

**CAUCUS MEETING MINUTES  
BOROUGH OF AUDUBON**

**April 7, 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 Engineers Steve Bach and Craig Reilly, Kyle Schwesig, Jean Phillips, Court Administrator, Brian Conte, EMS, Tax Collector, Megan Giordano, Fire Chief Slemmer, Battalion Chief DeVoe, Jeanne Muger, Sustainable Audubon

**MEETING MINUTES APPROVAL:**

- **Commissioner Meeting Minutes – March 17, 2026**

**The foregoing motion to approve was made by Mayor Jakubowski; seconded by Commissioner Alemi. All in favor motion carried. (Commissioner Wendel Abstained)**

**ORDINANCES FOR ACTION:**

**2026-05 Calendar Year 2026 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank.** Motion to Introduce was made by Commissioner Wendell; seconded by Commissioner Alemi. Unanimous Rolls Call Vote. First Reading/Introduction – April 7, 2026 – Second Reading/Public Hearing – May 18, 2026

**2026-06 BOND ORDINANCE AUTHORIZING THE COMPLETION OF VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF VARIOUS CAPITAL EQUIPMENT IN AND FOR THE BOROUGH OF AUDUBON, COUNTY OF CAMDEN, NEW JERSEY; APPROPRIATING THE SUM OF \$2,565,000 THEREFOR; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE BOROUGH OF AUDUBON, COUNTY OF CAMDEN, NEW JERSEY IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$2,440,000; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE**

**FOREGOING.** Motion to Introduce was made by Commissioner Alemi; seconded by Commissioner Wendell. Unanimous Rolls Call Vote. First Reading/Introduction – April 7, 2026 – Second Reading/Public Hearing – May 18, 2026

**RESOLUTIONS FOR ACTION:**

**Resolutions 2026-85 Resolution Canceling Unexpended Balances of Improvement Authorizations.** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote

**Resolutions 2026-86 Authorizing Increasing Deferred Local School Tax.** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote

**Resolution 2026-87 Authorizing Self-Examination for 2026 Municipal Budget** The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous Roll Call Vote.

**Resolution 2026-88 Resolution Introducing the 2026 Municipal Budget – Public Hearing, May 18, 2026 and can be read by Title Only.** The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous Roll Call Vote.

**Resolution 2026-89 Enabling Resolution to submit 2026 Green Acres Park Improvement Grant Application.** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

**Resolution 2026-90 Authorizing the Suspension of a Portion of Chapter 6, Alcoholic Beverages, of the Code of the Borough of Audubon for dates specified.** The foregoing motion was made by Commissioner Alemi and seconded by Commissioner Wendell. Unanimous Roll Call Vote.

**Resolution 2026-91 Authorizing the transfer of the Certificate of Title for the 2004 International 7400 Sewer Truck to Mantua Auto Sales.** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote

**Resolution 2026-92 Authorizing the Agreement between the Borough of Audubon and Randolph J. Callaway, Superintendent of Public Works.** The foregoing motion was made by Commissioner Wendell and seconded by Mayor Jakubowski. Unanimous Roll Call Vote

**Resolution 2026-93 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"** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote

**Resolution 2026-94 Ratifying resolution for the Borough Engineer to make application and the Mayor to execute a Camden County Community Development Block Grant Agreement for Program Year 2026.**

The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried. Mayor Jakubowski abstained.

## **DEPARTMENTAL REPORTS:**

### **Borough Administrator/Borough Clerk**

- Report submitted.
- Staffing Shortage in tax office. I want to personally thank all the employees for rallying once again due a staff member being out on medical leave.
- Finalizing the contract with Administrative Assistants.
- Started interviewing for vacant positions.
- Financial Disclosures are due by April 30, 2026.
- All animal (dog and cat) were due by March 20, 2026. There is now a late fee of \$5.00 for every license until June 30 then an additional \$10.00 late fee will be added.
- Primary Election is Tuesday, June 2, 2026. Working with OEM Coordinator to create a formal back up plan for emergencies.
- Remind that all eight districts will be voting at the FJW Rec & Com Center.
- Deadline to register to vote is May 12, 2026.

### **Assistant Superintendent of Public Works**

- Report submitted.
- Audubon Day preparations; tree trimming, grass/sod/mulch, chairs, tent and logistics over the next two weeks; Municipal tonnage grant work ongoing; authorization/training verification needed for report submissions.

### **Chief Finance Officer**

- The budget speaks for itself and no formal report for the evening. He did express gratitude for the smooth budget process and thanked all department heads for their assistance in preparing the budget for introduction. The process went more smoothly than anticipated and expressed his satisfaction with the final budget.

### **Tax Collector**

- Sewer payments due by April 1<sup>st</sup>, approximately 1,20 sewer delinquent notices to be sent; residents with incorrect balances asked to contact the Tax Collector; short-term workload includes envelope stuffing.

### **Tax Assessor**

- Report submitted.
- The tax appeal process for the month has concluded and a total of five tax appeals were filed, which is consistent with the numbers from prior years.

### **Police Department**

- Report Submitted

- Wellness grant: the department s expecting to hear a final decision on a wellness grant application within the next one to two weeks.
- Juvenile & traffic complaints with the warmer weather there has been an increase that include speeding and aggressive driving. Issues specifically around the lake witnessed by Captain Gaspari and there will be some coordination with Chief Conte in Mt. Ephraim and more increased police presence in this area.
- Additional complaints about loud radios.
- Guidance related to the "e-guide" is now available on the police department's tab on the borough's website. This page includes a reference to the bill it was passed under for those who wish to read the full legislation.
- **The Police Chief discusses preparations for the upcoming World Cup and other major regional events.**
- Law enforcement is preparing for a significant influx of people into the Northeast corridor for the World Cup, which runs from June 11 to July 16, 2026.
- The impact on South Jersey and Camden County is unknown, but local preparations are underway for potential effects due to proximity to Philadelphia, a host city.
- Security logistics are being run by the State Police with federal partners.
- This period will also coincide with 250th anniversary of the Fourth of July festivities and the MLB All-Star Game in Philadelphia, creating a "perfect storm."
- Potential impacts on local traffic and hotel/motel occupancy are yet to be determined.

**The Police Chief publicly commends Captain Gaspari for his 20 years of service on the Zone Five SWAT team.**

- Captain John Gaspari stepped down from the SWAT team after 20 years of service, having served as the Team Commander.
- The chief noted Gaspari's selfless decision to step down to create leadership opportunities for younger members.
- A party was held the previous Wednesday (April 1, 2026), attended by the entire team and numerous retired members he had served with.
- The chief praised Captain Gaspari's role in building the team's respected reputation in South Jersey.
- Captain Gaspari thanked Chief Bauer for his support.

**Fire Department**

- Report submitted.
- 48 Calls in Audubon
- Squad 1 2008 E-One rescue pumper is OOS truck is having electrical issues, and the driver door window has broken just being closed for the third time. We are down to the reserve engine, a 1991 E-one pumper.
- **Illegal Burning:** The fire department has seen an increase in illegal burning of yard waste, such as leaves. This is particularly dangerous due to ongoing drought conditions.
  - The department plans to post an educational message on its Facebook page to inform residents of the danger.

**OEM – (Excused)**

- Report submitted.

### **Municipal Court Administrator**

- Reports submitted.

### **Construction Code/Zoning Report -- (Excused)**

- Reports submitted.

### **Engineer**

- Submitted written report.
- **Road Projects:**
  - Weslyn and Carlisle intersection & Wright alley: Work is expected to begin the week of April 13, 2026.
  - Hampshire Phase 2 (DOT project): Work is expected to start the week of April 27, 2026.
  - Route 30 Improvements (DOT project): Preliminary survey work and signage are in place. Tree removal along the White Horse Pike corridor is already underway at night.
- **Tree Removal Discussion:**
  - The borough has received calls from residents complaining about the tree removal.
  - An engineer from Bach and Associates clarified that the project was thoroughly reviewed, and more trees will be planted than are being removed.
  - The replacement trees are of good quality, and the plan was approved by the Haddon Heights Shade Tree Commission.

### **EMS**

- Report submitted.
- Calls: 104 in Audubon; Total 230
- Increased staffing during snowstorms to support responses.

### **Solicitor**

Nothing before public session; several items reserved for closed session.

### **Library**

- Absent and no report submitted.

### **FJW Recreation & Community Center**

- **YMCA** summer program at Rec Center: June 27–August 28; all questions to YMCA (borough is the facility landlord).
- Hockey league resumed for the spring.
- March usage: 5 private parties, 2 nonprofits.
- April: 5 private parties & Audubon Day is Saturday, April 25.

### **Sustainable Audubon**

- Report submitted.

- The flower sale orders are due April 15, 2026, with delivery on May 1, 2026.
- The order form is available on the Reach website and the group's Facebook page.
- A cleanup of the Green Wave Park Rain Garden is scheduled for April 16, 2026, at 6:00 PM. Access will be available from Merchant Street.
- The Recreation Center's rain garden and pollinator garden will be cleaned up on April 18, 2026, at 9:00 AM in preparation for Audubon Day.
- **Planning for the Audubon Civic REACH garden tour and Audubon Day activities is underway.**
- The garden tour is scheduled for June 20, 2026, from 10:00 AM to 2:00 PM and will feature 14 homes.
- Home visits, artwork creation, and sign preparation will occur throughout April 2026.
- At Audubon Day, the group will distribute the remaining PSE&G light bulbs, host games with prizes, manage a tree sign-up list, and potentially sell garden tour tickets.

## COMMISSIONER REPORTS:

### Commissioner Wendell:

Commissioner Wendell's appreciation for John Gaspari's service to Audubon and the SWAT team was echoed. Gaspari was praised for his effective and discreet manner of performing his duties.

With spring here, just a quick reminder about grass recycling. Please place grass clippings only in paper bags or 40-gallon cans, separate from regular trash and recycling. These are picked up on your normal trash day. Also, please keep grass and leaves out of the street so we don't clog storm drains.

April is Autism Awareness Month, a good reminder that a little kindness and inclusion go a long way in making everyone feel part of our community.

I also want to recognize Luke's Place on East Atlantic Avenue. They provide a safe, inclusive space for young adults with special needs, offering programs that build independence and connection. They're a great example of what it means to support one another — it truly takes a village.

And lastly, Audubon Day is coming up on April 25th, 10 to 3, with a rain date of April 26th, 12 to 5. April 26th is also the birthday of John James Audubon, which is exactly why we celebrate Audubon Day when we do. Can't wait to see you all there! Thanks!

**Commissioner Alemi:** As a first-time Commissioner of Revenue Finance, thanked Jack, Dani, the department heads, and the mayor for their assistance in putting the budget together. The commissioner noted that understanding the process has made it seem less complex and expressed excitement for the future. Congratulated Captain Gaspari and thank him for his service.

**Mayor Jakubowski:** Recognition was given to Captain Gaspari for his work on the SWAT team and to Coach Anthony Puglisi for his volunteer service. The mayor acknowledged Captain Gaspari's hard work and the positive impact his efforts have had on Audubon and the entire region. The commissioners presented the Paul Price Senior Award for Volunteer of the Year to Coach Anthony Puglisi at the high school's winter sports awards. Puglisi

was honored for his many years of work with the high school's running teams. It was noted that Coach Puglisi may be retiring from his role to spend more time with his grandchildren.


**The mayor highlighted the America's 250 initiative, Volunteer Appreciation Month, and the strengths of the new budget.** Commissioner Wendell has been making weekly Facebook posts for America's 250. The public is encouraged to log their volunteer hours on the america250.org website. April is Volunteer Appreciation Month, thanks were extended to all volunteers in Audubon for their contributions to civic and coaching organizations. The mayor acknowledged the past year has been challenging due to major retirements and new learning curves for borough employees. The new budget is considered strong, as it reflects the quality of current employees and aims to make the borough a competitive employer.

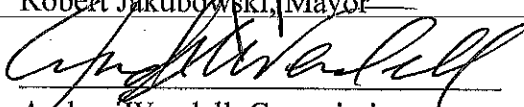
**Open Session:** Commissioner Wendell made a motion to open the meeting to the public, seconded by Commissioner Alemi. All in favor; motion carried. No members from the community joined the meeting. Commissioner Alemi made a motion to close the meeting to the public; seconded by Commissioner Wendell. All in favor motion carried.

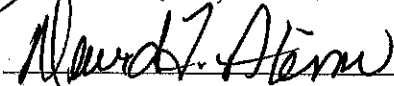
**CLOSED SESSION: Resolution 2026-95 for matters of Litigation at 5:50 pm**

Motion made by Commissioner Wendell; seconded by Commissioner Alem. All in favor motion carried. Motion by Mayor Jakubowski to come out of closed session; seconded by Commissioner Wendell. All in favor motion carried.

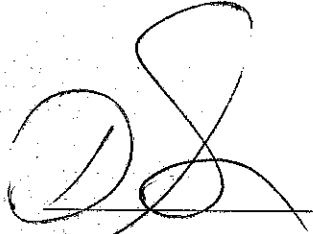
Commissioner Wendell made a motion to adjourn, seconded by Commissioner Alemi. All in favor motion carried. Meeting Adjourned at 6:53 pm.

  
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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