

## CAUCUS MEETING MINUTES

January 3, 2024

5:00 P.M.

\*\*\*MEETING WAS HELD VIA "ZOOM" APPLICATION WITH MEETING ID 349 802 0449

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."

**Roll Call:** Mayor Jakubowski, Commissioner Lee, Commissioner Whitman are all in attendance.

Those additionally in attendance were Administrator David Taraschi, RJ Callaway, Assistant Superintendent PW, Solicitor Sal Siciliano, Borough Engineer Craig Reilly, Danielle Ingves, Municipal Clerk, Library Board President, Tom Tassi, Police Chief, Brian Conte, EMS, Kurt Bicking, OEM Director, Megan Giordano, Tax Collector, John Dymond, Tax Assessor, Jean Phillips, Court Administrator

Commissioner Lee made a motion to approve minutes from December 19, 2023 Commissioners' meeting, seconded by Commissioner Whitman. All in favor-motioned carried.

**ORDINANCES FOR ACTION: N/A**

### RESOLUTIONS FOR ACTION:

- RESOLUTION 2024-01 Authorizing the Cash Management Plan for 2024
- RESOLUTION 2024-02 Authorizing the Appointment of Robert Jakubowski as Municipal Coordinator on Aging
- RESOLUTION 2024-03 Authorizing the Appointment Danielle Ingves as Municipal Improvement Search Officer
- RESOLUTION 2024-04 Authorizing the Appointment of Danielle Ingves as Registrar of Vital Statistics
- RESOLUTION 2024-05 Authorizing the Appointment of Bonnie Taft and Janet LaBar as Deputy Registrars of Vital Statistics
- RESOLUTION 2024-06 Authorizing the Appointment of Linda Smith as Deputy Tax Collector and Tax Search Officer
- RESOLUTION 2024-07 Authorizing the Appointment of Victoria Tortoreto as Deputy Treasurer
- RESOLUTION 2024-08 Authorizing the Appointment of Dave Taraschi as Fund Commissioner for the Camden County Joint Insurance Fund
- RESOLUTION 2024-09 Authorizing the Appointment of Robert Jakubowski as Alternate Fund Commissioner for the Camden County Joint Insurance Fund
- RESOLUTION 2024-10 Authorizing the Appointment of Robert O. Lee as CDBG Representative
- RESOLUTION 2024-11 Authorizing the Appointment of Dave Taraschi as Alternate CDBG Representative
- RESOLUTION 2024-12 Authorizing the Appointment of Dave Taraschi, John Karolinski and Jim Rossell as Zoning Enforcement Officers
- RESOLUTION 2024-13 Authorizing the Appointment of Jeffrey Whitman as a Class III Member of the Joint Land Use Board Member for 2024
- RESOLUTION 2024-14 Authorizing the Appointment of Megan Giordano as Tax Collector
- RESOLUTION 2024-15 Authorizing the Appointment of Christopher J. Powell of Hardenbergh Insurance Group Agency, Risk Manager Consultant for 2024

- RESOLUTION 2024-16** Authorizing the Appointment of Paul Price, Jr. Deputy Emergency Management Coordinator for the Borough of Audubon
- RESOLUTION 2024-17** Authorizing the Appointment of Dave Taraschi as Public Agency Compliance Officer
- RESOLUTION 2024-18** Authorizing the Borough Administrator to Execute State Contract Purchases for 2024
- RESOLUTION 2024-19** Authorizing the Retrospect and Courier Post as Legal Newspapers
- RESOLUTION 2024-20** Authorizing Tax Assessor to Execute Stipulations of Settlement/Administer to Tax Appeals
- RESOLUTION 2024-21** Authorizing Establishment of Grace Period for Tax Payments, Fixing Interest Rates and Year End Penalties
- RESOLUTION 2024-22** Authorizing the Use of Credit Cards and electronic transfer for the payments involving the Municipal Court Costs
- RESOLUTION 2024-23** Authorizing 2024 Municipal Temporary Municipal Budget
- RESOLUTION 2024-24** Authorizing the Approval of Change Order Number 002 for the Audubon Senior Center Restroom and Meeting Room Improvements in the amount of \$7,313.25 (contract increase)

The foregoing resolutions were approved by motion of Commissioner Whitman and seconded by Commissioner Lee. Unanimous roll call vote.

### **Department Reports:**

**Borough Administrator** – Have to get the draft sheets out for input from the department heads for the budget for 2024. It is the beginning of the year so not much other to report other than we have to prepare the budget like every other borough in late winter/early spring.

**Assistant Superintendent of Public Works** – Detailed report attached. Highlights include the following: Leaf collection completed in December. Part-time help dismissed 12/29/2023. Preparing for snow removal/salting the roads. Street signs being replaced in Haddon Heights. Future projects include Sewer maintenance training, filling potholes, employee vacation scheduling and yearly reviews as well as taking down Christmas decorations. Required safety training to begin on January 5.

**Police Chief** – Report attached.

**Chief Finance Officer** – Nothing to report. D. Taraschi stated that he and J. Bruno are waiting for Megan and Linda in the tax office to do some final updating and then they will roll the budget over from 2023 to 2024. Com. Whitman asked D. Taraschi to work to schedule a meeting with him and J. Bruno in the next week or so to discuss the budget.

**Fire Chief** – **Report not received yet.** Per Mayor Jakubowski last month Chief Slemmer was awarded the Paul Price Sr. Volunteer of the Year Award, and we thank him for all his efforts.

**Borough Clerk** – Working to close out 2023 and open things up for 2024. Reminder to residents that all animals; dogs and cats must be registered by March 31 to avoid late fees. Already had about six people stop in today.

**OEM** – Report attached. Wi-fi in the Senior Center is working. It only drops out in the kitchen on the second floor. So, when things start moving and if it becomes a problem, he can add additional wireless access points on the second floor. The username and passwords have been provided. Working to hold CPR classes in coordination with the high school.

**Tax Collector** – Report attached. Closing out 2023 so they can move forward, but all is good in the tax office.

**EMS** – Report submitted. 97 calls for Audubon. 231 calls for the month. 1113 calls in Audubon for year end.

**Tax Assessor** – Working on 2024 Assessments. Friday is the deadline to have those to the county.

**Municipal Court Administrator** – Report attached. Preparing for the first court session on the 8<sup>th</sup> which will be a hybrid session. Barbara Borgesi will be retiring in January. Has one item for closed session.

**Construction Code/Zoning Report** - Report attached.

**Engineer** – Report attached. East Pine Street is substantially complete and working on the punch list now and the second application. The CDBG FY2023 Senior Center Improvements; there was asbestos found in the upstairs bathrooms which pushed the projects back a couple of weeks. They hope to finish by the middle of February. All the supplies have been ordered. So as long as there are no delays in the delivery of the material, we should be good.

**Library** – The library had to cancel programs for November and December due to the construction in the Senior Center. It looks like we will have to keep things to a minimum for January and February until the construction is completed. Some programs can go down to the rec center, but not all. The library is completely open and functioning, but some of the larger programs will have to be on hold. The engineers and Borough Administrator were asked to keep the library informed of updates.

**The Recreation Center** – YMCA link for registration for the summer camp should be open soon. For December, we had six private parties and one non-profit. January we have nine private parties and one non-profit party.

**Solicitor** – Closed session items.

**Sustainable Audubon** – Meetings are the first Wednesday of every month. Tonight, during their meeting, they will be hosting Energy Strategic Plan Task Force who will be presenting their plan. The second public meeting will take place during the Commissioners' Meeting on January 16, 2024 where they will be asking the Commissioners to approve this strategic plan. So, if anyone is interested in joining them tonight for the meeting, it will take place at Borough Hall at 7:00 pm.

### **Board of Commissioners Reports:**

**Commissioner Lee** – Sadly, want to touch on news that we lost a resident of Audubon due to a house fire. Urging residents that if using a portable unit with propane or gas heater that it is approved by the fire department or public safety. If you have a problem with heating your house, please reach out to me or the fire department. Asked Mayor if he was aware of the damage done to the musical instruments at the rec center. It was hard to see on the cameras because it was so dark. Mayor J. commented that DPW went out and made an assessment. It is more superficial that anything. Questioned the cameras that are brand new and that there were several issues recently where the cameras were not helpful. Com. Lee commented that we need cameras with motion sensitivity and maybe the possibility of zooming in. Not much more to report.

**Commissioner Whitman** – Working on the budgets with Dave and Jack and Happy New Year to everyone!

**Mayor Jakubowski**. – Two holidays in a row, back-to-back, and with a Tuesday pickup, DPW did not miss a beat. Tough enough with one holiday, but two back-to-back, kudos to the DPW for a job well done.

**Open Session:** Commissioner Lee made a motion to open the meeting to the public; seconded by Commissioner Whitman. All in favor; motion carried.

Since no one from the public came to speak, Commissioner Lee made a motion to close the meeting to the public, seconded by Commissioner Whitman. All in favor-motion carried.

**2024-25 RESOLUTION TO GO INTO CLOSED SESSION FOR CONTRACTS/APPOINTMENTS**

The foregoing resolution was approved by motion of Commissioner Whitman and seconded by Commissioner Lee. All in favor-motion carried at 5:27 pm.

Commissioner Lee made a motion to come out of closed session and seconded by Commissioner Whitman. All in favor-motion carried at 5:50 pm.

**RESOLUTION 2024-26 Authorizing the Appointment of Timothy S. Farrow, Esquire, for Public Defender for the Borough of Audubon for one year commencing January 1, 2024 until December 31, 2024.**

The foregoing resolutions were approved by motion of Commissioner Lee and seconded by Commissioner Whitman. Unanimous roll call vote.


**RESOLUTION 2024-27 Authorizing the Appointment of Gabrielle DeSorte, Esquire, for Municipal Court Prosecutor for the Borough of Audubon for one year commencing January 1, 2024 until December 31, 2024.**

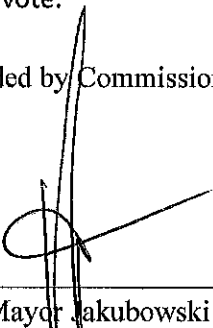
The foregoing resolution was approved by motion of Commissioner Lee and seconded by Commissioner Whitman. Unanimous roll call vote.


**RESOLUTION 2024-28 Authorizing the Appointment of Bowman & Company, LLP as Borough Auditor for 2024 and to complete the audit for 2023)** The foregoing resolution was approved by motion of Commissioner Whitman and seconded by Commissioner Lee. Unanimous roll call vote.

Commissioner Lee made a motion to adjourn, seconded by Commissioner Whitman. All in favor; motion carried.

Meeting Adjourned at 5:58 P.M.

  
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Commissioner Whitman

  
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Mayor Jakubowski

  
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Commissioner Lee

ATTEST:   
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Danielle Ingves, Municipal Clerk

DATE APPROVED : 1/16/2024