

CAUCUS MEETING MINUTES

January 7, 2025

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, Commissioner Lee and Commissioner Whitman were in attendance.

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

Commissioner Whitman made a motion to approve meeting minutes from December 17, 2024, seconded by Mayor Jakubowski. All in favor-motioned carried. (Commissioner Lee Abstained)

ORDINANCES FOR ACTION: N/A

RESOLUTIONS FOR ACTION:

- 2025-01 Authorizing the Cash Management Plan for 2025
- 2025-02 Authorizing the Appointment Danielle Ingves as Municipal Improvement Search Officer
- 2025-03 Authorizing the Appointment of Danielle Ingves as Registrar of Vital Statistics
- 2025-04 Authorizing the Appointment of Bonnie Taft and Janet LaBar as Deputy Registrars of Vital Statistics
- 2025-05 Authorizing the Appointment of Linda Smith as Deputy Tax Collector and Tax Search Officer
- 2025-06 Authorizing the Appointment of Victoria Tortoreto as Deputy Treasurer
- 2025-07 Authorizing the Appointment of Dave Taraschi as Fund Commissioner for the Camden County Joint Insurance Fund
- 2025-08 Authorizing the Appointment of Robert Jakubowski as Alternate Fund Commissioner for the Camden County Joint Insurance Fund
- 2025-09 Authorizing the Appointment of Robert O. Lee as CDBG Representative
- 2025-10 Authorizing the Appointment of Randolph Callaway as Alternate CDBG Representative

The foregoing resolutions were approved by motion of Commissioner Lee and seconded by Commissioner Whitman. Unanimous Roll Call Vote.

- 2025-11 Authorizing the Appointment of Dave Taraschi, John Karolinski and Jim Rossell as Zoning Enforcement Officers
- 2025-12 Authorizing the Appointment of Jeffrey Whitman as a Class III Member of the Joint Land Use Board Member for 2025
- 2025-13 Authorizing the Appointment of Megan Giordano as Tax Collector

- 2025-14** Authorizing the Appointment of Hardenbergh Insurance Group Agency, Risk Manager Consultant for 2025
- 2025-15** Authorizing the Appointment of Paul Price, Jr. Deputy Emergency Management Coordinator for the Borough of Audubon
- 2025-16** Authorizing the Appointment of Danielle Ingves as Public Agency Compliance Officer
- 2025-17** Authorizing the Borough Administrator to Execute State Contract Purchases for 2025
- 2025-18** Authorizing the Retrospect and Courier Post as Legal Newspapers
- 2025-19** Authorizing Tax Assessor to Execute Stipulations of Settlement/Administer to Tax Appeals
- 2025-20** Authorizing Establishment of Grace Period for Tax Payments, Fixing Interest Rates and Year End Penalties

The foregoing resolutions were approved by motion of Commissioner Lee and seconded by Commissioner Whitman. Unanimous Roll Call Vote.

- 2025-21** Authorizing the Use of Credit Cards and electronic transfer for the payments involving the Municipal Court Costs
- 2025-22** Authorizing the Appointments of 2025 Sustainable Audubon Members
- 2025-23** Authorizing the Appointments of the 2025 Public Arts Committee
- 2025-24** Authorizing the Appointment of the 2025 Green Wave Park Recreation Center Committee
- 2025-25** Authorizing the Appointments of Crossing Guards for year 2025
- 2025-26** Authorizing the Appointment of Ryan Sheppard as Alternate Fire Marshal for the period January 1, 2025 through December 31, 2025
- 2025-27** Authorizing the Appointment of Timothy S. Farrow, Esquire, for Public Defender for the Borough of Audubon for the year 2025
- 2025-28** Authorizing the Appointment of Martin J. Buckley as Municipal Prosecutor for the Borough of Audubon for the year 2025
- 2025-29** Authorizing the Appointment of Bowman & Company, LLP as Borough Auditor for 2025 and to complete the audit for 2024

The foregoing resolutions were approved by motion of Commissioner Lee and seconded by Commissioner Whitman. Unanimous Roll Call Vote.

- 2025-30** Authorizing 2025 Municipal Temporary Municipal Budget

The foregoing resolution was approved by motion of Commissioner Whitman and seconded by Commissioner Lee. Unanimous Roll Call Vote.

- 2025-31** Authorizing a Shared Services Agreement By and Between the Borough of Audubon and the Borough of Haddon Heights for the Provision of Department of Public Works Services

The foregoing resolution was approved by motion of Mayor Jakubowski and seconded by Commissioner Lee. Unanimous Roll Call Vote.

Department Reports:

Borough Administrator – Department Heads please kick back those budget sheets to me for the 2025 budget as soon as possible. Thanks.

Assistant Superintendent of Public Works – Report submitted. Leaf collection concluded on December 19. We began snow preparation last week for the potential snow Friday and very little yesterday. Every thing else is business as usual.

Chief Finance Officer – Per Commissioner Whitman, Jack Bruno and he met. Everything has been rolled over. They also met with Dave in preparation for the 2025 budget.

Borough Clerk – Report submitted. Reminder that the municipal election is Tuesday, May 13, 2025. The nominating petitions and all supporting documents are on the website and hard copies can be retrieved in person at the Clerk's Office during normal business hours.

Met with the County Clerk's office about the possibility of early voting. It is up to the individual Clerk's office. I do not have the cost yet and have not reached out to the other two municipalities about their participation. Haddonfield and Collingwood would be the two other towns and Collingswood is an approved site already. With mail in ballots and day of voting, really not sure we need it. Not sure if it is really necessary or feasible but wanted to run it by the Board of Commissioners for their thoughts. Per Commissioner Lee and Commissioner Whitman, they have little interest. Mayor Jakubowski stated that he spoke to the County Clerk's office as well. He also does not believe we should take on the cost alone if the other towns are not participating in early voting. I will touch base with the other towns and report back.

The Governor changed the Primary Election date from June 3 to June 10 due to a Jewish holiday. Our caucus meeting was originally moved to Wednesday, June 4, but would you all like me to move it back to Tuesday, June 3? I ask because that date has already been approved and advertised. It is not really a big deal; I just need to re-advertise. All agreed to move the date back to June 3. The date will be moved, advertised and I will send out a new schedule of meetings.

All animals must be registered by March 31 annually. After March 31, 2025, late fees will be added.

Tax Collector – Report submitted. All is going smoothly at the tax office. Linda and Margaret are working together nicely. First Quarter tax bill due date is coming up, due February 1. We just have some clean up things to address and work with our seniors. We do have their senior citizen deductions. There are forms that Linda will be sending out soon for them to be signed and sent back. This is for those individuals that already have a senior citizen deduction on their property. They have to sign a statement that they are still in the guidelines for that.

Tax Assessor – Working on finishing everything for the January 10 book. Other than that, everything else is good.

Police Chief - Report submitted. I wanted to report on an incident from December where we had to send our canine out to Pennsauken to find a lost child. Disney was able to assist in finding that child. Canine Disney continues to do a great job! She can do more than find drugs. In this case, she found a lost child.

Fire Chief – Report submitted. (Absent)

OEM – Report submitted. We did do our quarterly report with the state on the register ready. We are up to twenty-two people in town. I will be going out to talk with them. Most of them have my direct cell, but I will touch base with them all.

EMS -- Report submitted. Audubon 109 calls with a total call for 230 for the month.

Municipal Court Administrator -- Reports submitted.

Construction Code/Zoning Report - Reports submitted.

Engineer -- Report submitted. County is announcing Open Space Grants. Audubon will be receiving \$25,000 on top of the \$65,000 we have already received from the State for all accessible playground equipment for the Audubon Family Park. We are working on some numbers. We are working with some new vendors, and new catalogues are coming out this week. We will update them soon and get that information to the governing body to hopefully have something in the ground this spring. The DCA has announced the application period for the 2025 LRIG applications that are due at the end of January. We will need a resolution for the next meeting, and we will be working on that application.

Solicitor -- Nothing to report. One item for closed session.

Library -- Report submitted. Reorganization meeting on the 27. All are welcome. New tutoring program and the partnership with Young at Heart continues.

FJW Recreation & Community Center - YMCA registration will be opened this week. Dates of the summer camp are June 23 to August 29. They reached the max amount of kids they could handle. It has been a successful partnership. Audubon residents do receive the YMCA member rate as well.

December had record numbers of rentals with eight private parties, two non-profit events, one business/fundraising event and an education event, Audubon Right Tree/Right Place.

January (Scheduled)

- Five private parties scheduled
- One Non-Profit Event

Sustainable Audubon -- Monthly meeting is first Wednesday of every month. Next meeting is tomorrow, January 8, 2025 at the Audubon Senior Center at 7:00 pm.

Board of Commissioners Reports:

Commissioner Lee -- Announced that he is naming Dave Bauer as the Police Chief pending upcoming Chief Tassi's retirement.

Commissioner Whitman -- Thank you Mayor and Dave for working so hard for the SSA with Haddon Heights. A lot of work was put into it, and it helps that we do not have layoffs.

Mayor Jakubowski -- Yesterday's snow event did not get as much snow as we thought, but RJ and his team did a great job getting ready and salting and after the storm cleaning up the streets. We did send out an emergency alert. If any residents did not receive a phone call or a text, you can go to the website under CONTACT US and then Sign-Up Mass Notification System. A lot of people had live Christmas trees this year. They will be collected on your actual trash day. Please hold off on putting it out before your day of trash because they do get blown around. I also want to say thanks to all those involved on the SSA with Haddon Heights to make this happen. This benefits both parties and government gets too expensive if we do not work together. Thank you to Dave and RJ!

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

The Retrospect asked about the numbers from the SSA and would like a copy. We have agreed to share as soon as that is signed. Also, what election is being held on May 13 and the response was given that all three Commissioner positions. Questioned Dave Bauer's current position and Chief's retirement date. He was informed that Dave Bauer is the current Captain, and we do not have a retirement date at this exact time for the Chief.

Megan Giordano, residing at 400 W. Nicholson Road, expressed concerns as a resident and landlord in Audubon regarding the website. She was informed that it is a constant work in progress to keep up to date. Some other concerns are seeing many things for the school district and not just the Borough. Per Commissioner Lee, it is a shared service agreement, and the kinks still need to be worked out. It is a good partnership and saves both the district and the borough money. We will be continually working on that.

Per D. Taraschi, some people laugh about the Mayor's message that he sends out about the snow even if a minor snow event. However, the salt trucks all have plows on them and it is extremely easy for the vehicles to slide. Asking residents to pull their cars off the streets is not just about pushing the heavy snow but protecting all involved.

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

RESOLUTION 2025-32 CLOSED SESSION FOR MATTERS OF PERSONNEL The foregoing motion was approved by Commissioner Whitman; seconded by Commissioner Lee. All in-favor motion carried. (5:27pm)

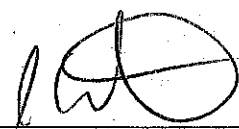
Commissioner Lee made a motion to come out of close session at 5:38 pm, seconded by Commissioner Whitman. All in favor motion carried.

No action was taken during closed session or in open session immediately after.

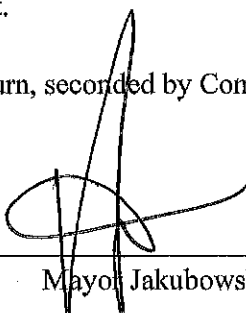
There was one person in the waiting room when we returned. Martin Buckley, Esquire, 2025 Prosecutor, had no questions but wanted to say thank you for the appointment.

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

Meeting Adjourned at 5:39 pm.



Commissioner Whitman



Mayor Jakubowski



Commissioner Lee

ATTEST: 

Danielle Ingves, Municipal Clerk

DATE APPROVED : 1/21/2025