

## CAUCUS MEETING MINUTES

December 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, Solicitors Sal Siciliano and Jennifer McPeak, and Borough Engineer Craig Reilly, OEM Coordinator Kurt Bicking, Brian Conte, EMS, Jack Bruno, CFO, Kyle Schwesig, Patrick Slemmer, Fire Chief, Eric Devoe, Deputy Fire Chief, Jean Phillips, Court Administrator, Nichelle Bicking, Construction.

### MEETING MINUTES APPROVAL:

- Commissioner Meeting Minutes – October 21, 2025
- Closed Commissioner Meeting Minutes – October 21, 2025
- Caucus Meeting Minutes – November 5, 2025
- Commissioner Meeting Minutes – November 17, 2025

The foregoing motion to approve was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried.

ORDINANCES FOR ACTION: N/A

RESOLUTIONS FOR ACTION:

2025-190 Authorizing the appointment of Robert Chabot, Independent Animal Care Services, LLC, as Animal Control Officer for the Borough of Audubon for 2026. The foregoing motion was made by Mayor Jakubowski, seconded by Commissioner Wendell. Unanimous Roll Call Vote.

**DEPARTMENTAL REPORTS:**

Department Reports:

Assistant Superintendent of Public Works – Report submitted. Holiday parade setup and decorations installed. Ongoing leaf collection as planned and winter storm preparations being coordinated alongside leaf collection.

**Chief Finance Officer** – Budget worksheets and capital requests needed from departments immediately. PMRS website updates continue to come through. Questioned C. Reily, Engineer, if anything is needed on his behalf. All is well, per Craig. He will keep us posted if we need to take action. Transfer resolution preparation for regular December meeting. Will prepare the resolution and get it to the Clerk.

**Borough Clerk** – Report submitted. Received some budget worksheets from department heads. Will send over to CFO in the next day or so. Board of Elections meeting is scheduled for tomorrow to discuss moving the polling place to the FJW Rec & Com Center. BOE has their meeting this month to decide.

**FJW Recreation & Community Center** – *Facility Usage*: November hosted the elections and four private parties along with housing all the organizations that had to move out of the Senior Center for renovations. December scheduled has eight private parties and one non-profit event scheduled.

**Tax Collector** – Reports submitted. Absent.

**Tax Assessor** – Report submitted. 2026 tax list finalization deadline; end of month. Working with BRT on assessor software conversion planning.

**Police Chief** – Report submitted. Excused.

**OEM** – Report submitted. Warming center update: County warming center relocated from Barrington to Blackwood. Protocol has been forwarded to the police department and they are aware.

**Engineer** – Submitted written report. CDBG Project (Senior Center First Floor); substantially complete; working on punch list items. DOT road projects. Hampshire Phase II – Contracts pending execution; pre-construction meeting to be scheduled. Initial invoice submitted to PMRS; town expecting a 75% award payment within two weeks. 2026 DOT funding success: \$260,000 grant awarded for South Davis Phase II and Logan Ave. Borough funding project: Wesley and Carlisle intersection reconstruction; bids received today with favorable results compared to cost estimates. Recommendation letter to the borough expected within a couple of days.

**Fire Chief** – Report submitted. Major incident; house fire on college side of town. No injuries to firefighters or civilians. Response time 4-minute mark achieved (exceptional for volunteer department) New equipment procurement underway with the borough support to meet industry standards. Thank you to the Borough. Audubon calls for November: 42, YTD: 485

**EMS** – Report submitted. 90 calls for Audubon for a total of 187 for the month.

**Municipal Court Administrator** – Reports submitted along with budget report and requests for 2026 bond ordinance.

**Construction Code/Zoning Report** - Reports submitted. Experiencing a very busy fall season with a slight slowdown in the last two weeks. For the first time all year, have zero applications to be processed.

**Solicitor** – Items for closed.

**Library** – Absent. 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** – The annual Fire Truck Parade truly ignited the holiday spirit throughout our community. The joy, excitement, and sense of togetherness were felt by all, and it was wonderful to see so many residents out celebrating the season. The town looks absolutely beautiful and festive, especially around Borough Hall, which has added even more warmth and cheer to the season. A sincere thank-you to our DPW crew for their hard work with the set-up and breakdown of the stage and barricades — your efforts made this special event possible.

The Audubon Education Foundation will be hosting its **Festival of Lights next Wednesday, Thursday, and Friday from 5:30–8:30 PM**—a wonderful way to continue celebrating the season together.

Leaf collection will continue through the New Year. Thank you, as always, for your continued cooperation and support.

**Commissioner Alemi** – Looking forward to working with the budget with Jack, CFO, and Dani, RMC. Looking forward to making internal plans in the near future and really enjoyed the NJLM as a first timer, the classes and the networking was beneficial.

**Mayor Jakubowski** – The Christmas Parade was great yet again. As we prepare for winter and think about snow accumulation, our first line will be to ask the Superintendent of PW if a mass message is necessary. If needed, we will do so. The message will be to warn the residents of the inclement weather and ask that cars are off the streets. There is no more park on the even or odd streets. That just didn't seem to work. If you haven't signed up for our mass messaging system, please do so. The RMC will post another reminder and link to encourage residents, but it is on our website.

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

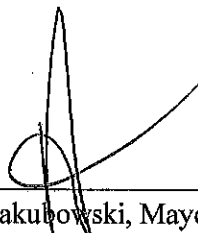
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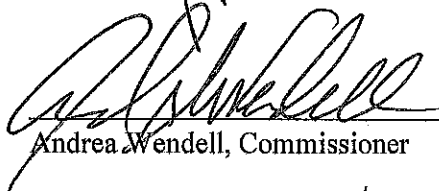
Commissioner Wendell made a motion to close the meeting to the public; seconded by Commissioner Alemi. All in favor; motion carried.

**CLOSED SESSION: Resolution 2025-191 Contracts & Litigation**

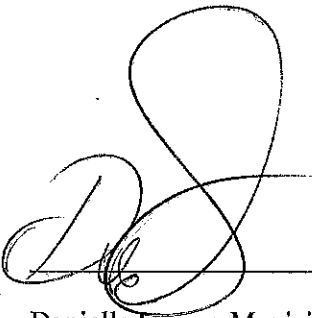
Commissioner Wendell made a motion to adjourn, seconded by Commissioner Alemi. All in favor motion carried.

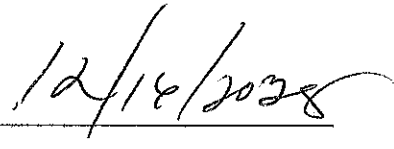
Meeting Adjourned at 5:54 pm.

  
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Robert Jakubowski, Mayor

  
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Andrea Wendell, Commissioner

  
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David F. Alemi, Commissioner

ATTEST:   
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Danielle Ingves, Municipal Clerk

  
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Date