BOROUGH OF AUDUBON

Camden County, New Jersey

MINUTES OF THE CAUCUS MEETING

June 1, 2026
5:00 pm

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

Those in attendance were Mayor Jakubowski, Commissioner Wendell, Commissioner Alemi, Danielle Ingves, Administrator/Municipal Clerk, CFO Jack Bruno, Police Chief Bauer, Captain Gaspari, Borough Engineers S. Bach & C. Riley, DPW Superintendent RJ Callaway, Solicitor S. Siciliano, Sustainable Audubon/Jeanne Mugler, K. Bicking, OEM Coordinator

Approval of Minutes

- Minutes from the prior meeting were not yet available for approval and will be presented at a later meeting.

Adoption of Ordinances

- There were no ordinances presented for adoption at this meeting.

Adoption of Resolutions

The following resolutions were presented and adopted by motion, second, and unanimous voice vote:

- **Resolution 2026-124:** Appointing Nancy Whalen to Municipal Coordinator on Aging for a Term of One Year. The foregoing motion was made by Mayor Jakubowski; seconded by Commissioner Wendell. All in favor motion carried.
- **Resolution 2026-125:** A resolution of the Borough of Audubon approving the liquor license renewal for Apple New Jersey, LLC. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried.
- **Resolution 2026-126:** A resolution of the Borough of Audubon approving the liquor license renewal for The Kove Banquet Inc. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried.
- **Resolution 2026-127:** A resolution approving the liquor license renewal for SRI PRIYA LLC. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried.
- **Resolution 2026-128:** A resolution approving the liquor license renewal for WV Audubon Ventures. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried.

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- **Resolution 2026-129:** Authorizing a limited brewery alternative alcoholic beverage event for Farm Truck Brewing, LLC, 100 West Merchant Street for the following dates: June 12, 13 & 14, 2026; The foregoing motion was made by Commissioner Wendell seconded by Commissioner Alemi. All in favor motion carried.
- **Resolution 2026-130:** Tabled until after closed session.

Department Reports

Borough Administrator:

- New furniture has been installed in the administrative offices.
- Painting of the Municipal Building was completed for the first time in nearly thirty years; thanked Captain Gaspari for his assistance with the project.
- Two new Administrative Assistants are joining the Borough, with one starting today and one started tomorrow.
- Continuing to work actively with Civic Solutions on the Community Development project.

Municipal Clerk:

- Reminded residents that the Primary Election is tomorrow, June 2, 2026, with polling locations open from 6:00 a.m. to 8:00 p.m.
- The Deputy Clerk is being trained on election procedures and will staff the phones for most of the day.
- Addressed resident concerns regarding the relocation of polling places to the Francis J. Ward Recreation and Community Center, explaining the move was necessary to accommodate updated voting equipment and was approved by the Mayor, Commissioners, and the Board of Elections.
- Offered to personally assist any resident who needs transportation to their polling location on Election Day.
- Ballot box is open until 8:00 pm tomorrow.

Superintendent of Public Works:

- Assisted with Memorial Day preparations, which were moved indoors this year.
- Preparing for Fourth of July events in the coming weeks.

Chief Financial Officer: Excused

- Submitted a written report, available for review.

Tax Collector:

- Excused from the meeting.

Tax Assessor:

- Thanked the office staff for their work and expressed enthusiasm for continuing to serve the Borough.

Police Department:

- Discussed ongoing security planning considerations related to regional World Cup-related activity.
- Will be coordinating with the Fire Department, OEM, and Fire Police in preparation for Fourth of July events.

Fire Department:

- Excused from the meeting; report to be submitted.

Office of Emergency Management:

- Noted the start of hurricane season, with a below-normal season currently predicted.
- Preparing the Incident Action Plan (IAP) for Fourth of July events.
- Coordinating the transfer of a mobile radio from to the Fire Marshal.

EMS:

- Excused from the meeting; submitted a written report.

Municipal Court: Report submitted; Excused

Borough Engineer:

- The road project (Wesleyan and Carlisle intersection) is substantially complete, with paving finished and minor sign work remaining.
- The Hampshire municipal aid project (through NJDOT) is undergoing milling, base paving, and surface course this week, with substantial completion expected shortly.
- The municipal aid project will be going out to bid, with construction anticipated by summer or early fall.
- The FY2027 Municipal Aid application is due July 1; a resolution will be prepared for the June Commissioners meeting.

Francis J. Ward Rec & Com Center

- The YMCA summer program will run from June 22 through August 28; online registration remains open.
- Two private parties in May, with ten parties and two nonprofit events scheduled for June.

Audubon Civic REACH

Recreation:

- Hockey season starts early June.

Sustainable Audubon:

- The Garden Tour is scheduled for June 20, 2026, featuring twelve gardens; flyers have been posted and information shared via the Audubon Civic REACH email account.
- A preview tour for garden hosts will be held Friday, June 19.
- Volunteers are needed to relieve garden hosts during the tour and to help with setup at the Recreation Center for the certified gardener groups.

Commissioner and Mayor Announcements

Commissioner Wendell:

- Thanked the DPW team for pouring the concrete at the Audubon Honors America's 250 site.
- Announced that the plaque for the Liberty Trees has arrived and will be installed by DPW staff.
- Noted that the bench and remaining site elements are still in process and are expected to be completed by June.

Commissioner Alemi:

- Commended the progress made by Civic Solutions and the administration on the Community Development project.

Mayor Jakubowski:

- Announced that the second Pride Fashion Show will be held on Merchant Street on June 13, 2026, with the Mayor again participating as a model.
- Announced an open house at the Historical Society Museum on July 4, 2026, from 2:00 p.m. to 4:00 p.m.
- Addressed continued vandalism of the outdoor restrooms at the Francis J. Ward Recreation Center serving Audubon Family Park, and requested that any individuals identified be prosecuted to the fullest extent of the law.
- Noted plans to research parenting-related ordinances recently adopted by neighboring municipalities for possible consideration in Audubon.

Public Comment

A motion was made by Commissioner Wendell to open to the public; seconded by Commissioner Alemi. All in favor motion carried.

No members of the public were present or offered comment.

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

Resolution 2026-131, motion was made by Alemi for closed session for Litigation and Contracts; seconded by Commissioner Wendell at 5:21 pm. All in favor carried.

Motion to open the meeting was made by Commissioner Wendell; seconded by Commissioner Alemi at 5:34. All in favor carried at 5:34 pm.

Resolution 2026-130 Resolution establishing that the duties of the Registrar of Vital Statistics are encompassed within the duties of the Municipal Clerk's Office. The foregoing motion was made by Commissioner Wendell; seconded by Commissioner Alemi. Unanimous roll call vote.

Motion Adjourn was made by Commissioner Wendell; seconded by Commissioner Alemi. All in favor motion carried at 5:35.

Robert Jakubowski, Mayor

Andrea Wendell, Commissioner

David F. Alemi, Commissioner

ATTEST:

Danielle Ingves, Municipal Clerk

8/18/2024
Date