CAUCUS MEETING MINUTES
BOROUGH OF AUDUBON
May 5, 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 & Jennifer McPeak, Police Chief Bauer, Captain Gaspari, Borough Engineer Craig Reilly, Kyle Schwesig, Jean Phillips, Court Administrator, Tax Collector, Megan Giordano, N. Bicking Construction TA, Fire Chief Slemmer, Battalion Chief DeVoe, Jeanne Muger, Sustainable Audubon, A. Buchannan, Library Director

MEETING MINUTES APPROVAL:

- **04/07/2026 Caucus Meeting Minutes**
- **04/21/2026 Commissioner Meeting Minutes**

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 2026-101 Designating Mid Penn Bank as an official depository and banking institution of the Borough of Audubon The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote

Resolutions 2026-102 Resolution Authorizing Application to be filed with The Camden County OpenSpace, Recreation, Farmland, and Historic Preservation Trust Fund, for the Borough of Audubon, County of Camden, State of New Jersey. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Resolution 2026-103 Authorizing the Agreement between the Borough of Audubon and the Audubon Borough Administrative Support Staff. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. Unanimous Roll Call Vote.

Resolution 2026-104 Authorizing Limited Brewery Off-Premises Events for Farm Truck Brewing LLC 100 W. Merchant Street for the following dates:***May 22, 2026, May 23, 2026 & May 24, 2026.*** The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried..

DEPARTMENTAL REPORTS:

Borough Administrator/Borough Clerk

- Report submitted.
- Staffing Shortage in tax office continues
- Working on second interviews for candidates.
- Working with Civic Solutions
- Finalizing the contract with Administrative Assistants.
- Started interviewing for vacant positions.
- Financial Disclosures are due by April 30, 2026.
- 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.
- Drop Box open for Mail In Ballots.
- Thank to all who completed their financial disclosures. No will be getting fined this year.

Assistant Superintendent of Public Works

- Report submitted.
- Water bottle filling station at Rece Center installed
- Grass collection started in April.
- Approval of grant from NJEP for Electric Vehicle Program.
- A separate truck will collect grass cans; place cans in the street for designation.

Chief Finance Officer – Excused.

Tax Collector Report submitted. Taxes due May 1, 2026, grace period until Monday, May 11, 2026. Delinquent sewer notices went out and over $5,000 collected in the first two days of May. Many residents are now caught up on 2025 charges.

Tax Assessor - Report submitted.

Police Department - Report Submitted. Planning for July 4, World Cup Events.

Fire Department - Report submitted.

- 40 Calls in Audubon – YTD 280. Responded to two major house fires in Oakland; no injuries to personnel. Preparations are underway for Memorial Day and Fourth of July events. Summer training, including water-related drills by the lake will begin soon.

OEM - Report submitted. Received a used patrol car from the police department. Thank you again. Attended the NJEPA conference to complete required CEUs. Planning for the Fourth of July and elections in progress.

Municipal Court Administrator - Reports submitted.

Construction Code/Zoning Report – Reports submitted. The construction office is extremely busy currently.

Engineer - Submitted written report.

- Wesleyn, Carlisle and Wright Alley are under construction and should be completed by the end of the week barring weather.
- Hampshire paving is ongoing.

EMS - Excused

- Report submitted.
- Calls: 104 in Audubon; Total 223

Solicitor

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

Library – Report submitted. It is extremely busy at the library in May.

- Clothing swap scheduled for May 8-9
- Second graders will visit the library on May 11.

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 starting June 8 for the summer.
- Apil usage: 3 private parties, 1 non-profit and Audubon Day.
- May two private parties scheduled.

Sustainable Audubon

- Report submitted.
- Cleanup completed at the rain garden and pollinator garden at Audubon Family Park and the rain garden at Green Wave Fields.
- The garden tour is scheduled for June 20, 2026, from 10:00 AM to 2:00 PM and will feature 14 homes.
- Plaques installed on trail benches.
- 37 trees planted.

COMMISSIONER REPORTS:

Commissioner Wendell: Great job to our DPW for installing the wind blocks at the Green Wave Turf field. Looks great, provides a nice wind break and also increases safety for kids playing on the field.
Huge shout out to the ACC and for another great Audubon day. We weren't going to let the weather dampen our spirits. The community really seemed to have a wonderful time. Also, a huge thank you to my DPW department for all their set-up, during, and breakdown support; all their hard work is so greatly appreciated.
Our town Senior Social Group - Young at Heart has their May social on May 19th at 1pm @ the Senior Center.
Reminder - Project Memorial will be at 7pm on Wednesday, May 20th. There will be 3 members from the Sons of the American Revolution as color guard to support this student driven event; supported by Mr. Webb, a teacher at AHS. Johnny - please note that the Retrospect had his name as Mr. West.
And, thinking of SAR - I want to give a sneak peek of the plaque that they are donating to the borough that will be going into our 250th memorial. This will be at the rec center and will include 3 Princeton Elms, in honor of our 3 - medal of honor recipients, as well as a granite bench, and additional seating. More details to follow.

Commissioner Alemi: Thank you to all the staff for all your hard work. There were a lot of changes and I recognize the hard work of the administrative staff and their employees. You all are working together well. I appreciate the transparency from the staff.

Mayor Jakubowski: Thank you to the volunteers of Audubon Day, Public Works and our Police who helped prepare for Audubon Day. Volunteers are working really hard on the Audubon Historical Museum. We are planning an opening. TBD. Asking all the residents to please slow down as you drive through town. Our police have the data. Speed bumps are not the solution. Enforcement will continue to happen.

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 2026-105 for matters of Contracts at 5:32 pm
Motion made by Commissioner Wendell; seconded by Commissioner Alem. All in favor motion carried.

No members of the public.

Motion by Commissioner Wendell to come out of closed session; seconded by Commissioner Alemi. All in favor motion carried.

Resolution 2026-106 Authorizing the Appointment of Parker McCay as 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 2026-107 Authorizing the Appointment of Bach Associates as Engineer for the Borough of Audubon. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Resolution 2026-108 Authorizing the Appointment of Siciliano & Associates LLC as Solicitor for the Borough of Audubon. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Resolution 2026-109 Authorizing the Appointment of Parker McCay as Special Labor Counsel for the Borough of Audubon. The foregoing motion was made by Commissioner Wendell and seconded by Commissioner Alemi. All in favor motion carried.

Commissioner Wendell made a motion to adjourn, seconded by Commissioner Alemi. All in favor motion carried. Meeting Adjourned at 5:54 pm.

Robert Jakubowski, Mayor

Andrea Wendell, Commissioner

David F. Alemi, Commissioner

ATTEST: _____

Danielle Ingves, Municipal Clerk

6/16/2026

Date