

CAUCUS MEETING MINUTES

July 1, 2025

5:00 P.M.

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."

Flag Salute/Exit Designations

Roll Call: Mayor Jakubowski, Commissioner Wendell, and Commissioner Alemi were in attendance.

Those additionally in attendance were Danielle Ingves, Municipal Clerk, RJ Callaway, Assistant Superintendent of Public Works, Police Chief Dave Bauer, Solicitors Sal Siciliano and Jennifer McPeak, Law Clerk, Francesca Patetta, Borough Engineers Steve Bach & Craig Reilly, OEM Coordinator Kurt Bicking, Brian Conte, EMS, Nichelle Bicking Construction Secretary, Jack Bruno, CFO, Kyle Schwesig, Tax Assessor.

Commissioner Wendell made a motion to approve meeting minutes from June 17, 2025, seconded by Commissioner Alemi. All in favor-motioned carried.

ORDINANCES FOR ACTION:

2025-04 Ordinance of the Borough of Audubon, County of Camden and State of New Jersey Amending Chapter 62, Traffic and Vehicles, in the code of the Borough of Audubon On-Street Handicapped Parking -- Block 96, Lot 5 -- 39 Oswego Ave. First Reading/Introduction was June 3, 2025; Second Reading/Public Hearing July 1, 2025. The foregoing motion to introduce was made by Commissioner Wendell and seconded by Mayor Jakubowski.

The foregoing motion to open to the public was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

No comments or questions from the public.

The foregoing motion to close the meeting to the public was made by Commissioner Alemi and seconded by Commissioner Wendell. All in favor motion carried.

The foregoing motion to adopt Ordinance 2025-04 was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote.

2025-05 Ordinance of the Borough of Audubon, County of Camden and State of New Jersey Amending Chapter 62, Traffic and Vehicles, in the code of the Borough of Audubon On-Street Handicapped Parking -- Block 38, Lot 14 -- 148 E. Pine St. First Reading/Introduction was June 3, 2025; Second Reading/Public Hearing July 1, 2025.

The foregoing motion to open to the public was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

No comments or questions from the public.

The foregoing motion to close the meeting to the public was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

The foregoing motion to adopt Ordinance 2025-05 was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous Roll Call Vote.

RESOLUTIONS FOR ACTION:

2025-122 Authorizing the Appointment of Kyle Schwesig as Municipal Tax Assessor effective July 1, 2025, through June 30, 2026.

The foregoing motion was approved by motion of Commissioner Alemi and seconded by Commissioner Wendell. All in favor motion carried.

2025-123 Resolution Granting a Totally Exempt Veteran Deduction and Cancellation of Taxes for 3rd & 4th quarters of 2025 and First Half of 2026. The foregoing motion was approved by motion of Mayor Jakubowski and seconded by Commissioner Wendell. Unanimous Roll Vote.

2025-124 Authorizing an Agreement by and between the Borough of Audubon and Bay Hill Environmental Lead-Based Paint Assessment and Lead Safe Clearance Services. The foregoing motion was approved by motion of Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Department Reports:

Assistant Superintendent of Public Works – Report submitted. A couple of highlights include the playground equipment installed at the rec center. The bench installation took place at Memorial Grove. Payson Ave and Nicholson have been resurfaced. That was a PSE&G job. Coming up on 4th of July preparation and we just got approval of a grant from the NJ Department of Environmental Protection. The grant is for an EV Program for an award up to \$465,000. Thank you to the Aubrey Group for your help with that. This is for the replacement of two diesel vehicles.

Mayor Jakubowski questioned the start of Nicholson Road paving. Per Chief Bauer and R. Callaway, after the 4th of July. They believe they will be done in four weeks.

Chief Finance Officer – J. Bruno has nothing to report other than to congratulate the Mayor on his reelection and the two new Commissioners, and offered his assistance and help in anyway on the finances.

Borough Clerk – Our Acting Deputy Municipal Clerk started on June 27 full time and she is ready to jump in. Thank you for helping make that happen.

Tax Collector – Excused. No report submitted.

Tax Assessor – Mayor welcomed Kyle Schwesig. Kyle thanked everyone for the opportunity and is excited to get to know everyone and get started.

Police Chief - Report submitted. Getting ready for 4th of July. Looking forward to another safe parade and celebration in Audubon. I just emailed K. Bicking a short time ago about the IAP report that he once again did a great job. As usual, we will have most of our department working on Saturday night for the fireworks. A big thank you to the fire-police as they are coming up big, helping with the parade once again. Fairly quiet month otherwise. We had a few car burglaries earlier in the month. It was one night, and we have a suspect, and we believe it was the same person who hit all 4-5 cars. Reminder to lock your cars.

Fire Chief – Report submitted. Absent

OEM – Report submitted. The IAP was submitted but it is a work in progress. Talked to DPW and they are relocating their offices into our OEM building. We are going to share the space. Working with the fire department, the portable radios that we have are now 10 years old and we cannot get parts for them anymore. Chief Slemmer and I are working on a grant to replace the radios. Mayor asked if Kurt receives the grant emails. He is not, but the mayor will make sure that he is on that email chain. Talks about purchasing new radios with other towns were discussed to get better pricing.

EMS – Report submitted. Audubon 87 calls with a total of 217 calls for the month. Prepared to help with the July 4th fireworks.

Municipal Court Administrator – Excused. Reports submitted.

Construction Code/Zoning Report - Reports submitted. N. Bicking commented that the construction code office is very busy at this time.

Engineer – Submitted written report. Highlights include the following. The next phase of municipal aid application for 2026 was submitted on Friday a couple of days early. The Borough funded Weslyn and Carlisle intersection and Wright's Alley, we wanted to get further investigation and so we are working with DPW, and a test pit was done last week. We will be out there tomorrow to get a look at it. We are hoping to finalize that project by the end of the month. The next project is the 2024 CDGB project for the 1st floor Senior Center improvements. That project's bid opening is scheduled for July 3. Hopefully, we receive favorable bids, and we will be able to award that bid at the Commissioners' meeting in July. Lastly, the current municipal aid project of Hampshire Ave Phase II, we sat down with the Mayor and RJ to go over the scope and we have completed our initial survey and hoping to get that design finalized and over to DOT by the end of the month to get their feedback.

Solicitor – Nothing to report. Items for closed session.

Library – Report submitted. Absent. Per Commissioner Wendell, the summer reading kick off went really well. They have several July events planned. Check out their calendar and they also have new library cards.

FJW Recreation & Community Center - YMCA started last Monday. Everything has been going smoothly. Jim Whalen, DPW, check in on them daily. Registration is on-going throughout the summer. Details are on our website and social media. Camp runs June 23 through August 29. It has been a great partnership.

June – Primary Elections and (8) eight private parties.

July - Scheduled (7) seven private parties.

Sustainable Audubon – Report submitted. Their focus is on trees. The congressional directed spending on trees did take a step further. We are a signature away from getting started on that. The tree waiting list is up to 29 people.

Board of Commissioners Reports:

Commissioner Wendell – To line up for the parade, people still have until noon on Thursday to register. We will have a smaller parade this year, but it is still going to be amazing. The parade starts at 8:15 am with the athletic games following. On July 5, there are fireworks and food trucks. It will be a great event. I know a newly graduated senior will be singing the national anthem, Lilly Loew. She is excited! It is really nice how all the departments work together and that is very much appreciated. Let's have a wonderful 4th and 5th of July. Also, the fire department will still be hosting their open house on the 4th at noon.

Commissioner Alemi – The anchor rebate program has been approved in the NJ budget and payments will be forthcoming for residents. We are also working with an outside vendor to fold, stuff and mail our tax bills when they are ready. This is a huge burden on our staff and thanks to Megan and Dani for bringing this to our attention.

Mayor Jakubowski – Most of the items I have been working on have been reported on in department reports. So, I will let those stand in the department reports.

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

No one from the public was in attendance.

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

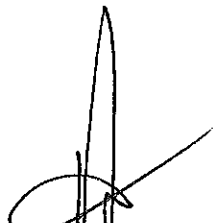
Resolution 2025-125 to go into Closed Session for matters of Personnel. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi was made at 5:27 pm.


Motion was made to come out of closed session by Commissioner Wendell and seconded by Commissioner Alemi at 8:45 pm. All in favor motion carried.


There is no one in the waiting room.

Commissioner Wendell made a motion to adjourn, seconded by Commissioner Alemi. All in favor motion carried.

Meeting Adjourned at 8:50.

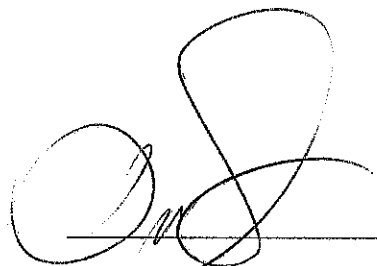


Robert Jakubowski, Mayor

Andrea Wendell, Commissioner

David F. Alemi, Commissioner

ATTEST:



Danielle Ingves, Municipal Clerk

Date