

**CAUCUS MEETING MINUTES
BOROUGH OF AUDUBON**

**August 4, 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 was absent.

Those in attendance were Danielle Ingves, Administrator/Municipal Clerk, CFO Jack Bruno, Police Chief Bauer, Captain Gaspari, Borough Engineer Mr. Riley, DPW Superintendent RJ Callaway, OEM Director Kurt Bicking, Tax Collector Megan, Solicitors S. Siciliano and J. McPeak, Construction/Zoning TA N. Bicking, Jean Phillips Municipal Court Administrator,, Sustainable Audubon/Jeanne Mugler, Michael Madden, Esq.

MEETING MINUTES APPROVAL: The foregoing motion was made to approve meeting minutes from July 21, 2026 by Commissioner Wendell, seconded by Mayor Jakubowski. All in favor motion carried.

ORDINANCES FOR ACTION:

ORDINANCE 2026:10 AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE BOROUGH OF AUDUBON, COUNTY OF CAMDEN AND STATE OF NEW JERSEY AMENDING CHAPTER 113, LAND DEVELOPMENT, ARTICLE II, ADMINISTRATION AND ENFORCEMENT, DIVISION 1, GENERALLY, SECTION 113-34, ESCROW FEES, IN THE CODE OF THE BOROUGH OF AUDUBON

First Reading August 4, 2026; Second Reading/Public Hearing August 18, 2026

The foregoing motion to introduce was made by Commissioner Wendell and seconded by Mayor Jakubowski; roll call passed unanimously (Mayor Jakubowski: Yes; Commissioner Wendell: Yes). (Commissioner Alemi – Absent)

ORDINANCE 2026-11 - AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE BOROUGH OF AUDUBON, COUNTY OF CAMDEN AND STATE OF NEW JERSEY AMENDING CHAPTER 113, LAND DEVELOPMENT, ARTICLE VII, ZONING REGULATIONS, DIVISION 4, PERMITS, SECTION 113-471, ZONING PERMITS, IN THE CODE OF THE BOROUGH OF AUDUBON

First Reading August 4, 2026; Second Reading/Public Hearing August 18, 2026

The foregoing motion to introduce was made by Commissioner Wendell and seconded by Mayor Jakubowski; roll call passed unanimously (Mayor Jakubowski: Yes; Commissioner Wendell: Yes). (Commissioner Alemi – Absent)

ORDINANCE 2026-12 AN ORDINANCE ESTABLISHING THE SALARIES CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF AUDUBON IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY

First Reading August 4, 2026; Second Reading/Public Hearing August 18, 2026

The foregoing motion to introduce was made by Mayor Jakubowski and seconded by Commissioner Wendell; roll call passed unanimously (Mayor Jakubowski: Yes; Commissioner Wendell: Yes). (Commissioner Alemi – Absent)

RESOLUTIONS FOR ACTION:

Resolution 2026:154 – Authorizing Limited Brewery Off-Premises Events for Farm Truck Brewing LLC, 100 W. Merchant Street, for the following dates: August 14, 15, 16, 2026. The foregoing motion was made by Commissioner Wendell; seconded by Mayor Jakubowski. All in favor motion carried. (Commissioner Alemi – Absent)

Resolution 2026:155 - Authorizing the Appointment of Kevin Moran to the Joint Land Use Board, Alt. 2 Member, for the period August 15, 2026, through August 14, 2028. The foregoing motion was made, seconded, and approved by roll call vote (Mayor Jakubowski: Yes; Commissioner Wendell: Yes). (Commissioner Alemi – Absent)

DEPARTMENTAL REPORTS:

Borough Administrator/Municipal Clerk – Report submitted

- Auditor engagement for 2026 is ongoing following a difficult 2025; progress noted, with appreciation for the auditor's patience.
- Collaboration with Civic Solutions on community development continues.
- Additional ordinances will be introduced in 2026 to clarify zoning and reduce vagueness, with a goal of better equipping zoning officers.
- 2026 bond priorities include digitizing records and addressing technology needs.

Public Works – Report submitted

- Recent hazmat incident due to improper disposal of medical waste; notices were hand-delivered to affected residents.

- Radiation with a defined half-life was observed; approximately three weeks remain for it to dissipate (as of last Thursday).
- Tree grant funds were used to purchase a UTV water tank; delivery expected in 4–6 weeks.
- Focus remains on trash truck repairs and assessment of the remaining fleet.
- Four new trash cans were purchased for Speedy Mart and the fire company using a Clean Communities grant.

Chief Financial Officer

- New employee healthcare premium contributions took effect July 2026; many employees moved to higher-deductible plans.
- Employee annualized savings are estimated at approximately \$170,000, with \$8,000–\$10,000 in reimbursement account activity in July.
- Borough savings are estimated at approximately \$200,000 (roughly 10% of the 2026 budget) between August and December 2026, with a 2027 projection of nearly \$500,000 (approximately 25%), assuming consistent plans and premiums.
- Commissioners were commended for addressing an anticipated 30% premium increase.

Tax Collector – Reports submitted

- Awaiting the State of New Jersey tax rate; the county is also awaiting state figures.
- Residents are encouraged not to pay before bills are issued; misinformation on social media was addressed.
- Mortgage companies have been notified of the delay.
- A new online autopay feature will process enrolled accounts once taxes are posted.
- Bills are expected to be issued, and processing begun, 1–1.5 weeks after rate certification.

Police Department – Report submitted

- Recent period was uneventful; World Cup-related preparations had no significant local impact.
- National Night Out is scheduled for September 15, 2026, from 4–8 PM at Francis J. Ward Rec Center.
- Helicopter landing approved with high school support; anticipated at the high school fields
- The Commissioners' meeting is being moved to September 14, 2026, at 7 PM due to the event.

Fire Department – Report Submitted – Excused

EMS – Report Submitted - Excused

Emergency Management

- Drafts of Code Blue/Red policies were circulated for feedback; a caller was misdirected to Audubon due to location confusion (a hotel on Black Horse Pike not located in Audubon).
- Coordination with the county and "2-1-1" leadership is planned to clarify the referral process.
- The EOP audit returned comments; departmental follow-up is forthcoming.

Engineer – Report submitted

- A preconstruction meeting was held for Black Horse Pike improvements (Merchant Street in Audubon to Ferry Avenue in Camden City); start is pending right-of-way, likely about one month out, with the project extending into 2030.
- A notable improvement includes additional sidewalk at Audubon Crossings connecting Nicholson Road to a bus stop, and replacement of the bus stop concrete pad, with a future shelter targeted with NJ Transit after ADA access improvements.
- DOT Municipal Aid (Hampshire Phase 3 & South Davis Phase 1): PMRS comments addressed and resubmitted; bidding targeted within a week, with award anticipated by September and fall construction.
- Financing coordination with the CFO is ongoing to ensure funding is in place prior to bids and construction.

Construction Code/Zoning – Report submitted

- A second full-time hire, Lisa Bauman, is improving department operations.
- 62 permits were issued in July due to June catch-up.
- Department reorganization is progressing; inspections slowed during the peak vacation period and are expected to resume pace in late August.

Solicitor

- Nothing for open session; closed session required for litigation matters **Recreation Center**

Rec Center – Report Submitted

- The YMCA summer program is successful; the fire department plans engagement in the next two weeks, with the session ending August 28, 2026.
- The hockey league is expanding to two nights in the fall due to its success.
- July hosted four private parties; August has five scheduled. July 4 festivities concluded successfully.

Sustainable Audubon – Report Submitted

- The June garden tour sold 87 tickets and received positive feedback.
- The fall mum sale is underway; orders are due September 1, 2026.

- 57 residents are on the fall street tree planting list; demand may exceed capacity.
- A shredding/e-waste event is scheduled for Saturday, October 17, 2026, 9–11 AM, serving Audubon and Haddon Heights; traffic control signage is planned, and volunteers are needed to unload cars.
- The ST-5 (state system) issue with Pacific Resources remains pending, with daily follow-up; possible assistance from president, Civic REACH; PSE&G TA review pending.
- Next meeting: August 5, 2026, at 7 PM, Senior Center.

Municipal Court – Report Submitted

- Operations are smooth; Chelsea is on maternity leave with part-time coverage in place.
- Reports were recently made available and will be sent upon compilation.

Library – No report/Absent

COMMISSIONER REPORTS:

Commissioner Wendell: Thanked DPW and Emergency Management for the hazmat response and trash truck work. A Greenwave turf committee meeting is scheduled to discuss field usage with softball, soccer, and the high school. Will be absent for the August 18, 2026 meeting (traveling to Syracuse).

Mayor Jakubowski: Thanked all the Borough employees for all the work they do. Things are going great. I think we are just about a year through this transition and things are going great. Thank you everyone for all your hard work. Noted the Board of Health meets at 6 PM, with upcoming Facebook announcements for a show/event and a student-led walking fitness program.

PUBLIC COMMENT:

John P. Retrospect: Asked about the recent hazmat incident; referred to prior press coverage. The CFO clarified that the reported savings resulted from employees selecting higher-deductible state plans, lowering borough premiums — approximately \$200,000 in savings August–December 2026, with \$500,000 projected in 2027. National Night Out location/time and the helicopter landing area were confirmed. No action is anticipated from the closed session.

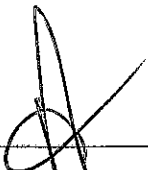
CLOSED SESSION: Resolution 2026-156 for matters of litigation

No action was expected following closed session, per response provided during public Q&A.

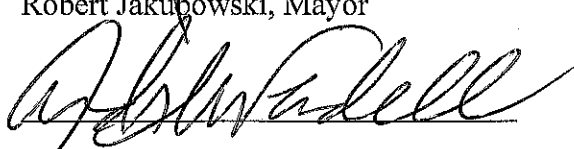
Commissioner Wendell made a motion to close at 5:36 pm; seconded by Mayor Jakubowski. All in favor motion carried. Commissioner Alemi Absent.

Commissioner Wendell made a motion to open the meeting at 6:01 pm; seconded by Mayor Jakubowski. All in favor carried. Commissioner Alemi Absent.

Commissioner Wendell made a motion to adjourn, seconded by Mayor Jakubowski. All in favor; motion carried. (Commissioner Alemi Absent) Meeting Adjourned at 6:02 pm.



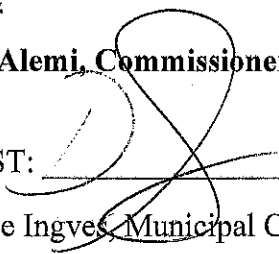
Robert Jakubowski, Mayor



Andrea Wendell, Commissioner

Absent

David Alemi, Commissioner

ATTEST: 

Danielle Ingves, Municipal Clerk

Date: August 18, 2026