non-Routine:

- Took down fence at old gun range
- Fill metal 20-yard dumpsters with appliances from transfer station and lights
- Cut and haul off trees and bushes from hop canyon fire station
- Sewer repair on N Pine
- Water leak at rodeo grounds
- Replace meter 901 s main, 605 s elm
- Stared to cut trees in alley ways

## Librarian's Report JANUARY 2025

<b>Days Open</b>	21	<b># of Volunteers</b>	11
<b>Days Closed</b>	2 1/1/2025 NY 1/21/ MLK day	<b>Volunteer Hours</b>	33
<b>Total Visitors</b>	306	<b>Museum Pass</b>	0
<b>Museum Visitors</b>	17	<b>New Library Cards</b>	8

### Events:

Number of Events:	4	Attendance:	104 A 7 K <b>111 Total</b>
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Date:		# of People:
1/8/2025	Pre K's	7K 4A
1/21/2025	Souper Social, Annual FOL meeting	68 A
1/18/2025	Wallis Hutton - Rowing down the River	26 A
1/23/2025	Book Club	6 A

### Circulation

PHYSICAL		DIGITAL	
# of Books	76	# of eBooks	55
# of Books on CD	5	# of Online Audio	62
# of DVDs	73		
<b>Total Physical</b>	<b>154</b>	<b>Total Digital</b>	<b>117</b>
<b>Total Circulation</b>	<b>271</b>		
ILL Processed	6 books, 13 articles 19 total		

### Computers/Wi-Fi

<b># Computer Sign ins</b>	38
<b>Total Unique Wi-Fi Devices</b>	80
<b>Avg. # Wi-Fi Devices per day</b>	20
<b>Avg. Data Usage per Device</b>	3.14

### Other:

Legislature visit: 1/31/2025 signed 12 Visitor books, went to 2 meetings promoting libraries and the NMRLI.

Attended 4 Zoom meetings: Mother Goose on the Loose. And 2 for PBS Films.

Have added Kanopy passwords and/or Libby passwords to various patron members accounts.

Some very cold days, heat pumps doing well, only put on front room furnace on 4 times to help out when people sitting in there.

Closed 4 hrs. for electrical outage 1/31/2025.

**Respectfully Submitted,**

**Yvonne Magener,**

**Library Director**

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**TITLE: SITE MANAGER/COOK**

**EMPLOYMENT TERM: Full Time**

**DEPARTMENT: Senior Center**

**EXEMPT/NON-EXEMPT: Exempt**

**FUNDING SOURCE: General Fund-Senior Center**

**QUALIFICATIONS, STANDARDS, DUTIES & RESPONSIBILITIES:**

1. The **Site Manager / Cook** works under the direct supervision of the Site-Director and prepares all meals served at the Senior Center. Meals will be prepared using approved recipes and using approved and correct equipment to ensure the food is prepared according to AAA and EID Standards. The **Site Manager / Cook** works to plan menus that comply with SAOA/AAA. The **Site Manager / Cook** will manage the kitchen area and ensure that the meals are prepared in time to meet the delivery times and meal serving times at the center.
2. The **Site Manager / Cook** position requires clothing that is safe and meets all EID and CCSC, Inc. standards. CCSC, Inc., require no open-toed shoes or clogs, no clothing with excessive material that may become caught in equipment, shorts must be knee length or longer, no halter tops, no cleavage revealing tops, no jewelry, and no items that could pose a potentially dangerous situation. EID Standards refer to EID handbook Article 7.6.2.9H.
3. The **Site Manager / Cook** keeps track of incoming and outgoing food supply inventory. The Program Manager is directly responsible for the perpetual inventory reporting and the daily perpetual inventory.
4. The **Site Manager / Cook** ensures all logs, sign in/sign out sheets are properly maintained.
5. The **Site Manager / Cook** works to ensure emergency food inventories are maintained on site.
6. The **Site Manager / Cook** is responsible for placing inventory in proper locations when shipments arrive. This may require the lifting and moving of objects greater than 30 lbs. Cooks must be physically able to safely perform this duty.
7. The **Site Manager / Cook** prepares a variety of foods including the use of various meats, vegetables, gravies, baked goods, etc.
8. The **Site Manager / Cook** must use and maintain all kitchen equipment.
9. The **Site Manager / Cook** must correctly follow written directions of menus, recipes, and preparation instructions on food packages.
10. Serve food that is appealing, both visibly and nutritionally.
11. Meets NM EID and local safety standards in the care of food products and knows the correct standards for the handling of both raw and cooked foods.
12. Practices proper sanitation and safety procedures while keeping all work areas clean.
13. Practices good teamwork and other cooks, employees and volunteers and uses good customer service skills in representing the Senior Center.
14. The **Site Manager / Cook** has a neat, clean appearance and follows the prescribed Dress Code Policy.
15. Uses the appropriate portions when serving meals and assures that minimum Dietary Reference Intakes (DRI) are met.
16. Alternates with the other cook(s) and/or kitchen help in sweeping and mopping the kitchen area as well as washing all pots, pans and service utensils as necessary.
17. Working knowledge of a computer including word processing, email including Microsoft Office products, spreadsheets, and database software.
18. It is preferred that the **Site Manager / Cook** has an educational background and/or experience in administration, personnel management, business management and a directorship or assistant directorship.
19. Must be willing to attend and complete any required training that may become available. The **Site Manager / Cook** must be able to obtain proper certification as it relates to Food Preparation and Quality Assurances through the State Environment and Health Department. Testing and training costs will be covered by the Village.
20. Do what is required to ensure the center operates smoothly and efficiently, including occasionally substituting in another position after proper training and procedures have been given. Some positions may involve the lifting or moving of objects more than 30lbs.
21. **Site Manager / Cook** must have a valid driver's license and successfully pass an approved Defensive Driving Course in the event it is necessary to drive a company vehicle for training or delivery of home meals.
22. The **Site Manager / Cook** must understand that the release of confidential corporate information in any form without expressed written or oral approval will result in immediate discharge. The **Site Manager / Cook** will maintain confidentiality of all participant information, including properly securing written and electronic records. Will assure only authorized employees are allowed access to, and use of, any electronic data devices that may contain confidential information.
23. Must have good communication skills to work with the public, trustees, State/Federal agencies and disgruntled customers.

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

24. The **Site Manager / Cook** is directly responsible to the Executive Director. The **Site Manager / Cook** is responsible for opening the center and maintaining the scheduled hours of operation. The **Site Manager / Cook** organizes all activities and programs. These activities include education, leisure, nutrition services, homemakers, chore and social services, i.e. information and referral, outreach, transportation, escorts, as well as community help programs and fundraisers. The **Site Manager / Cook** shall be responsible for personnel management of staff and volunteers and shall work with the local Council.
25. The **Site Manager / Cook** must be able to encourage their staff to work as part of a team, utilize staff development to create a harmonious atmosphere for Senior Center participants, document and resolve conflicts with the center, develop positive relationships with clients, staff and volunteers and communicate effectively in both written and oral form.
26. The **Site Manager / Cook** is responsible for coordinating and scheduling staff activities so that all programs function together, organizing special recreational, social and fundraising activities.
27. The **Site Manager / Cook** is responsible for facilitating good public relations and awareness through local contacts with news media, outreach workers, government agencies and other local groups and organizations.
28. The **Site Manager / Cook** enrolls qualified seniors and provides a complete orientation to all programs offered through CCSC, Inc. and referral, outreach and counseling services to the elderly and their families.
29. The **Site Manager / Cook** implements new policies and/or procedures because of any training as well as providing staff with in-service training as needed. Will schedule staff meetings on a regular basis as well as evaluating employees as required by policy.
30. The **Site Manager / Cook** will report and document the minutes and financial reports of their respective Advisory Council meetings for the Village Clerk/Treasurer.
31. The **Site Manager / Cook** will handle all conflicts at the center, whether personnel or senior clients in a professional and effective manner.
32. The **Site Manager / Cook** is accountable for reports documenting all nutrition and social services offered. The **Site Manager / Cook** is also accountable to the Village for equipment and must advise the Village of any repairs needed. The **Site Manager / Cook** is held accountable to the Village for training and evaluating staff. The **Site Manager / Cook** will work with the local Clerk/Treasurer and Council with regards to policies, expenditure on funds, maintaining a congenial atmosphere at the center, programming, etc. as long as they do not conflict with current CCSC, Inc. policies.
33. The **Site Manager / Cook** is accountable for every action at their center and is therefore held to a higher standard when it comes to the operation of their facility. Prejudice and discrimination will not be tolerated in any form by any employee of the center, and it is the responsibility of the **Site Manager / Cook** to ensure all clients and personnel are treated with respect and dignity.

**ADDITIONAL PREFERENCES:**

**Possession of Food Handling Certification**

- SUPERVISED BY:** Mayor or his/her designee
- SUPERVISES:** Assistant Manager/ Cook, Kitchen Helper, Cook/Driver, Volunteers and other Senior Center employees as designated by the Mayor.
- PAY RANGE:** Pay based upon experience, Licenses/Certifications contingent upon appropriations approved by the Board.
- WORKING HOURS:** 40 hours per week
- LUNCH HOUR:** 12:00 – 1:00 p.m. (Lunch time will vary around serving seniors daily)
- POSITION GOAL:** Performs a variety of administrative duties needed to expedite the delivery of services of the offices of the Village of Magdalena and manages the day-to-day operations of the Magdalena Senior Center.
- EVALUATION:** Will be evaluated in accordance with the Village of Magdalena policies and procedures.
- ADVANCEMENT OPPORTUNITY:** Promotion is dependent on experience, certification/license, job training availability, job performance, seniority and job opening.

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**BOARD APPROVED:**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**TITLE: ASSISTANT MANAGER / COOK**

**EMPLOYMENT TERM: Full Time**

**DEPARTMENT: Senior Center**

**EXEMPT/NON-EXEMPT: Exempt**

**FUNDING SOURCE: General Fund-Senior Center**

**QUALIFICATIONS, STANDARDS, DUTIES & RESPONSIBILITIES:**

1. The **Assistant Manager/Cook** works under the direct supervision of the Site-Manager and helps prepare all meals served at the Senior Center. Meals will be prepared using approved recipes and using approved and correct equipment to ensure the food is prepared according to AAA and EID Standards. **Assistant Manager/Cook** works to plan menus that comply with SAOA/AAA. **The Assistant Manager/Cook** will help manage the kitchen area and ensure that the meals are prepared in time to meet the delivery times and meal serving times at the center. **The Assistant Manager/Cook** shall assist where necessary on any assignment.
2. **The Assistant Manager/Cook** position requires clothing that is safe and meets all EID and CCSC, Inc. standards. CCSC, Inc., require no open-toed shoes or clogs, no clothing with excessive material that may become caught in equipment, shorts must be knee length or longer, no halter tops, no cleavage revealing tops, no jewelry, and no items that could pose a potentially dangerous situation. EID Standards refer to EID handbook Article 7.6.2.9H.
3. **The Assistant Manager/Cook** helps to keep track of incoming and outgoing food supply inventory. The Site Manager is directly responsible for the perpetual inventory reporting and the daily perpetual inventory. **The Assistant Manager/Cook** shall assist where necessary on this assignment.
4. **The Assistant Manager/Cook** helps to ensure all logs, sign in/sign out sheets are properly maintained.
5. **The Assistant Manager/Cook** helps to ensure emergency food inventories are maintained on site.
6. **The Assistant Manager/Cook** helps to ensure placing inventory in proper locations when shipments arrive. This may require the lifting and moving of objects greater than 30 lbs. Cooks must be physically able to safely perform this duty.
7. **The Assistant Manager/Cook** helps to prepare a variety of foods including the use of various meats, vegetables, gravies, baked goods, etc.
8. **The Assistant Manager/Cook** must use and help maintain all kitchen equipment.
9. **The Assistant Manager/Cook** must correctly follow written directions on menus, recipes, and preparation instructions on food packages.
10. **The Assistant Manager/Cook** must serve food that is appealing, both visibly and nutritionally following food guidelines.
11. Meets NM EID and local safety standards in the care of food products and knows the correct standards for the handling of both raw and cooked foods.
12. Practices proper sanitation and safety procedures while keeping all work areas clean.
13. Practices good teamwork with other cooks, employees and volunteers and uses good customer service skills in representing the Senior Center.
14. **The Assistant Manager/Cook** has a neat, clean appearance and follows the prescribed Dress Code Policy.
15. Uses the appropriate portions when serving meals and assures that minimum Dietary Reference Intakes (DRI) are met.
16. Alternates with the other cook(s) and/or kitchen help in sweeping and mopping the kitchen area as well as washing all pots, pans and service utensils when necessary.
17. Working knowledge of a computer including word processing, email including Microsoft Office products, spreadsheets, and database software.
18. It is preferred that the **Assistant Manager/Cook** has experience in food handling, cooking and computers.
19. Must be willing to attend and complete any required training that may become available. **The Assistant Manager/Cook** must be able to obtain proper certification as it relates to Food Preparation and Quality Assurances through the State Environment and Health Department. Testing and training costs will be covered by the Village.
20. Do what is required to ensure the center operates smoothly and efficiently, including occasionally substituting in another position after proper training and procedures have been given. Some positions may involve the lifting or moving of objects more than 30lbs.
21. **Assistant Manager/Cook** must have a valid driver's license and successfully pass an approved Defensive Driving Course in the event it is necessary to drive a company vehicle for training or delivery of home meals.
22. **The Assistant Manager/Cook** must understand that the release of confidential corporate information in any form without expressed written or oral approval will result in immediate discharge. **The Assistant Manager/Cook** will maintain confidentiality of all participant information, including properly securing written and electronic records. Will assure only authorized employees are allowed access to, and use of, any electronic data devices that may contain confidential information.

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

23. Must have good communication skills to work with the public, trustees, State/Federal agencies and disgruntled customers should be referred to the Site Manager.
24. The **Assistant Manager/Cook** is directly responsible to the Site Director. **Assistant Manager/ Cook** is responsible for opening the center and maintaining the scheduled hours of operation when necessary. The **Assistant Manager/Cook** helps to organize all activities and programs. These activities include education, leisure, nutrition services, homemakers, chore and social services, i.e. information and referral, outreach, transportation, escorts, as well as community help programs and fundraisers. The **Assistant Manager/Cook** should help oversee personnel staff and volunteers and should work with the Site Manager when necessary.
25. The **Assistant Manager/Cook** must be able to encourage their staff to work as part of a team, utilize staff development to create a harmonious atmosphere for Senior Center participants, document and resolve conflicts with the center, develop positive relationships with clients, staff and volunteers and communicate effectively in both written and oral forms.
26. **Assistant Manager/Cook** helps to coordinate and schedule staff activities so that all programs function together, organizing special recreational, social and fundraising activities.
27. The **Assistant Manager/Cook** will help in facilitating good public relations and awareness through local contacts with the news media, outreach workers, government agencies and other local groups and organizations.
28. The **Assistant Manager/Cook** will help to enroll qualified seniors and provide a complete orientation to all programs offered through CCSC, Inc. and referral, outreach and counseling services to the elderly and their families.
29. The **Assistant Manager/Cook** can work with the Site Manager in discussing developing new policies and/or procedures as a result of any training as well as providing staff with in-service training as needed. Will schedule staff meetings on a regular basis as well as evaluating employees as required by policy.
30. The **Assistant Manager/Cook** will help with reporting and documenting the minutes and financial reports of their respective Advisory Council meetings for the Village Clerk/Treasurer.
31. The **Assistant Manager/Cook** will help to handle all conflicts at the center, whether personnel or senior clients in a professional and effective manner and refer all issues to the Site Manager.
32. The **Assistant Manager/Cook** can help do reports documenting all the nutrition and social services offered. The **Assistant Manager/Cook** is also accountable to the Village for equipment and must advise the Site Manager of any repairs needed. The Site Manager is held accountable to the Village for training and evaluating staff. The Site Manager will work with the local Clerk/Treasurer and Council with regards to policies, expenditure on funds, maintaining a congenial atmosphere at the center, programming, etc. if they do not conflict with current CCSC, Inc. policies.
33. The Site Manager is accountable for every action at their center and is therefore held to a higher standard when it comes to the operation of their facility. Prejudice and discrimination will not be tolerated in any form by any employee of the center, and it is the responsibility of the Site Manager and Assistant Manager / Cook to ensure all clients and personnel are treated with respect and dignity.

**ADDITIONAL PREFERENCES:**

**Possession of Food Handling Certification**

- SUPERVISED BY:** Site Manager
- SUPERVISES:** Kitchen Helper, Cook/Driver and other Senior Center employees as designated by the Site Manager
- PAY RANGE:** Pay based on experience, Licenses/Certifications contingent upon appropriations approved by the Board.
- WORKING HOURS:** 40 hours per week
- LUNCH HOUR:** 12:00 – 1:00 p.m. (lunch time will vary around serving seniors)
- POSITION GOAL:** Performs a variety of administrative duties needed to assess client paperwork and help to expedite the delivery of services of the offices of the Village of Magdalena and helps to manage the day-to-day operations of the Magdalena Senior Center.
- EVALUATION:** Will be evaluated in accordance with the Village of Magdalena policies and procedures.



**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**ADVANCEMENT OPPORTUNITY:** Promotion is dependent on experience, certification/license, job training availability, job performance, seniority and job opening.

**BOARD APPROVED: February 10, 2025**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**TITLE: KITCHEN ASSISTANT / DRIVER**

**EMPLOYMENT TERM: Full Time**

**DEPARTMENT: Senior Center**

**EXEMPT/NON-EXEMPT: Exempt**

**FUNDING SOURCE: General Fund-Senior Center**

**QUALIFICATIONS, STANDARDS, DUTIES & RESPONSIBILITIES:**

1. The **Kitchen Assistant / Driver** works under the direct supervision of the Site-Manager and Assistant Manager / Cook and helps prepare all meals served at the Senior Center. Meals will be prepared using approved recipes and using approved and correct equipment to ensure the food is prepared according to AAA and EID Standards. The **Kitchen Assistant / Driver** will help manage the kitchen area and ensure that the meals are prepared in time to meet the delivery times and meal serving times at the center. The **Kitchen Assistant / Driver** shall assist where necessary on any assignment.
2. The **Kitchen Assistant / Driver** position requires clothing that is safe and meets all EID and CCSC, Inc. standards. CCSC, Inc., require no open-toed shoes or clogs, no clothing with excessive material that may become caught in equipment, shorts must be knee length or longer, no halter tops, no cleavage revealing tops, no jewelry, and no items that could pose a potentially dangerous situation. EID Standards refer to EID handbook Article 7.6.2.9H.
3. The **Kitchen Assistant / Driver** helps to keep track of incoming and outgoing food supply inventory. The Site Manager is directly responsible for the perpetual inventory reporting and the daily perpetual inventory. The **Kitchen Assistant / Driver** shall assist where necessary on this assignment.
4. The **Kitchen Assistant / Driver** will work as a back up driver after taking the Defensive Driver Class and pass to deliver Home Delivered meals to senior patrons.
5. The **Kitchen Assistant / Driver** helps to ensure all logs, sign in/sign out sheets are properly maintained.
6. The **Kitchen Assistant / Driver** helps to ensure placing inventory in proper locations when shipments arrive. This may require the lifting and moving of objects greater than 30 lbs. Cooks must be physically able to safely perform this duty.
7. The **Kitchen Assistant / Driver** helps to prepare a variety of foods including the use of various meats, vegetables, gravies, baked goods, etc.
8. The **Kitchen Assistant / Driver** must use and help maintain all kitchen equipment as needed.
9. The **Kitchen Assistant / Driver** must correctly follow written directions on menus, recipes, and preparation instructions on food packages.
10. The **Kitchen Assistant / Driver** must serve food that is appealing, both visibly and nutritionally, following food guidelines.
11. Meets NM EID and local safety standards in the care of food products and knows the correct standards for the handling of both raw and cooked foods.
12. Practices proper sanitation and safety procedures while keeping all work areas clean.
13. Duties to include as follows; Clean tables, put tea away, clean coffee pot and coffee area, replenish condiments; salt/pepper, salad dressings, napkins, utensils, wrap utensils, fill water containers, make coffee. Clean both bathrooms; sink, toilets, mirrors, sweep and mop floors and empty trash cans throughout the building. Replenish the food serving area and put supplies and food away as needed. Put all donated items on "Donation Table" in the refrigerator. Wash dishes in the sink and dishwasher. Put all dishes and utensils away. Clean netted catch-all in the dishwasher. Wipe down all the tables, put up chairs. Mop the entire dining room, kitchen cooking area, and entry way, including office entry way, put back chairs on the floor when dry.
14. Keep a log in/out sheet daily upon cleaning both restrooms, sinks, toilets, sweep, mop, empty trash
15. Practices good teamwork with other cooks, employees and volunteers and uses good customer service skills in representing the Senior Center.
16. The **Kitchen Assistant / Driver** has a neat, clean appearance and follows the prescribed Dress Code Policy.
17. Uses the appropriate portions when serving meals and assures that minimum Dietary Reference Intakes (DRI) are met.
18. Alternates with the other cook(s) and/or kitchen help in sweeping and mopping the kitchen area as well as washing all pots, pans and service utensils.
19. It is preferred that the **Kitchen Assistant / Driver** has experience in food handling and cooking.
20. Must be willing to attend and complete any required training that may become available. The **Kitchen Assistant / Driver** must be able to obtain proper certification as it relates to Food Preparation and Quality Assurances through the State Environment and Health Department. Testing and training costs will be covered by the Village.
21. Do what is required to ensure the center operates smoothly and efficiently, including occasionally substituting in another position after proper training and procedures have been given. Some positions may involve the lifting or moving of objects more than 30lbs.

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

22. **Kitchen Assistant / Driver** must have a valid driver's license and successfully pass an approved Defensive Driving Course in the event it is necessary to drive a company vehicle for training or delivery of home meals.
23. The **Kitchen Assistant/ Driver** must understand that the release of confidential corporate information in any form without expressed written or oral approval will result in immediate discharge. The **Kitchen Assistant / Driver** will maintain confidentiality of all participant information, including properly securing written and electronic records. Will assure only authorized employees are allowed access to, and use of, any electronic data devices that may contain confidential information.
24. Must have good communication skills to work with the public, trustees, State/Federal agencies and disgruntled customers should be referred to the Site Manager or Assistant Manager whomever is available.
25. The **Kitchen Assistant/ Driver** is directly responsible to the Assistant Manager. **Kitchen Assistant / Driver** is responsible for opening the center and maintaining the scheduled hours of operation when necessary. The **Assistant Manager/Cook** helps with all activities and programs when necessary. These activities include education, leisure, nutrition services, homemakers, chore and social services, i.e. information and referral, outreach, transportation, escorts, as well as community help programs and fundraisers.
26. The **Kitchen Assistant/ Driver** must be able to encourage each other staff to work as part of a team, utilize staff development to create a harmonious atmosphere for Senior Center participants, and direct conflicts to the Assistant Manager and/or Site Manager, develop positive relationships with clients, staff and volunteers and communicate effectively.
27. The Site Manager is accountable for every action at their center and is therefore held to a higher standard when it comes to the operation of their facility. Prejudice and discrimination will not be tolerated in any form by any employee of the center, and it is the responsibility of the Site Manager and Assistant Manager / Cook to ensure all clients and personnel are treated with respect and dignity.

**ADDITIONAL PREFERENCES:**

**Possession of Food Handling Certification**

- SUPERVISED BY:** Assistant Manager and Site Manager
- PAY RANGE:** Pay based on experience, Licenses/Certifications contingent upon appropriations approved by the Board.
- WORKING HOURS:** 40 hours per week
- LUNCH HOUR:** 12:00 – 1:00 p.m. (lunch time will vary around serving seniors)
- POSITION GOAL:** Performs a variety of administrative duties needed to assess client paperwork and help to expedite the delivery of services of the offices of the Village of Magdalena and helps to manage the day-to-day operations of the Magdalena Senior Center.
- EVALUATION:** Will be evaluated in accordance with the Village of Magdalena Policies and Procedures.
- ADVANCEMENT OPPORTUNITY:** Promotion is dependent on experience, certification/license, job training availability, job performance, seniority and job opening.

**BOARD APPROVED: February 10, 2025**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

---

Employee

Date

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

**TITLE: KITCHEN HELPER / DRIVER**

**EMPLOYMENT TERM: PART TIME 4 HRS**

**DEPARTMENT: Senior Center**

**EXEMPT/NON-EXEMPT: Exempt**

**FUNDING SOURCE: General Fund-Senior Center**

**QUALIFICATIONS, STANDARDS, DUTIES & RESPONSIBILITIES:**

1. The **Kitchen Helper / Driver** works under the direct supervision of the Site-Manager and Assistant Manager / Cook and helps prepare all meals served at the Senior Center. Meals will be prepared using approved recipes and using approved and correct equipment to ensure the food is prepared according to AAA and EID Standards. The **Kitchen Helper / Driver** will help manage the kitchen area and ensure that the meals are prepared in time to meet the delivery times and meal serving times at the center. The **Kitchen Helper / Driver** shall assist where necessary on any assignment.
2. The **Kitchen Helper / Driver** position requires clothing that is safe and meets all EID and CCSC, Inc. standards. CCSC, Inc., require no open-toed shoes or clogs, no clothing with excessive material that may become caught in equipment, shorts must be knee length or longer, no halter tops, no cleavage revealing tops, no jewelry, and no items that could pose a potentially dangerous situation. EID Standards refer to EID handbook Article 7.6.2.9H.
3. The **Kitchen Helper / Driver** will work as a driver after taking the Defensive Driver Class and pass, to deliver Home Delivered meals to senior patrons.
4. The **Kitchen Helper / Driver** helps to ensure all logs, sign in/sign out sheets are properly maintained.
5. The **Kitchen Helper / Driver** helps to ensure placing inventory in proper locations when shipments arrive. This may require the lifting and moving of objects greater than 30 lbs. Cooks must be physically able to safely perform this duty.
6. The **Kitchen Helper / Driver** must use and help maintain all kitchen equipment as needed.
7. The **Kitchen Helper / Driver** must correctly follow written directions on menus, recipes, and preparation instructions on food packages.
8. The **Kitchen Helper / Driver** must serve food that is appealing, both visibly and nutritionally, following food guidelines.
9. Meets NM EID and local safety standards in the care of food products and knows the correct standards for the handling of both raw and cooked foods.
10. Practices proper sanitation and safety procedures while keeping all work areas clean.
11. Ensure that all logs, sign in/sign out sheets are properly maintained; for Food Delivery in/out and cold delivery food bags need to be washed (wiped down) daily before deliveries. Hot delivery food bags need foil wrapped inside before food is inserted if needed. Delivery food bags need to be put away each day when done for the day.
12. Prepares a variety of foods including the use of various fruits and breads.
13. Duties to include as follows; Clean tables, put tea away, clean coffee pot and coffee area, replenish condiments; salt/pepper, salad dressings, napkins, utensils, wrap utensils, fill water containers, make coffee. Clean both bathrooms; sink, toilets, mirrors, sweep and mop floors and empty trash cans throughout the building. Replenish the food serving area and put supplies and food away as needed. Put all donated items on "Donation Table" in the refrigerator. Wash dishes in the sink and dishwasher. Put all dishes and utensils away. Clean netted catch-all in the dishwasher. Wipe down all the tables, put up chairs. Mop the entire dining room, kitchen cooking area, and entry way, including office entry way, put back chairs on the floor when dry.
14. Keep a log in/out sheet daily upon cleaning both restrooms, sinks, toilets, sweep, mop, empty trash.
15. Practices good teamwork with other cooks, employees and volunteers and uses good customer service skills in representing the Senior Center.
16. The **Kitchen Helper / Driver** has a neat, clean appearance and follows the prescribed Dress Code Policy.
17. Uses the appropriate portions when serving meals and assures that minimum Dietary Reference Intakes (DRI) are met.
18. Alternates with the other cook(s) and/or kitchen help in sweeping and mopping the kitchen area as well as washing all pots, pans and service utensils.
19. It is preferred that the **Kitchen Helper / Driver** has experience in food handling and cooking.
20. Must be willing to attend and complete any required training that may become available. The **Kitchen Helper / Driver** must be able to obtain proper certification as it relates to Food Preparation and Quality Assurances through the State Environment and Health Department. Testing and training costs will be covered by the Village.
21. Do what is required to ensure the center operates smoothly and efficiently, including occasionally substituting in another position after proper training and procedures have been given. Some positions may involve the lifting or moving of objects more than 30lbs.
22. **Kitchen Helper / Driver** must have a valid driver's license and successfully pass an approved Defensive Driving Course in the event it is necessary to drive a company vehicle for training or delivery of home meals.

**VILLAGE OF MAGDALENA  
POSITION DESCRIPTION**

- 23. The **Kitchen Helper / Driver** must understand that the release of confidential corporate information in any form without expressed written or oral approval will result in immediate discharge. The **Kitchen Helper / Driver** will maintain confidentiality of all participant information, including properly securing written and electronic records. Will assure only authorized employees are allowed access to, and use of, any electronic data devices that may contain confidential information.
- 24. Must have good communication skills to work with the public, trustees, State/Federal agencies and disgruntled customers should be referred to the Site Manager or Assistant Manager whomever is available.
- 25. The **Kitchen Helper / Driver** is directly responsible to the Assistant Manager. **Kitchen Helper / Driver** is responsible for opening the center and maintaining the scheduled hours of operation when necessary. The **Assistant Manager/Cook** helps with all activities and programs when necessary. These activities include education, leisure, nutrition services, homemakers, chore and social services, i.e. information and referral, outreach, transportation, escorts, as well as community help programs and fundraisers.
- 26. The **Kitchen Helper / Driver** must be able to encourage each other staff to work as part of a team, utilize staff development to create a harmonious atmosphere for Senior Center participants, and direct conflicts to the Assistant Manager and/or Site Manager, develop positive relationships with clients, staff and volunteers and communicate effectively.
- 27. The Site Manager is accountable for every action at their center and is therefore held to a higher standard when it comes to the operation of their facility. Prejudice and discrimination will not be tolerated in any form by any employee of the center, and it is the responsibility of the Site Manager and Assistant Manager / Cook to ensure all clients and personnel are treated with respect and dignity.

**ADDITIONAL PREFERENCES:**

**Possession of Food Handling Certification**

- SUPERVISED BY:** Assistant Manager and Site Manager
- SUPERVISES:** Kitchen Helper, Cook/Driver and other Senior Center employees as designated by the Site Manager
- PAY RANGE:** Pay based on experience, Licenses/Certifications contingent upon appropriations approved by the Board.
- WORKING HOURS:** 20 hours per week
- LUNCH HOUR:** 12:00 – 1:00 p.m. (lunch time will vary around serving seniors)
- POSITION GOAL:** Performs a variety of administrative duties needed to assess client paperwork and help to expedite the delivery of services of the offices of the Village of Magdalena and helps to manage the day-to-day operations of the Magdalena Senior Center.
- EVALUATION:** Will be evaluated in accordance with the Village of Magdalena Policies and Procedures.
- ADVANCEMENT OPPORTUNITY:** Promotion is dependent on experience, certification/license, job training availability, job performance, seniority and job opening.

**BOARD APPROVED: February 10, 2025**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

---

Employee

Date



# QUOTATION



W.S. DARLEY & CO.  
 DARLEY FIRE EQUIPMENT DIVISION  
 325 SPRING LAKE DR. • ITASCA, IL 60143  
 Toll Free: 800-323-0244 • Phone: 630-735-3500 • FAX: 708-345-8993  
 FEIN 36-0976610 DUNS 005094842 CAGE 15852

<b>Date</b>	1/30/2025
<b>Ship Terms</b>	FOB Shipping Point
<b>Pay Terms</b>	NET15
<b>QUOTE #</b>	MB2025013001
<b>Quoted by</b>	Mike Burke x303 michaelburke@darley.com

**Bill To:**

1112705-Village of Magdalena  
 PO Box 145  
 Magdalena, NM 87825-0145  
[magdalenafirechief@gmail.com](mailto:magdalenafirechief@gmail.com)

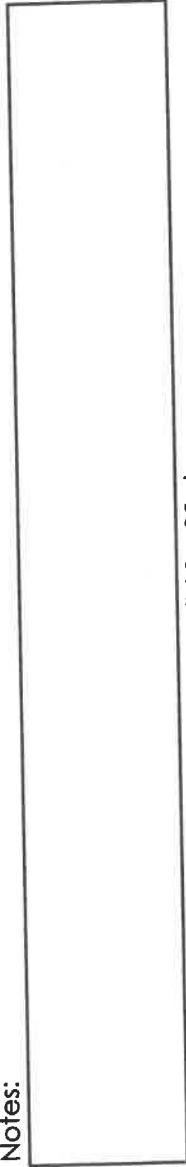
**Ship To:**

20248042-Magdalena Fire Dept  
 108 N Main  
 Magdalena, NM 87825  
 505-854-3268

Line	Qty.	Item #	Description	Unit Price	Line Total
1	1	L957	AXE, 6# PICK POINT 36" FIBER-	\$ 75.66	\$ 75.66
2	1	T225	AXE, 6# FLAT HEAD 36" FIBER-	\$ 73.54	\$ 73.54
3	1	BN595	TOOL, 30" FORCIBLE ENTRY	\$ 173.75	\$ 173.75
4	1	BK244	CUTTER, 36" BOLT	\$ 68.25	\$ 68.25
5	1	MBN403	PIKE POLE, 6' PL DRY WALL HEAD	\$ 90.16	\$ 90.16
6	1	P819	HOOK, 32" CLOSET	\$ 130.39	\$ 130.39
7	2	BG523	LGT.LED VEH MT W/12V DC	\$ 204.45	\$ 408.90
8	5	BC018	BRACKET, JUMBO LOK	\$ 60.35	\$ 301.75
9	6	AF658	FLEXMOUNT, SUPER GRIP HD	\$ 46.85	\$ 281.10
10	2	AR102	RUNNER, 30" x 20' VINYL	\$ 28.35	\$ 56.70
11	1	J860	COVER,SALVAGE 12X14'CANV	\$ 145.00	\$ 145.00
12	1	BN082	CAMERA PKG, K2 THERMAL	\$ 873.75	\$ 873.75
13	1	BN475	CHARGER, TRUCK (K2 ONLY)	\$ 218.75	\$ 218.75
14	10	U275Y	HOSE,1 3/4X50'Y CORD 800	\$ 189.06	\$ 1,890.63
15	3	L780	HOLDER, W/TWO SPANNER WRENCHES	\$ 90.00	\$ 270.00
16	1	AF787	WYE, 2.5"NSTSWF x (2) 1.5"NST	\$ 557.75	\$ 557.75
17	2	B24301	ADAPTER, 2.5" DM NST CP	\$ 77.81	\$ 155.62
18	2	B24302	ADAPTER, 1.5" DM NST CP	\$ 86.56	\$ 173.13
19	2	TMPDF4406AC	ADAPTER, 2.5 DFSW CHROME NST	\$ 114.69	\$ 229.38
20	2	B24402	CONNECTION, 1.5 DF CP NST	\$ 123.50	\$ 247.00
21	1	R477	ELBOW, 2.5" CHROME ANGLE 45	\$ 91.00	\$ 91.00

22	2	BE257	WYE, 2.5" X (2) 1.5" (ALUM)*	\$	181.25	\$	362.50
23	1	BL337	VALVE, 2.5" GATE	\$	295.50	\$	295.50
24	2	AW202	BRACKET, AXE SHIELD (ZINC) CP	\$	23.06	\$	46.13
25	2	BK215	BRACKET, AXE HANDLE SIDE MOUNT	\$	16.47	\$	32.94
26	6	P614	EXTINGUISHER, 2-1/2 LB ABC	\$	42.29	\$	253.73
27	1	AF555	EXTINGUISHER, 20 LB ABC	\$	160.94	\$	160.94
28	1	H792	EXTINGUISHER, 15-LB CO2 FIRE	\$	327.43	\$	327.43
29	3	AF864	BRACKET, HD EXTINGUISHER	\$	51.20	\$	153.60
			Subtotal	\$		\$	8,144.95
			Freight				
			Sales Tax				
			Total	\$		\$	<b>8,144.95</b>

Notes:



Quote valid for 30 days  
Thank you for your business!