

CAUCUS MEETING MINUTES

September 2, 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 in attendance were Danielle Ingves, Municipal Clerk, RJ Callaway, Assistant Superintendent of Public Works, Police Chief Dave Bauer, Captain John Gaspari, Court Administrator Jean Phillips, Solicitor Sal Siciliano, and Borough Engineer Craig Reilly, OEM Coordinator Kurt Bicking, Brian Conte, EMS, Jeanne Mugler, Sustainable Audubon, Jack Bruno, CFO, Kyle Schwesig, Megan Giordano, Tax Collector

Commissioner Wendell made a motion to approve closed caucus meeting minutes from July 1, 2025, seconded by Commissioner Alemi. All in favor; motioned carried.

Commissioner Wendell made a motion to approve commissioners' meeting minutes from July 15, 2025, seconded by Commissioner Alemi. All in favor; motioned carried.

Commissioner Wendell made a motion to approve closed commissioners' meeting minutes from July 15, 2025, seconded by Commissioner Alemi. All in favor; motioned carried.

ORDINANCES FOR ACTION:

2025-09 ORDINANCE OF THE BOROUGH OF AUDUBON, COUNTY OF CAMDEN, STATE OF NEW JERSEY, CREATING A CLAIMANT CERTIFICATION EXEMPTION –

First Reading/Introduction August 5, 2025; Second Reading/Public Hearing September 2, 2025

Motion to open to the public was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried. Solicitor Siciliano explained the ordinance. This will make paying bills more efficient as signatures will not be needed by vendors for all purchase orders with a few caveats. No other comments. Motion to close to the public sessions was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion passed.

The motion to adopt Ordinance 2025-09 was made by Commissioner Wendell; seconded by Commissioner Alemi.

Unanimous roll call vote passed.

RESOLUTIONS FOR ACTION:

2025-152 Resolution appointing Mayor Robert Jakubowski as Municipal Housing Liaison for the Administration of the Council on Affordable Housing (COAH) Program for the Borough of Audubon. The foregoing motion was made by Commissioner Wendell, seconded by Commissioner Alemi. Unanimous roll call vote.

2025-153 Resolution of the Borough of Audubon requesting the New Jersey Department of Transportation To Grant an Extension of Time to October 31, 2026, for the Award of the LA-2024 MA Audubon Borough Reconstruction of North Merchant Street & Hampshire Avenue, Phase 2 Project in the Borough of Audubon, Camden County, New Jersey. The foregoing motion was made by Commissioner Alemi, seconded by Commissioner Wendell. All in favor motion passed.

2025-154 Resolution authorizing approval of Change Order Number 1 (Final) or the FY 2023 NJDOT Trust Fund, Resurfacing of East Pine Street, Phase 3 & Hampshire Avenue. The foregoing motion was made by Commissioner Wendell, seconded by Commissioner Alemi. Unanimous roll vote passed.

2025-155 Resolution to apply for funding from the Governor's Council on Alcoholism and Drug Abuse for the Implementation and Continuation of Camden County's Municipal Alliance Program for the Fiscal Grant Cycle. The foregoing motion was made by Mayor Jakubowski, seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-156 Resolution authorizing the donation of a 2002 open aluminum boat to Camden County Office of Emergency Management The foregoing motion was made by Mayor Jakubowski, seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-157 Resolution awarding the on-call towing contract to ALJAY's Towing. The foregoing motion was made by Mayor Jakubowski, seconded by Commissioner Alemi. Unanimous roll vote passed.

DEPARTMENTAL REPORTS:

Department Reports:

Assistant Superintendent of Public Works – Report submitted. Highlights include the following: Helped out installing the historical signs around town, repairs to Green Wave turf, street sweeping and leaf collection preparation and just the normal day to day.

Chief Finance Officer – Budget training is scheduled on Thursday with the consultant and the department heads and looking forward to it.

Borough Clerk – General election for governor is November 4, 2025, and the deadline to register to vote is October 14, 2025. Have a meeting with the Board of Elections this Thursday for their annual inspection and to start the process to consolidate all polling districts to the FJW Rec & Com Center. We are looking for the Primary Election in 2026. RJ and I had a meeting with Hardenbergh Insurance last week for about two hours. We learned a lot. We will be reaching out to department heads to fill gaps in information. I am working closely with our consultant to provide the necessary information and looking forward to the budget meeting this week as well.

Per the mayor, vote by mail is still legal and safe and great option for voting in New Jersey. Applications can be found on Borough's website or in person.

Tax Collector – Reports submitted. The tax office has been very busy but is doing okay. Stated that she comes to Audubon mostly after hours as much as she can and that is when she returns most of her calls.

Tax Assessor – It is Added/Assessment season, so have been in the field doing inspections and making new friends. People overall have been very nice even if they are mad at me. I will continue with this for the remainder of the month...

Police Chief - Report submitted. Nothing major to report. It has been quiet and that is a good thing. Getting ready and working with the schools to welcome them back. Staying in close contact. Would like to remind everyone that National Night Out is Tuesday, September 30, 2025. Last year the date was moved for Audubon and we had lovely weather. We decided to move again this year as it is better with everyone returning from vacation and in school mode.

Fire Chief – Report submitted. Per Mayor Jakubowski, there is a drill happening in the area tomorrow in Mt. Ephraim. Don't be alarmed.

OEM – Report submitted. Was able to get the Key Fob system at the Senior Center and OEM building repaired. Contacted the vendor to get the generator repaired. Reminder to the residents about the winter months ahead and bad weather, please start thinking ahead. Please check your flashlights and batteries. Please make sure you have some extra water stored especially if the power goes out for a couple of days.

EMS – Report submitted. Audubon 109 calls for a total of 233 for the month.

Municipal Court Administrator – Reports submitted. The courts just received all new computers and working to get them up and running.

Construction Code/Zoning Report - Reports submitted.

Engineer – Submitted written report. Highlights include the following. Senior Center Improvements contract is under review. Once that is received, we will schedule the pre-constructions meeting. The second thing is the DOT project, working on the change order to close out the Hampshire project. Per Mayor Jakubowski the Camden County Link Trail is out to bid so hopefully we will see some movement in the springtime for the new trail

Solicitor – Nothing to report. Items for closed session.

Library – Report submitted. Library is currently closed due to renovations and hope to reopen by the end of the month. Updates will be on the website and social media.

FJW Recreation & Community Center – YMCA camp finished August 29. It has been a great partnership. August – (3) three private parties. September - Scheduled (4) four private parties, Wag & Walk by Audubon Family Vet on September 27 and National Night Out Tuesday, September 30.

Sustainable Audubon – Report submitted. Jeanne Mugler stated that Mum sales are due by September 4 and the delivery date is September 19th. They will be at National Night Out on September 30. We might be at Wag

& Walk if they can find volunteers. Will have copies of the native plant coloring book created in cooperation with the Audubon High School art students. All tree locations have been checked for the tree planting on Saturday, October 11. We are able to plant 32 trees thanks to the congressional grant the Borough received. Terry Sugihara has recently resigned from Sustainable Audubon.

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

Commissioner Wendell – Reminder message from our Assistant Superintendent of Public Works, this is our trial week for the domino effect for trash pickup. Since the holiday is on Monday, all trash gets pushed back a day. Monday's trash will be picked up Tuesday, Tuesday's trash on Wednesday and so on. This schedule only applies for the holiday weeks. Continuing to work on updating our signs around town and even found plastic signs that are better quality, will last longer and are more environmentally friendly, but at the moment not cheaper. At the next meeting, I will be discussing Recycle Coach.

Commissioner Alemi – Very impressed of the many things that are happening. Everything that we are putting forward is allowing us to move forward in a more efficient manner between the consultant and all the changes from our departments. I encourage everyone to keep doing what they are doing.

Mayor Jakubowski – RJ mentioned the historical marker signs. These were several years in the making. We were not able to get everything done that we wanted to because we didn't have the volunteers to help with the research and the writing. We have the history of the police department that is near the Senior Center that is only a few feet away from where the original police department was located. We have the gully and you can find that at Haviland and Merchant Street otherwise known as Weiglein Avenue and Merchant Street. The railroad one will be installed on Chestnut Street after the new trail is put in. The history of the fire department will of course be at the fire department. Outside the Green Wave field on Dewey Parker will be a sign talking about Dewey Parker. I am not going to tell you any more as you should stop by and learn more about him. I encourage you to get out and learn more. We are also still working on the Audubon Historical Museum. We are currently itemizing and cataloguing everything. We may need help at some point. We have four closets full of stuff that some have never seen. Hopefully, we will be able to open it next year and have it open to the public one day a month minimum. It is a really exciting time. I have wanted this for about 8 ½ years while in office. Kings Highway is almost done. There will be a ribbon cutting on Thursday. Nicholson is coming to a close soon. Final paving will be sometime in September.

Back to school announcement, please everyone slow down. We cannot put a speed bump on every street or an electronic sign on every street. Please just everybody slow down.

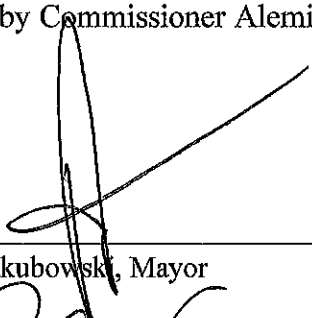
Resolution 2025-158 to go into Closed Session for matters of litigation. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi was made at 5:30 pm.

Motion was made to come out of closed session by Commissioner Wendell and seconded by Commissioner Alemi at 6:19 pm. All in favor; motion carried.

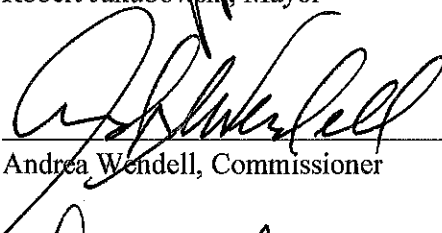
Resolution 2025-159 Authorizing the extension of the appointment of Robert Allen as provisional construction official for the Borough of Audubon. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. Unanimous roll call vote passed.

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

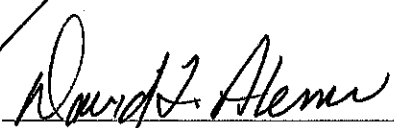
Meeting Adjourned at 6:22 pm.



Robert Jakubowski, Mayor

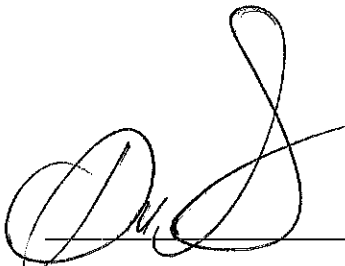


Andrea Wendell, Commissioner

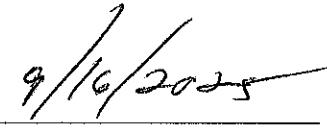


David F. Alemi, Commissioner

ATTEST:



Danielle Ingves, Municipal Clerk



Date