

CAUCUS MEETING MINUTES

BOROUGH OF AUDUBON

February 3, 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 and Commissioner Alemi were in attendance

Those in attendance were Danielle Ingves, Administrator/Municipal Clerk, RJ Callaway, Superintendent of Public Works, Solicitors Sal Siciliano and Jennifer McPeak, Police Chief Bauer, Captain Gaspari, Borough Engineer Craig Reilly, OEM Coordinator Kurt Bicking, Kyle Schwesig, Jean Phillips, Court Administrator, Fire Chief Slemmer & E. DeVoe, Battalion Chief, A. Buchannan, Library Director, N. Bicking, TA Construction, Megan Giordano, Tax Collector

SPECIAL PRESENTATION: Joe Henry, Hardenbergh Insurance Group; Topic Guide to Service Dogs and Emotional Support Animals.

MEETING MINUTES APPROVAL:

- **Special Meeting Minutes– January 20, 2026**
- **Commissioner Meeting Minutes – January 20, 2026**
- **Closed Commissioner Meeting Minutes – January 20, 2026**

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:

Resolutions 2026-53 Authorizing the suspension of enforcing a portion of Chapter 6, Section 34-165 as it relates to Garage Sales in the Code of the Borough of Audubon for Sunday, May 17 and Sunday, September 20, 2026. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Resolutions 2026-54 Authorizing the Municipal Clerk to receive RFQ Submissions for the Borough Solicitor, Borough Engineer, Special Projects Engineer, Special Labor Counsel and Bond Counsel for the Borough of Audubon. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. All in favor motion carried.

Resolution 2026-55 Authorizing Limited Brewery Off-Site Premises Events for Farm Truck Brewing LLC, 100 West Merchant Street for February 15, 2026. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Resolution 2026-56 Authorizing an Application for Fiscal Year 2026 Local Recreation Improvement Grant for Audubon Family Park Improvement Project. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

2026-57 Authorizing the award of contract to Civic Solutions, LLC to assist with the implementation of the restructuring plans as approved by the Commissioners. The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. All in favor motion carried.

DEPARTMENTAL REPORTS:

Department Reports:

Borough Administrator/Borough Clerk – Report submitted. Borough Administrator lauded the amazing communication from the new DPW Superintendent, RJ Callaway, which facilitated a smooth coordinated effort among all departments. Working closely with the CFO on the budget and for the administrative assistants' contract that expired in December. Kudos to our staff for stepping up as it took a village to communicate after the storm. S. Jennetta, D. Coleman and our zoning officers all worked to help PW get the messages out an field the calls.

Clerk: Reminded everyone about the special meeting scheduled for February 10 at 6:00 for the public hearing of the Green Acres Grant Application for Audubon Family Park.

Reminder 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. The Primary is June 2 and the General Election is November 3. Voter registration deadline is May 12.

Assistant Superintendent of Public Works – Report submitted. The oil heat to gas at the Senior Center is very closed to being finished. Will continue to provide updates. The big topic for PW was the winter storm. R. Callaway prepared a written message to read and made sure that the Retrospect obtained a copy to help our residents.

Chief Finance Officer – The annual financial documents that we file once a year have all been filed with the DCA and that enables us to have the numbers moving forward so we can have a better idea with the budget and context, as it relates to how we closed out the year. Still working on the budget with D. Ingves. It will be a little more active this month.

Tax Collector – Reports submitted. Everything seems to be running smoothly. We are collecting taxes for the first quarter. The next round of things that go out will be the sewer bills. There have been a lot of questions from the senior citizen regarding their programs that are out there. It's called the PAS-1. I am not sure if the public is informed, but I will get with D. Ingves and make sure that we have the links on the website. The first round of checks for anybody that was eligible will start going out on February 9 and then the new booklets for

anybody that's already in the program will go out sometime in March. If they have any questions, they are instructed to call the tax office.

Tax Assessor – Report submitted. The 2026 tax list was completed, and the property assessment postcards are going out to the residents and property owners.

Police Chief – Report submitted. January was uneventful. The only thing of note was a shoplifting turned into a robbery and an assault on one of the employees at the Game Stop in Audubon. Soon after, the same individual stole a car. The car was being warmed up when it was stolen. Our detectives have been doing an excellent job and actively working on this and staying in communication with Camden as the suspect was spotted on some cameras there. Other than that, the cold temperatures are keeping people indoors and crime prevention.

Fire Chief – Report submitted. Shout out to DPW for helping to keep those roads clear for the first responders. We had so many calls during the storms and we were able to get through. They also showed up at the fire house to make sure the emergency vehicles could get out. DPW really came through for us. Tonight, the fire department will be down at the lake doing our cold-water rescue training.

OEM – Report submitted. Thank you to RJ for helping us track our expenses during the storm. A storm that was predicted to be several feet of snow and we did not get close the number we needed for reimbursement, but he did a good job in keeping track. The notice about the senior snow removal through the county was on our social media page. It helped quite a few residents. It is not available until there is at least four inches of snow on the ground and then it is first come, first served. Working on generator/contractor to look at DPW's mobile generator to see if we can get a plug for it into the rec center since all of our elections are going to be there. We don't want to lose power during an election.

Municipal Court Administrator – Reports submitted. We were able to prepare ahead of the storm and switch in-person court to Zoom instead of cancelling.

Construction Code/Zoning Report - Reports submitted. On Tuesday, January 7, we had a meeting with the company, BCEGS, Mr. Charlie Wirtz. Both Bob Scouler, Construction Code Official and I met with him. They sent us an 18 page survey prior to the meeting date and we had that ready except for one question that needed to be clarified by our tax assessor who was right on it for us. The meeting was closed out successfully. The NJDCA was our second meeting. Frank Lafferty met with Bob Scouler and I. He asked many questions pertaining to third-party inspections, which was a new law instituted in 2024. He wanted to make sure we were following the new policy. Our town is not large enough to have part of the new law about large open commercial space and what can be built. A meeting had to be held with every town regardless. Thank you to the Borough Administrator and the our construction official for encouraging me to take the class and test and become a certified Technical Assistant to the Construction Official. I completed that course at Camden County College and finished January 10. I sent off to the State for my certification to receive my official license.

Engineer – Submitted written report. Our office is applying for the next stage DCA LRIG grants. That is due next Friday. Resolution is on for tonight. That is for the continuation of the improvements at the Audubon Family Park. Second, as the chief mentioned, we had a couple of pre-construction meetings, one for Hampshire, phase two of Hampshire, and the second was for Wesley and Carlisle and Wright Alley. That is a borough funded project. Same contractor for both projects. Hampshire will be the first. They will start on Hampshire

first, get it out of the way for spring baseball practices and games as well as Audubon Day. They expect to start at the end of February, beginning of March, depending on the weather. Once they finish Hampshire, then they will move over to the other project. The unofficial start date of the link trail is right around March 1.

EMS – Report submitted. Excused.

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

Solicitor – Items for closed.

Library – Report submitted. The library is now offering chair yoga on Monday mornings and mat yoga on Thursday evenings. Registration is required for these classes as space is limited, but it is free to whoever would like to come. They just must register. There will be a tea party on February 7 from 12-2:00 pm. The registration is now closed on that. Saturday at 11:00 am is story time and stuffy sleep over on February 13. No registration is required. We will have hot chocolate station, story time, and many activities. It is popular usually, but if can tell people about it, that would be great. Lastly, a jelly print painting class on February 21st at 11:00 am and registration is required.

R. Callaway was asked by D. Ingves to keep A. Buchanan in the loop with the Senior Center oil to gas change over.

FJW Recreation & Community Center – Hockey is looking to continue in the spring under Audubon Civic REACH. Registration is open. YMCA registration is open and on our website. However, the Borough does not handle the registration. All registration goes directly through the YMCA site. The camp runs from June 27 through August 28.

Facility Usage: January had five private parties, two non-profit events. We had to cancel some parties and reschedule due to the storms. Stephanie has taken over most of that scheduling for me and is doing a great job. February have four scheduled.

Sustainable Audubon – Report submitted. 122 lbs of holiday lights have been collected for recycling. On Saturday, June 20, Sustainable will be hosting a garden tour on behalf of Civic REACH but run by Sustainable. More details will be coming.

COMMISSIONER REPORTS:

Commissioner Wendell: Thank you to everyone who signed up for Audubon Alerts. Two weeks ago, we had about 8% of the town that had signed up for the alert system and now we are up over 14% so that was a nice improvement in the two weeks. WE would love to keep it going so more residents receive important alerts and updates. Give a huge shout-out to my team for their incredible work during the recent storm. The dedication really showed, and our streets were some of the best around. I am so incredibly grateful for them and everything that they do and led by RJ. Congratulations to Nikki for your new certification. It's awesome for the borough and I know you as well. Looking forward to that. Last week was our Civic REACH meeting and the Celebration Committee was able to finalize a few dates so everybody put some dates down into their calendars and we can

start spreading the word. We need more volunteers. Our first date will be Audubon Day, Saturday, April 25, from 10:00 am to 3:00 pm. Townwide yard sales Saturday, May 16/rain date 17. On July 3rd there will be fireworks and evening program, and the 250 anniversary events and athletic events will be on Saturday, July 4th. Fall townwide yard sale is Saturday, September 19/rain date 20. We could really use extra hands, even if it's truly just a set of hands. We do not need anyone to lead anything. We just need support, time and ideas. Any help would be appreciated. Public hearing on Tuesday, February 10 at 6:00 pm for the Green Acres grant that we are applying for to add more inclusive playground equipment to Audubon Family Park. We encourage everyone to attend.

Commissioner Alemi: I am working closely with the Borough Administrator and CFO on the budget for 2026. I like the direction everything is going.

Mayor Jakubowski: Thank you to DPW. To share a story, a colleague of mine lives in another jurisdiction. She said that late in the storm, she is talking to a friend of hers who lives in Audubon and she commented that no one has come down her street yet in her town and the Audubon residents responded that her PW has already been down her street twice. So, I think that says everything.

Every year the League of Municipalities sponsors a scholarship program for junior and seniors in high school. Each mayor has to handle the sponsorship themselves. This is the fifth year that I am participating in. So high school juniors and seniors who live in Audubon can go to the website to find the application. If someone doesn't live in Audubon but goes to school here they should contact their own mayor. Take a moment and go to our website and check it out. We have a Board of Health in Audubon and looking to do more programs this year, such as CPR. Stay tuned for more updates.

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

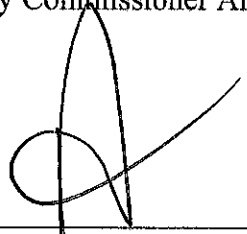
No members from the community joined the meeting.

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

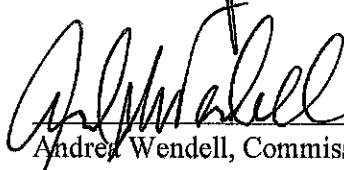
CLOSED SESSION: Resolution 2026-58 for matters of Litigation at 5:48 pm

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

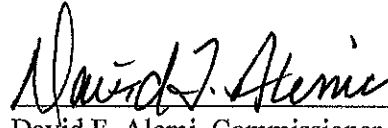
Meeting Adjourned at 6:58 pm.



Robert Jakubowski, Mayor

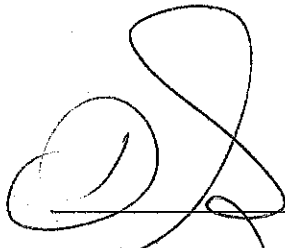


Andrea Wendell, Commissioner

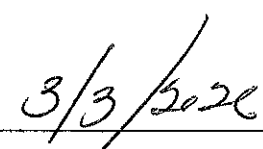


David F. Alemi, Commissioner

ATTEST:



Danielle Ingves, Municipal Clerk



Date