

# CAUCUS MEETING MINUTES

January 6, 2026

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 were in attendance. *(Commissioner Alemi joined the meeting during Department reports.)*

Those in attendance were Danielle Ingves, Administrator/Municipal Clerk, RJ Callaway, Superintendent of Public Works, Solicitors Sal Siciliano and Jennifer McPeak, Captain Gaspari, Borough Engineer Craig Reilly, OEM Coordinator Kurt Bicking, Kyle Schwesig, Jean Phillips, Court Administrator, Jeanne Mugler, Sustainable Audubon.

## MEETING MINUTES APPROVAL:

- **Commissioner Meeting Minutes – December 16, 2025**

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

## ORDINANCES FOR ACTION: N/A

## RESOLUTIONS FOR ACTION:

**2026-01** Reappointment of Danielle Ingves to the Position of Municipal Clerk.

*The foregoing motion was made by Mayor Jakubowski and seconded by Commissioner Wendell. Unanimous roll call vote. Commissioner Alemi was absent.*

- 2026-02** Appointment of Danielle Ingves to the Position of Borough Administrator
- 2026-03** Authorizing the Cash Management Plan for 2026
- 2026-04** Authorizing the Appointment Danielle Ingves as Municipal Improvement Search Officer
- 2026-05** Authorizing the Appointment of Danielle Ingves as Registrar of Vital Statistics
- 2026-06** Authorizing the Appointment of Bonnie Taft and Janet LaBar as Deputy Registrars of Vital Statistics
- 2026-07** Authorizing the Appointment of Stephanie Jennetta, Deputy Borough Clerk
- 2026-08** Authorizing the Appointment of Megan Giordano as Tax Collector
- 2026-09** Authorizing the Appointment of Linda Smith as Deputy Tax Collector and Tax Search Officer
- 2026-10** Authorizing the Appointment of John Bruno as Treasurer
- 2026-11** Authorizing the Appointment of Danielle Ingves as Deputy Treasurer

***Resolutions 2026-02 through 2026-11 The foregoing motion was made Commissioner Wendell and seconded by Mayor Jakubowski. Unanimous roll call vote. Commissioner Alemi was absent.***

- 2026-12** Authorizing the Appointment of Candice Gorman as Fund Commissioner for the Camden County Joint Insurance Fund
- 2026-13** Authorizing the Appointment of Robert Jakubowski as Alternate Fund Commissioner for the Camden County Joint Insurance Fund
- 2026-14** Authorizing the Appointment of Commissioner Andrea Wendell as Camden County CDBG Representative
- 2026-15** Authorizing the Appointment of Randolph Callaway as Alternate CDBG Representative
- 2026-16** Authorizing the Appointment of Jim Rossell and John Karollinski as Zoning Enforcement Officers
- 2026-17** Authorizing the Appointment of David F. Alemi as a Class III Member of the Joint Land Use Board Member for 2026
- 2026-18** Authorizing the Appointment of Hardenbergh Insurance Group Agency, Risk Manager Consultant for 2026
- 2026-19** Authorizing the Appointment of Paul Price, Jr. Deputy Emergency Management Coordinator for the Borough of Audubon
- 2026-20** Authorizing the Appointment of Danielle Ingves as Public Agency Compliance Officer

***Resolutions 2026-12 through 2026-20 The foregoing motion was made Commissioner Wendell and seconded by Mayor Jakubowski. Unanimous roll call vote. Commissioner Alemi was absent.***

- 2026-21** Authorizing the Borough Administrator to Execute State Contract Purchases for 2026
- 2026-22** Authorizing the Utilization of State Contract Vendors
- 2026-23** Certifying the Borough of Audubon's Board of Commissioners' Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964
- 2026-24** Authorizing the Retrospect and Courier Post as Legal Newspapers
- 2026-25** Authorizing the Tax Assessor to Execute Stipulations of Settlement/Administer to Tax Appeals
- 2026-26** Authorizing the Establishment of Grace Period for Tax Payments, Fixing Interest Rates and Year End Penalties.
- 2026-27** Authorizing the Borough of Audubon to extend the Tax Grace Period for third quarter tax bills
- 2026-28** Authorizing the use of credit cards and electronic transfers for the payments involving the Municipal Court Costs.
- 2026-29** Authorizing the Appointments of 2026 Sustainable Audubon Members

***Resolutions 2026-21 through 2026-29 The foregoing motion was made Commissioner Wendell and seconded by Mayor Jakubowski. Unanimous roll call vote. Commissioner Alemi was absent.***

- 2026-30** Authorizing the Appointments of the 2026 Public Arts Committee
- 2026-31** Authorizing the Appointment of the 2026 Green Wave Park Recreation Center Committee
- 2026-32** Authorizing the Appointments of Crossing Guards for year 2026
- 2026-33** Authorizing the Appointment of Ryan Sheppard as Alternate Fire Marshal for the period January 1, 2026, through December 31, 2026
- 2026-34** Authorizing the Appointment of Daniel M. DiGangi, RMA of Bowman & Company LLP (PKF O'Connor Davies) as Borough Auditor for 2026 and to complete the audit for 2025

2026-35 Authorizing 2026 Municipal Temporary Municipal Budget

**Resolutions 2026-30 through 2026-35** *The foregoing motion was made Mayor Jakubowski and seconded by Commission Wendell. Unanimous roll call vote. Commissioner Alemi was absent.*

2026-36 Authorizing Limited Brewery Off-Premises Events for Farm Truck Brewing LLC, 100 West Merchant Street for January 17, January 18 and January 24, 2026.

2026-37 Authorizing the Municipal Clerk to receive RFQ submissions for Consultation Services for 2026 for assistance with the implementation of the plan as approved by the Commissioners.

2026-38 Authorizing Allowance Change Directive 001 to provide and install an additional light fixture and Change Order 002 to credit unused portion of the General Construction Allowance and reduce Contract Sum for the Audubon Senior Center 1<sup>st</sup> Floor Lobby Renovations.

**Resolutions 2026-36 through 2026-38** *The foregoing motion was made Mayor Jakubowski and seconded by Commission Wendell. Unanimous roll call vote. Commissioner Alemi was absent.*

2026-39 Authorizing the Appointment of Randolph Callaway to the position of Superintendent of Public Works.

*The foregoing motion was made by Commissioner Wendell and seconded by Mayor Jakubowski. Unanimous roll call vote. Commissioner Alemi was absent.*

## DEPARTMENTAL REPORTS:

### Department Reports:

**Borough Administrator/Borough Clerk** – Report submitted. Thank you all very much for the appointment. As the new Administrator I look forward to implementing some change in 2026 that I worked on with the consultant. We will talk more about that in the near future.

The Board of Elections did approve consolidation of Audubon's eight districts. All polling districts will be located at the Francis J. Ward Recreation and Community Center at 602 Hampshire Ave starting with the 2026 Primary Election. I will start advertising pretty regularly and I apologize if you all get sick of hearing me say it, but it will be mentioned at every meeting. The Primary is June 2 and the General Election is November 3.

**Assistant Superintendent of Public Works** – Report submitted. Leaf collection officially ended right before Christmas. We had a little bit of a snag with that winter storm that put us behind for the last week of collection, but we got through both towns plenty of times. We ask anyone with leaves to please bag them and put them out with the trash and we will dispose of them. Speaking of winter storms, we were prepared. We went out pretty effectively that Sunday from 6:00 am until about 12:30 pm. We then had a couple of freezing days with the sleet and salt preparation. Right now, we are working on trucks and equipment maintenance, taking down the holiday directions and watching the weather closely.

**Chief Finance Officer** – Report submitted. Excused. *Commissioner Alemi joined the meeting after the Police Captain's report at this time after technical difficulties.* Jack, CFO, and myself are very impressed by each department. The way they have been able to comprise and gather information for the upcoming budget season considering they have never really done this before and we are working to build a better budget. Moving forward, we have some deadlines, but we will be meeting together to go over some things. Jack also

commended Dani, Municipal Clerk/Administrator, for the tremendous amount of work she put in along with PW and APD and their working knowledge and desire to learn as much as possible. I am excited for the new year.

**Tax Collector** – Reports submitted, Excused.

**Tax Assessor** – Report submitted and the only item of note is that we have the 2026 tax list and I will be available 9:00-10:30 this Thursday for the public.

**Police Chief** – Report submitted. Captain Gaspari congratulated to all the new appointees; well earned and deserved. We handled 99,363 calls in 2025. On Friday, we did have a stolen vehicle from Tweed Avenue. I just want to remind residents that make sure you lock your vehicle and take your key fobs out of the cars. This is easiest way to access it and take off. Thank you.

**Fire Chief** – Report submitted, Excused. Per the Mayor, the Chief had a last-minute work obligation. The CFO report actually had something for the fire department regarding their bond spending last year. So, I have already communicated that with Chief Slemmer. He will be communicating with the CFO on that.

**OEM** – Report submitted. There was an issue on December 19, 2025 on 100 block of Washington Terrace the other night about a power outage. We did go out to check on those residents. We didn't give out generators because it was an extremely windy night and we do not want to be in the situation where someone with medical equipment needs the generator. We are grateful that the incident was isolated.

**Construction Code/Zoning Report** - Reports submitted. Attempted to log on, but technology difficulties.

**Engineer** – Submitted written report. Next phase of Hampshire DOT project; we did get DOT concurrence and now we are working on it and will be scheduling the pre-construction meeting. The Borough-funded project, Wesleyan, Carlisle and Wright Alley, we will be scheduling those pre-construction meetings together since they are with the same contractor. Those should be coming up in the next couple of weeks. We will reach out to RJ and Dani to schedule and will include the high school for the Hampshire intersection over there as well.

**EMS** – Report submitted, Excused.

**Municipal Court Administrator** – Reports submitted.

**Construction Code/Zoning Report** - Reports submitted. Attempted to log on, but technology difficulties.

**Solicitor** – Items for closed.

**Library** – Report submitted. Absent for report. Clerk reported that they are offering chair yoga on Monday mornings and mat yoga on Thursday evenings. Registration is required for classes as space is limited. They are also planning their send annual stuffed animal sleepover in February. There are many more programs. Please check out their website and social media.

**FJW Recreation & Community Center** – Hockey is looking to continue in the spring under Audubon Civic REACH. Registration is open. *Facility Usage:* December had seven private parties, two non-profit events. January has six parties scheduled thus far.

**Sustainable Audubon** – Report submitted. Jeanne Mugler reported that they will be trying to organize a fundraiser for Civic REACH. They are looking to host a garden tour in June. More details will be discussed at the next Civic REACH meeting in a couple of weeks. Sustainable is still running the PSE&G Energy Efficiency Program. We have \$20.00 gift cards to Desserts by Design and Audubon Hardware to anyone who has a free whole-home energy assessment performed at their Audubon home. Need to get together with D. Ingves to see what kind of funds are left in that grant. D. Ingves confirmed that she will get back to her and thanked Jeanne for her patience. There are 15 people waiting for trees. As far as the shed, the Audubon Education Foundation has stored all their decorations in the shed after their event. They should be out by the end of the week. Just an FYI for the PW in case they need to go in there for anything and jumped out of their skin as a giant snowman might be staring at them. Would like to have the light and the security camera fixed and installed. A discussion was had as to where they should all be stored.

### **COMMISSIONER REPORTS:**

**Commissioner Wendell:** I want to begin by congratulating Dani on being named our new Borough Administrator. This is a well-deserved role, and we are incredibly fortunate to have someone with her dedication, knowledge, and heart serving our Borough in this capacity. I would also like to congratulate RJ on being named our Borough Superintendent of Public Works. This recognition is so well deserved, and we are grateful for his leadership, commitment, and the pride he takes in serving Audubon.

I would also like to sincerely thank the Borough, my fellow Commissioners, staff, and our community for the tremendous love and support shown to my family during the passing of my father. The outpouring of kindness, messages, and support truly meant more than I can put into words, and my family and I are deeply grateful.

In that same spirit of community support, I want to encourage residents to complete the Green Acres survey that has been shared on multiple social media platforms, our Borough website, and throughout the community. This survey is critically important as we move forward with the Green Acres application process to bring more inclusive and accessible equipment to Audubon Family Park. The survey results will directly guide decision-making as we analyze the data and present findings at our community meeting on the 20th at 6:00 PM regarding the grant. We truly want all voices to be heard, as this project will help shape the future of our Family Park for years to come.

I also want to share an update regarding our mass notification system. The system currently known as CodeRED, or Reverse 911, will be renamed Audubon Alerts. This change is intended to be more inclusive and reflective of how the system will be used—not only for public safety notifications, but also, on occasion, for important community information such as Audubon Day, leaf pickup, and recycling updates.

Lastly, a reminder that leaf collection has concluded. All remaining leaves should now be bagged or placed in cans for pickup. Thank you, as always, to our DPW crew for their continued hard work and dedication to keeping Audubon running smoothly.

**Commissioner Alemi:** I want to reiterate some of things that I previously said, and congratulate Dani and RJ on their promotions. I am pretty impressed as all the pieces of the puzzle are coming together through a lot of hard work behind the scenes. I continue to learn more with every meeting I attend. Looking forward to a good year.

**Mayor Jakubowski:** Happy New Year and I hope you all had a wonderful holiday. One thing to share that wasn't shared by my two commissioners so far is not only did we name Dani as our Administrator, but she did receive the Employee of the Year Award. It was a very good award. I thanked all of our employees. One thing you are going to be seeing in the near future as I will be discussing with my fellow commissioners is the police contract. Hopefully, we will be approving that before the end of the month and I will talk more about it then. The one thing that I want throw out there is that through the entire process of negotiating is just how fantastic our police department is. Not just the service they provide us, but when you get to sit with many of these officers one-on-one and talk with them, they are just quality human beings and I think we are grateful to have them in our employment. So, thank you Captain Gaspari.

I do want to reiterate one thing from a previous meeting. We have been asking for some feedback on what we should for the 250<sup>th</sup> Anniversary of the United States and I know the Retrospect covered it, so people saw it. No one has even asked me or reached out. So, I am really hoping to get some feedback. I've got my own ideas, which you know I always do. I don't want it to be July 5<sup>th</sup> and people say, why did you do that? I just want to remind the community that we are open for feedback, but we are going to have to start acting soon. I look forward to hearing some more from the community so that's all I have. Thank you everyone.

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

Victoria Hill, 102A Chestnut Street -- She expressed concerns that her neighbor keeps leaving their trash cans on the curb for days on end and she doesn't know who to contact for that. She stated 104 Chestnut Street is the neighbor and it has happened multiple times. They just moved in. The mayor stated that we will having zoning look into it. Her second issue was parking. She stated that she knows that she is near the hardware store, but a lot of people park in front of the hardware store all day and they just leave their car and they are blocking parking in a legal tow zone. She stated that the cops said it is a municipal issue, but it is a parking issue and that it is a major issue in the town, especially on this town.

She also had concerns about vandalism and cars blocking in her car so that is cannot leave her house and asked if there was a proposal for lines in the street for parking to show where people can park. She also stated that she is handicapped so having a parking spot for disabled people would be beneficial.

The mayor responded that if her car was blocked in that she should call the police. He also asked the captain about parking ordinances as he knows that Commissioner Wendell has been working hard on the parking ordinance updates. Captain stated that he will look into it and work with Commissioner Wendell. The mayor then thanked Ms. Hill for joining us tonight and expressing her concerns.

No other members from the community joined the meeting.

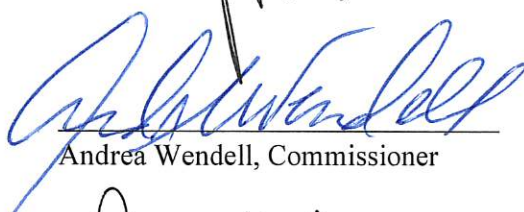
Commissioner Wendell made a motion to close the meeting to the public; seconded by Commissioner Alemi. All in favor; motion carried.


**CLOSED SESSION: Resolution 2026-40 for matters of Contracts at 5:33 pm**

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

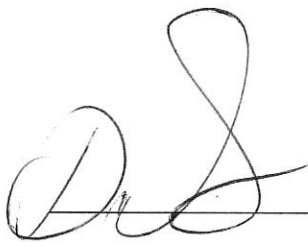
Meeting Adjourned at 6:58 pm.

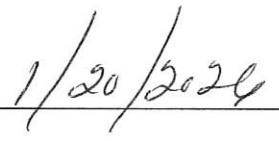
  
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Robert Jakubowski, Mayor

  
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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