

CAUCUS MEETING MINUTES

November 5, 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 Gaspari, Solicitor Jennifer McPeak, 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, Akiema Buchannan, Library Director, Jean Phillips, Court Administrator.

MEETING MINUTES APPROVAL: N/A

DISCUSSION – BEST PRACTICES: Led by CFO, John Bruno. We are required to have a discussion on record for Best Practices survey once it is completed. The Best Practices survey is basically a moving target every year. What works for us one year, doesn't necessarily work for us another year. 40.5 is a really good score and anything above 32 would be a guarantee of full aid. The higher the score, the better our savings.

Best Practices official score: 40.5 for Audubon

The Mayor did thank the CFO for his hard work.

ORDINANCES FOR ACTION: N/A

RESOLUTIONS FOR ACTION:

2025-175 Authorizing the appointment of Danielle Ingves as the Certifying Officer for New Jersey Pensions for the Borough of Audubon effective November 1, 2025. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous roll vote passed.

2025-176 Authorizing the appointment of John Bruno as Treasurer effective November 1, 2025. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-177 Authorizing the appointment of Danielle Ingves as the Deputy Treasurer effective November 1, 2025. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous roll vote passed.

2025-178 Authorizing the appointment of Candice Gorman as Fund Commissioner for the Joint Insurance Fund effective November 1, 2025. The foregoing motion was made by Mayor Jakubowski and seconded by Commissioner Wendell. Unanimous roll call vote passed.

2025-179 Authorizing the Municipal Clerk to receive RFQ submissions for Grant Management Services for FY2026. The foregoing motion was made by Mayor Jakubowski and seconded by Commissioner Wendell. All in favor motion carried.

2025-180 Authorizing the Municipal Clerk to receive RFP submissions for the Borough Auditor. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

2025-181 Authorizing the appointment of Mark Owens of Class IV Member of the Joint Land Use Board effective July 7, 2025 through July 6, 2029. The foregoing motion was made by Commissioner Alemi; seconded by Commissioner Wendell. All in favor motion carried.

DEPARTMENTAL REPORTS:

Department Reports:

Assistant Superintendent of Public Works – Report submitted. Highlights include the following: Completion of the stump grinding in Audubon continues. Trees from the tree grant were delivered Tuesday, October 7 with the first tree and ceremonial tree planting at the Senior Center took place on October 10 and the town-wide planting by the volunteers happened on Saturday, October 10, 2025. Leaf collection has begun and is ongoing through the middle of December. Expect collection once a week to once every other week depending on weather and other obligations. Major changes will be posted to the website and Facebook page.

Chief Finance Officer – There is a need for the funds for the Borough's share to get the bidding processes started for NJDOT projects. Two Chapter 159s are needed for Phase II, \$357,528.00 and Phase III, \$244,910.00 on the next agenda then we will have in place on that date all the funding needed to get the bidding started. Engineer and Municipal Clerk are in agreement to move forward with this plan.

Borough Clerk – Report submitted.

- General election was yesterday, November 4, 2025. The CC BOE was very accessible this election with regular check-ins throughout the day asking about parking and security concerns. It was uneventful for the most part, but it was extremely busy. It was a steady busy more than I have seen at previous elections. The Senior Center is becoming more and more inadequate as a polling location as the heat was an issue early in the day and then a fuse blew as we tried to warm it up with space heaters. All was resolved pretty quickly, but still an interruption and led to several people having to vote provisionally. Now that the election is over, CC BOE and I will be revisiting the consolidation of polling places.
- Worked with CFO to complete the Best Practices.
- All budget worksheets prepared by CFO have been distributed to department heads and are due back by November 28, 2025.
- Payroll outsourcing has begun.

- November will be the first month working through purchasing since Vickie's retirement. I want to give a kudos to Laretta Dilks for stepping up and becoming a great resource and assisting with the purchase order process as she already has experience processing all POs for the APD.

FJW Recreation & Community Center – The Audubon Civic REACH hockey program is running successfully, with positive feedback. Considering a spring pickle ball league.

Facility Usage: October had two non-profit events, three private parties. October/November increased usage due to events relocated from the senior center during lobby renovations. November has five private parties scheduled and one non-profit event.

Tax Collector – Reports submitted. Tax Sale is Thursday, December 4, 2025 at 9:00 am. The tax office is very busy as taxes were due on November 1, 2025.

Tax Assessor – Cost analysis underway for a potential tax assessment software upgrade. Working to order the 2026 Notice of Assessment Postcards.

Police Chief – Report submitted. Halloween was uneventful as was Mischief night. I put more officers on the street as a preventative measure as in past years.

OEM – Report submitted. The generator at the Senior Center was repaired and is fully functional at this time. This taken care of prior to the election. Thank you to DPW for you help with this on Saturday. Our EOP will be submitted by the end of the month.

Engineer – Submitted written report. Highlights include the following.

Fire Chief – Report submitted. Fire calls for October: 44, Year to date: 451; Fire presentation and visits to the schools were all successful. Hose testing was completed with only a couple lost due to failures.

EMS – Report submitted. 109 calls for Audubon for a total of 215 for the month. Staffed the high school football game.

Municipal Court Administrator – Reports submitted.

Construction Code/Zoning Report - Reports submitted.

Solicitor – Nothing to report.

Library – Report submitted.

Sustainable Audubon – Report submitted.

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.

Board of Commissioners Reports:

Commissioner Wendell – Reminder about trash collection for next week for Veterans Day.

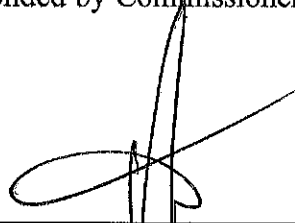
Commissioner Alemi – Thank everyone in the office for all the work they are doing during the transition. They had a lovely celebration for Vickie, which I was happy to attend, for her retirement and we all wish her well.

Mayor Jakubowski – Reminder that Veterans 5K is this Sunday provided by AHS Project Memorial. If you cannot participate, please just be aware that some streets will be closed off for the 5K. As we all know, there is an affordable crisis in the United States. Before your election, earlier in the year, there was one company that aggregates energy to the town. I don't know that I want to bring that back, but I would like to connect you both with that individual to be briefed about it and put it on your radar. They will be at the League as well.

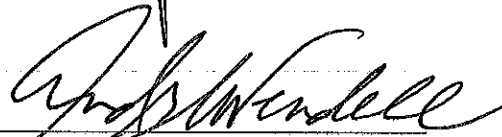
CLOSED SESSION: N/A

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

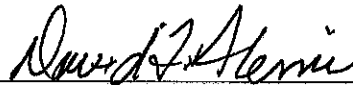
Meeting Adjourned at 5:30 pm.



Robert Jakubowski, Mayor

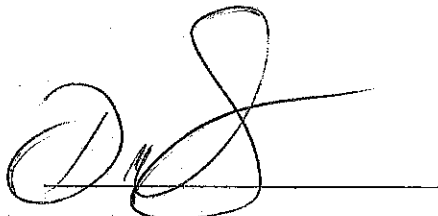


Andrea Wendell, Commissioner

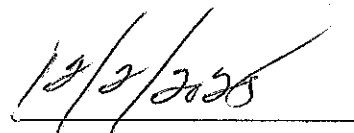


David F. Alemi, Commissioner

ATTEST:



Danielle Ingves, Municipal Clerk



Date