

# CAUCUS MEETING MINUTES

December 3, 2024

5:00 P.M.

\*\*\*MEETING WAS HELD VIA "ZOOM" APPLICATION WITH MEETING ID 349 802 0449

Mayor Jakubowski called the meeting to order.

**MAYOR'S STATEMENT:** "Notice of this meeting has been provided in a legal notice published in the Courier Post and the Retrospect; and posted in accordance with Title 10 of the New Jersey Statutes Annotated, specifying a 5:00 p.m. meeting time; and that formal action may or may not be taken at all Caucus and Commissioners meetings. Please be advised that this meeting is not being videotaped tonight."

**Roll Call:** Mayor Jakubowski and Commissioner Whitman were in attendance. Commissioner Lee was absent.

Those additionally in attendance were Administrator David Taraschi, Assistant Superintendent of PW, RJ Callaway, Solicitors Sal Siciliano, Jennifer McPeak, Tom Tassi, Police Chief, Borough Engineers Steve Bach and Craig Reilly, Danielle Ingves, Municipal Clerk, Library Board President, Jean Phillips, Court Administrator, Patrick Slemmer, Fire Chief, John Dymond, Tax Assessor, Megan Giordano, Tax Collector, John Dymond, Tax Assessor.

**Commissioner Whitman made a motion to approve meeting minutes from November 19, 2024, seconded by Mayor Jakubowski. All in favor-motioned carried.**

**ORDINANCES FOR ACTION: N/A**

## RESOLUTIONS FOR ACTION:

**2024-150 REFUND OVERPAYMENT OF PROPERTY TAXES FOR BLOCK 49, LOT 5.01 IN THE AMOUNT OF \$1,876.95.** The foregoing resolution was approved by motion of Commissioner Whitman; seconded by Mayor Jakubowski. Unanimous Roll Call Vote.

**2024-151 RESCIND RESOLUTION 2024-84 FOR THE APPROVAL OF PERSON-TO-PERSON TRANSFER OF LIQUOR LICENSE FOR 20 WEST ATLANTIC AVENUE, THE KOVE CATERING INC. DUE TO AN INCORRECT EFFECTIVE DATE** The foregoing resolution was approved by motion of Commissioner Whitman; seconded by Mayor Jakubowski. Unanimous Roll Call Vote.

**2024-152 APPROVAL OF THE PERSON-TO-PERSON TRANSFER OF THE AFORESAID PLENARY RETAIL CONSUMPTION LIQUOR LICENSE FROM THE KOVE CATERING INC. TO THE KOVE BANQUEST INC. EFFECTIVE DECEMBER 9, 2024.** The foregoing resolution was approved by motion of Commissioner Whitman; seconded by Mayor Jakubowski. Unanimous Roll Call Vote.

**2024-153 AUTHORIZING THE APPOINTMENT OF ROBERT CHABOT, INDEPENDENT ANIMAL CARE SERVICES, LLC, AS ANIMAL CONTROL OFFICER FOR THE BOROUGH OF AUDUBON FOR 2025.** The foregoing resolution was approved by Commissioner Whitman; seconded by Mayor Jakubowski. Unanimous Roll Call Vote.

**2024-154 AUTHORIZING THE RE-APPOINTMENT OF DANIELLE INGVES AS TRUSTEE OF THE FREE PUBLIC LIBRARY OF AUDUBO FOR A FIVE-YEAR TERM – JANUARY 1, 2025 THRU DECEMBER 31, 2029.** The foregoing resolution was approved by Mayor Jakubowski, seconded by Commissioner Whitman. All in favor motion carried.

**2024-155 AUTHORIZING THE RE-APPOINTMENT OF AMANDA NEGRO AS A TRUSTEE OF THE FREE PUBLIC LIBRARY OF AUDUBON FOR A FIVE-YEAR TERM – JANUARY 1, 2025 THRU DECEMBER 31, 2029.** The foregoing resolution was approved by Mayor Jakubowski; seconded by Commissioner Whitman. All in favor motion carried.

## **Department Reports:**

**Borough Administrator** – Working on and monitoring the end of the year expenses. Working on the 2025 budget to get ahead of things earlier than previous years.

**Assistant Superintendent of Public Works** – Report submitted. Leaf collection winding down. Ideally, we want to be done by Christmas. We are strongly suggesting to the residents to get their leaves out as early as possible. There will be a hard stop date, the week before Christmas, that will be announced and posted on social media and our website. We need to transition the vehicles for the winter for both towns.

**Chief Finance Officer** – Nothing to report.

**Borough Clerk** – Report submitted. Working on end of year reports.

**Tax Collector** – Report submitted. Tax sale is scheduled for Thursday, December 5<sup>th</sup>. There are still 88 properties in tax sale so hopefully everything goes smooth. There is a new employee, Margaret King, in our tax office as of yesterday. Margaret was the tax collector in Haddon Township. So, she knows the job and hopefully she will be able to help myself and Linda in the tax office.

**Tax Assessor** – Nothing to report.

**Police Chief** - Report submitted. Offered his condolences to Steve Bach and his team for such a tragic loss to his team. The family is in our prayers.

**Fire Chief** – Report submitted. 29 calls. Year to date: 472. Will be closing the year out over 500 calls. Calls for service are definitely going up. We completed our hose test. We have lost about 600 feet of hose just through wear and tear. The pump test was completed and I did shoot over the report reflecting the TLC our vehicles are going to need. Mayor Jakubowski thanked the Chief for another wonderful parade.

**OEM** – Report submitted. Excused.

**EMS** – Report submitted. Excused.

**Municipal Court Administrator** – Reports submitted.

**Construction Code/Zoning Report** - Reports submitted.

**Engineer** – Report submitted. Thank you to everyone for your thoughts for our coworker who lost his life last week. For our report, highlighting two items. The Borough was successful in receiving the 2025 NJDOT grant for \$244,910 to complete Hampshire Road and also a portion of S. Davis or a portion of S. Logan. We will coordinate with the Borough Administrator and Public Works on which one to target. Charge and estimates on East Pine Street. During the week of December 2, the initial installation is on concrete curbs, driveway aprons and ADA ramps. Paving will be initiated as weather permits. We are under weather currently, but there may be a warm up at the end of the month. We will play that by ear as concrete cannot be laid at the current temperature.

**Solicitor** – Nothing to report.

**Library** – November calendar is available. The Library has partnered with the Young at Heart Club and is planning to have programs every Tuesday to provide more programs for Seniors. Encouraging the residents to check out the calendar on the website and social media. Special attention to Tuesdays for Senior Citizen programs. New program – Tutoring for young students is available. Staff evaluations are currently going on. Per Mayor Jakubowski, if you are looking for a family friendly option over the holidays, please consider the museum passes that the library offers.

### **FJW Recreation & Community Center**

#### **November**

- Elections
- Five Private Parties
- Two 5K events (Outside facilities only)

#### **December (Scheduled)**

- Ten Private Parties/Events
- Two Non-Profit Events
- Right Tree-Right Place Seminar hosted by Sustainable Audubon, PSEG & Borough of Audubon

**Sustainable Audubon** – Monthly meeting is first Wednesday of every month. Next meeting is Wednesday, December 4, 2024. 6, 2024. The event that was just mentioned is the Right Tree-Right Place Seminar to educate people on the right tree and the right placement. People get upset about trees being cut and questioning why trees were planted in specific areas. Some of those trees were planted a very long time ago. We are hoping to change our canopy and place the correct trees to thrive. Thank you to RJ for working with PSEG and Sustainable to make this seminar happen.

Another note, Audubon Civic REACH, in which Sustainable Audubon is a part, just received a \$2,500 grant to install a water bottle refilling station in Audubon Family Park. Dani Ingves, myself and Terry from Sustainable Audubon worked really hard on that to make it happen.

### **Board of Commissioners Reports:**

**Commissioner Lee** – Absent.

**Commissioner Whitman** – Condolences expressed to the Bach team for their loss. Thanked Chief Slemmer for another great parade. It was chilly, but a really great turn out once again. Mayor and I attended the League of Municipalities a couple of weeks ago and received good news verbally. Audubon will be receiving a new sewer line along Kings Highway just like our neighboring town will be receiving.

**Mayor Jakubowski** – Want to repeat about the leaves. PW is doing a great job. I also want to lift up the rec center for a moment. As you hear, it is very popular and it getting booked into the next year. I want to thank Dani as she works hard to coordinate that and to get as many events scheduled as possible. She works closely with PW to make sure it gets cleaned and turned over quickly especially for this holiday weekends. Thank you, Dani.

**Open Session:** Commissioner Whitman made a motion to open the meeting to the public; seconded by Mayor Jakubowski. All in favor; motion carried.

No comments from the public.

Commissioner Whitman made a motion to close the meeting to the public; seconded by Mayor Jakubowski. All in favor motion carried.


**RESOLUTION 2024-156 CLOSED SESSION FOR MATTERS OF LITIGATION AND CONTRACTS.** The foregoing motion was approved by Commissioner Whitman; seconded by Mayor Jakubowski. All in-favor motion carried. (5:20 pm)

Commissioner Whitman made a motion to come out of close session at 5:49 pm, seconded by Mayor Jakubowski. All in favor motion carried.

There was no one in the waiting room.

Commissioner Whitman made a motion to adjourn, seconded by Commissioner Mayor Jakubowski. Lee. All in favor motion carried.

Meeting Adjourned at 5:50 pm.

  
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Mayor Jakubowski  
\_\_\_\_\_  
Commissioner Whitman

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ABSENT  
Commissioner Lee

ATTEST:

  
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Danielle Ingves, Municipal Clerk

DATE APPROVED :

12/17/2024