

CAUCUS MEETING MINUTES

October 7, 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, Solicitor Sal Siciliano, and Borough Engineer Craig Reilly, OEM Coordinator Kurt Bicking, Brian Conte, EMS, Jack Bruno, CFO, Kyle Schwesig, Megan Giordano, Tax Collector, Patrick Slemmer, Fire Chief

Commissioner Wendell made a motion to approve meeting minutes of September 16, 2025 and closed meeting minutes of September 16, 2025, seconded by Commissioner Alemi. All in favor; motioned carried.

ORDINANCES FOR ACTION: N/A

RESOLUTIONS FOR ACTION:

2025-162 Resolution ratifying an application to T-Mobile Hometown Grant for the fiscal year 2025 to provide funds to purchase a new portable stage. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

2025-163 Resolution authorizing the veteran tax deduction for 2025 and to adjust/refund the 2025 property taxes for \$250.00 for Block 25, Lot 1. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-164 Resolution authorizing refund of overpayment of 3rd quarter 2025 property taxes for Block 108, Lot 6 in the amount of \$2,277.95. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-165 Resolution authorizing an Award of Contract Under the Camden County Cooperative Pricing System for Sodium Chloride (Road Salt) to Morton Salt, Inc. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous roll vote passed.

2025-166 Authorizing the Approval of a 50/50 Raffle License for Audubon Grade School PTA for December 6, 2025, License# 06-2025. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

2025-167 Authorizing the Approval of a Basket Raffle License for Audubon Grade School PTA for December 6, 2025, License# 07-2025. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

DEPARTMENTAL REPORTS:

Department Reports:

Assistant Superintendent of Public Works – Report submitted. Highlights include the following: Leaf collection begins October 20. Residents should place leaves on the curb, not in the street. Holiday trash schedule for Columbus Day week consists of “domino effect” schedule with collection occurring on day later than usual for each route. Three seasonal positions are open. Community Projects: Thanks to a federally funded grant, we received a delivery of trees in which the Public Works will be assisting Sustainable Audubon with their tree planting scheduled for this weekend.

Chief Finance Officer – Dani, RMC, and I are completing the annual DCA best practices inventory checklist. A public discussion of the results should be had. The deadline for submission is October 24. We can discuss before or after submitting. Aiming to discuss at the October 21, 2025 meeting if possible. Working with the department heads and the consultant to refine departmental roles and prepare for the upcoming budget process.

Borough Clerk – General election for governor is November 4, 2025. Voter registration deadline is October 14. Mail-in ballot box is open and pick up by County BOE daily. Sample ballots will be mailed on October 22 and the early voting period is October 25 to November 2. Providing coverage for the JLUB and Stephanie will assist at the upcoming meeting. Working with CFO to complete the Best Practices which include finalizing the Policy and Procedural Manual.

FJW Recreation & Community Center – The Audubon Civic REACH hockey program is running successfully, with positive feedback and Public Works support for lights. Considering a spring pickle ball league. Facility Usage: Two non-profit events, three private parties and National Night Out hosted at the rec center. October/November increased usage due to events relocated from the senior center during lobby renovations. Shredding event on October 18. Limit of four boxes per person and no limit on electronics.

Tax Collector – Reports submitted. Letters sent to property owners with outstanding CCMUA balances subject to the upcoming tax sale which will be held on December 4.

Tax Assessor – Cost analysis underway for a potential tax assessment software upgrade.

Police Chief – Hiring for a full-time police officer; application deadline is Friday. National Night Out was successful and well-attended. The entire APD thought it was a great night overall. I give credit to the main planner, Lt. Candic Gorman. She does 95% of the planning and I feel like every year has gotten better. I just want to thank her and of course the town for coming out and spending the night with us.

Preparing for Mischief Night and Halloween; recent years have had no major issues. Traffic deployment unit is outdated; replacement options researched and price analysis pending.

OEM – All radio licenses have been renewed. Library Generator: Assisted the library; the issue is with the automatic start, but manual start is available. Back up measures will be ready for Election Day.

Engineer – Submitted written report. Highlights include the following. Wesleyan & Carlisle Project: Finalizing and expected to be advertised for bids next week; bid opening October 27, with potential award in November. Audubon Senior Center Lobby Project: Notice to proceed issued; the contractor will keep the building accessible during the election.

Fire Chief – Report submitted.

EMS – Report submitted. Audubon 86 calls for a total of 191 for the month. Staffed the high school football game.

Municipal Court Administrator – Reports submitted.

Construction Code/Zoning Report - Reports submitted.

Solicitor – Nothing to report. Items for closed session.

Library – Report submitted. The library reopened with a new layout; patrons have provided positive feedback. Upcoming Event; Haunted Library for all ages on Halloween, 6:30-7:30 pm. Seeking volunteers to assist with Halloween.

Sustainable Audubon – Report submitted.

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 – I want to say thank you to RJ and the crew at DPW. They are just always amazing and working very hard every day, and it is appreciated and seen in the borough. I also wanted to reiterate that next week, Monday trash will be picked up on Tuesday, Tuesday trash will be picked up on Wednesday and so on. The domino effect will be in place because of Columbus Day and Indigenous People's Day. Also, leaf collection starts on the 20th and reminders for people to put their leaves on the curb and not in the street.

Commissioner Alemi – Spent time working closely with our CFO and Municipal Clerk and our consultant as we fine-tune some departmental roles and working toward budgets etc. We are not without challenges but working through them. There are some changes coming, but they are all good.

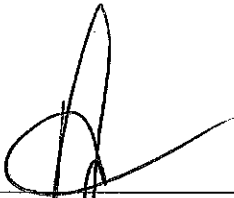
Mayor Jakubowski – Would like to thank all of our employees and Lt. Gorman did due a fantastic job. I would like to focus on one comment during my remarks today. Yesterday, I participated in the Cattle Car Exhibit at the Jewish Community Center by the organization know as End Hate Now. As part of the exhibit, others and I were placed in a cattle car and we learned the story of two holocaust survivors, and we also learned on how there was a rise of Nazism in Germany. Hearing these stories, we are reminded that hate in all of its forms must end now. The survivors told us stories of how they and their families were placed in these cattle cars that would lead to many of their deaths. I thank the Cattle Car Exhibit and the JCC for reminding us that we must end hate now and stand up to hate now.

Resolution 2025-168 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 5:28 pm.


Motion was made to come out of closed session by Commissioner Wendell and seconded by Commissioner Alemi at 6:03 pm. All in favor; motion carried.

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

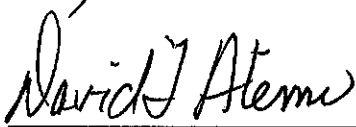
Meeting Adjourned at 6:04 pm.



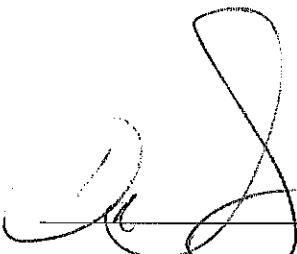
Robert Jakubowski, Mayor



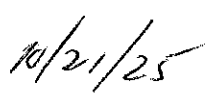
Andrea Wendell, Commissioner



David F. Alemi, Commissioner

ATTEST: 

Danielle Ingves, Municipal Clerk



Date