



Mayor Robert Jakubowski
Director of Public Works, Parks, and Buildings

Commissioner Robert O. Lee
Director of Public Safety and Affairs

Commissioner Jeffrey Whitman
Director of Revenue and Finance

Agenda

Caucus Meeting

February 6, 2024
5:00 p.m.

****Public Notice****

Topic: Borough of Audubon Caucus Meeting
February 6, 2024 05:00 PM Eastern Time (US and Canada)
Join Zoom Meeting

Meeting ID: 349 802 0449

Passcode: Audubon

MEETING CALLED TO ORDER

I. **OPENING 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 pm meeting time and that formal action may or may not be taken at all Caucus and Commissioners' Meetings."

II. **FLAG SALUTE /EXIT DESIGNATIONS**

III. **ROLL CALL**

IV. **MOTION TO APPROVE THE MEETING MINUTES:**

Commissioner Meeting Minutes – January 16, 2024

Motion by:

Second by:

All in Favor

V. **ORDINANCES FOR ACTION: N/A**

VI. **RESOLUTIONS FOR ACTION:**

- 2024-34 Authorizing the Suspension of Enforcing a Portion of Chapter 6, Section. 34-165 of the Code as it relates to Garage Sales in the Code of the Borough of Audubon for Sunday, May 19 and Sunday, September 29

Motion by:

Second by:

All in Favor

- 2024-35 Authorizing reimbursement to Tavistock Swim Club in the amount of \$40.00 for one 50/50 raffle and one basket raffle
Motion by: *Second by:* *Roll Call Vote*
- 2024-36 Approving a Social Affairs Permit for the Audubon Fathers' Association for Audubon Day, Saturday, April 27, 2024, at the FJW Recreation and Community Center
Motion by: *Second by:* *All in Favor*
- 2024-37 Authorizing a Shared Services Agreement By and Between the Borough of Audubon and the Borough of Haddon Heights Regarding Court Services
Motion by: *Second by:* *Roll Call Vote*
- 2024-38 Authorizing the Municipal Clerk to receive RFP Submissions for the Revised RFP for the Lease of Municipal Real Estate for Wireless Communication Facilities.
Motion by: *Second by:* *All in Favor*
- 2024-39 Authorizing Application for the Community Energy Plan Grant (CEPG) Program
Motion by: *Second by:* *All in Favor*
- 2024-40 Authorizing an Award of Contract, the Camden County Cooperative Pricing System, to Atlantic Salt for the Furnishing of Road Salt
Motion by: *Second by:* *Roll Call Vote*
- 2024-41 Authorizing Application For Fiscal Year 2024 Local Recreation Improvement Grant for the Audubon Family Park Improvements Project, Borough Of Audubon, County Of Camden, State Of New Jersey
Motion by: *Second by:* *All in Favor*
- 2024-42 Authorizing the Execution of a Contract By and Between the Borough of Audubon and the Government Workers' Union (GWU).
Motion by: *Second by:* *All in Favor*

VII. DEPARTMENTAL REPORTS:

- Borough Administrator
- Assistant Superintendent of Public Works
- Chief Financial Officer
- Borough Clerk's Office
- Tax Collector
- Tax Assessor
- Police Chief
- Fire Chief
- OEM
- EMS
- Municipal Court
- Construction Code/Zoning
- Engineer

- Solicitor
- Library
- Rec Center
- Sustainable Audubon

- COMMISSIONER LEE REPORT:
- COMMISSIONER WHITMAN REPORT:
- MAYOR JAKUBOWSKI REPORT:

VIII. **OPEN SESSION:** *Motion To Open*
Motion by: *Second by:* *All in Favor*

Motion To Close
Motion by: *Second by:* *All in Favor*

IX. **CLOSED SESSION :** Resolution 2024-43 - Litigation

X. **ADJOURNMENT:** *Motion by:* *Second by:* *All in Favor:*

RESOLUTION #2024-34

**Authorizing the Suspension of Enforcing a Portion of Chapter 6,
Section. 34-165 of the Code as it relates to Garage Sales in the
Code of the Borough of Audubon for Sunday,
May 19 and Sunday, September 29**

NOW, THEREFORE, IT BE RESOLVED by the Board of Commissioners of the Borough of Audubon that the enforcement of Chapter 6, Section. 34-165 of the Code of the Borough of Audubon, as it relates to "Garage Sales shall not commence before 10:00 a.m. and must be terminated by sundown. No Garage Sales shall be permitted to be held or conducted on Sunday" only, shall be suspended on the following days:

- 1. Sunday, May 19, 2024**
- 2. Sunday, September 29, 2024**

BUT IT FURTHER RESOLVED that Chapter 6, Section. 34-165 of the code of the Borough of Audubon shall be in full force and effect in all other areas of the Borough of Audubon during the aforementioned time periods.

Dated: February 6, 2024

Mayor Robert Jakubowski

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

RESOLUTION #2024-35

**RESOLUTION AUTHORIZING REIMBURSEMENT TO
TAVISTOCK SWIM CLUB IN THE AMOUNT OF \$40.00
FOR ONE 50/50 RAFFLE AND ONE BASKET RAFFLE**

BE IT RESOLVED by the Board of Commissioners of the Borough of Audubon that the refund be as follows:

| ADDRESS | REFUND FOR LICENSE | AMOUNT |
|--|-------------------------------|--------------------|
| TAVISTOCK SWIM CLUB 862 MERCER DRIVE HADDONFIELD, NJ 08033 | 50/50 RAFFLE BASKET RAFFLE | \$20.00 \$20.00 |
| TOTAL REFUND DUE: | | \$40.00 |

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

DATE :

**BOROUGH OF AUDUBON
NEW JERSEY**

**RESOLUTION
#2024-36**

SUBJECT: Social Affairs Permit

WHEREAS: The Audubon Fathers' Association has applied for a Social Affairs Permit

THEREFORE, Be it Resolved, by the Board of Commissioners of the Borough of Audubon, New Jersey, that the Social Affairs Permit for the Audubon Fathers' Association on April 27, 2024 be approved.

Adopted: February 6, 2024

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

RESOLUTION 2024-37

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN
THE BOROUGH OF AUDUBON AND THE BOROUGH OF HADDON HEIGHTS REGARDING
MUNICIPAL COURT SERVICES**

WHEREAS, Audubon is a municipal entity duly organized and existing under the laws of the State of New Jersey and located in Camden County with offices at 606 W. Nicholson Road, Audubon, New Jersey 08106; and

WHEREAS, Haddon Heights is a municipal entity duly organized and existing under the laws of the State of New Jersey and located in Camden County with offices located at 625 Station Avenue, Haddon Heights, New Jersey 08035; and

WHEREAS, the Borough of Haddon Heights (“Haddon Heights”) and the Borough of Audubon (“Audubon”) are both Local Units and are permitted, in accordance with N.J.S.A. 40A:65-1 et seq., the Uniform Shared Services and Consolidation Act (“Act”), to enter into an Agreement to provide jointly, or through each respective agency itself, such services authorized by the Act, including areas of general government administration, such as shared services; and

WHEREAS, a fiscal and operational analysis has identified opportunities to further improve the efficiency of the Municipal Court of the Haddon Heights, through the utilization of a Shared Services Agreement with Audubon which shall reduce the cost of services for the respective Local Units; and

WHEREAS, the Local Units have determined it to be in their mutual best interests to provide for a Shared Municipal Court to provide services to their respective Local Units, with the Audubon acting as the Lead Agency; and

WHEREAS, this Agreement is established in accordance with the provisions of the “Uniform Shared Services and Consolidation Act”, P.L.2007, c.63 (C.40A:65-1, et seq.), approved on April 3, 2007 as a means for local units to engage in more efficient operations and services in a cost-effective manner; and

WHEREAS, N.J.S.A. 2B:12-1(c) authorizes municipalities to provide for shared court facilities, courtrooms, chambers, equipment, supplies, and employees by Resolution, without establishing a joint municipal court.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Audubon, County of Camden and State of New Jersey as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Mayor and Commissioners of the Borough of Audubon hereby authorizes and approves the Shared Service Agreement in a form attached hereto and made a part hereof and authorizes the Mayor, Borough Clerk and./or their respective designees to take and all actions necessary to effectuate the intent of this Resolution.
3. Pursuant to N.J.S.A. 40A:65-4, the subject SSA shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the Director.
4. The Shared Service Agreement shall become effective upon approval of the Assignment Judge of the Camden County Superior Court.
5. A copy of the SSA shall be made available for public inspection at the offices of the Borough Clerk upon its effective date.
6. The SSA shall take effect upon the adoption of appropriate resolutions by all the parties hereto, and execution of agreements authorized thereunder as set forth in the SSA.
7. Any other pre-existing SSA's between the parties, of a similar nature are hereby rendered null and void effective December 31, 2023.

Mayor Robert Jakubowski

I, Danielle Ingves, RMC, Clerk of the Borough of Audubon, do hereby certify the forgoing to be a true and correct copy of a resolution adopted by the Board of Commissioners of the Borough of Audubon at the Regular Meeting of February 6, 2024 held in the Municipal Building, 606 W. Nicholson Road, Audubon, New Jersey 08106.

Danielle Ingves, RMC, Borough Clerk

RESOLUTION 2024-38

**AUTHORIZING THE MUNICIPAL CLERK TO RECEIVE RFP SUBMISSIONS FOR THE REVISED RFP
FOR THE LEASE OF MUNICIPAL REAL ESTATE FOR WIRELESS COMMUNICATION FACILITIES**

WHEREAS, BE IT RESOLVED, the Board of Commissioners of the Borough of Audubon, do hereby authorize the Municipal Clerk, Danielle Ingves, to receive RFP submissions for Cell Phone Tower Lessee, for the term commencing July 1, 2024 until July 1, 2029.

THEREFORE, BE IT RESOLVED, the Commissioners do authorize said appointment.

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

DATE:

RESOLUTION 2024-39

**AUTHORIZING APPLICATION FOR THE COMMUNITY
ENERGY PLAN GRANT (CEPG) PROGRAM**

WHEREAS, A Community Energy Plan helps a community work toward a better environment for all residents by using the state’s Energy Master Plan (EMP) as a guide to align local efforts. The EMP identifies seven strategies for rapid reductions in greenhouse gas emissions by targeting efforts to reduce energy use, reduce emissions, increase renewable energy and more; and

WHEREAS, the NJ Board of Public Utilities (NJBPU) Community Energy Plan Implementation (CEP) Grant Program will award eligible municipalities with funding up to \$250,000 to implement clean energy projects in their respective communities; and

WHEREAS, This program is designed to complement the Community Energy Plan Grant (CEPG) Program and support municipalities in implementing high-priority, high-impact, practical, and cost-effective municipal projects supporting energy resilience, renewable energy, and energy efficiency; and

WHEREAS, the Borough of Audubon sees a need for this kind of assistance and is eligible as a New Jersey municipal government with a completed and adopted community energy plan; and

THEREFORE, BE IT RESOLVED, by Mayor and Commissioners of the Borough of Audubon that we apply for this funding.

Danielle Ingves, Municipal Clerk

Robert Jakubowski, Mayor

I HEREBY CERTIFY, that the foregoing resolution is a true copy of resolution adopted by the Mayor and Commissioners of the Borough of Audubon, New Jersey at a meeting of said Mayor and Commissioners on February 6, 2024.

IN WITNESS THEREFO, I have hereunto set my hand and affixed the seal of this Borough.

DATE: _____

Danielle Ingves, Municipal Clerk

RESOLUTION #2024-40

RESOLUTION AUTHORIZING AN AWARD OF CONTRACT, BY AND BETWEEN THE BOROUGH OF AUDUBON AND ATLANTIC SALT, INC. FOR FURNISHING AND DELIVERING OF SODIUM CHLORIDE AND PRETREATED LIQUID ENHANCED SODIUM CHLORIDE, FOR THE DEPARTMENT OF PUBLIC WORKS, UNDER THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM, IDENTIFIER #57-CCCPS

WHEREAS, the County of Camden, as the Lead Agency for the Camden County Cooperative Pricing System, System Identifier #57-CCCPS (Cooperative), awarded BID B-19/2022; Furnishing and Delivering Sodium Chloride, Pretreated Liquid Enhanced Sodium Chloride, Corrosion Inhibited De-icing Liquid and Magnesium Chloride Flakes for Various Locations in Camden County under the Camden County Cooperative Pricing System#57-CCCPS, on an "as Needed" basis and authorized the award of contract to Atlantic Salt, Inc., 134 Middle St., Suite 210, Lowell, MA 01852, at the unit price of \$76.00 per ton for Item No. 1, Sodium Chloride and \$96.00 per ton for Item No. 2, Pre-treated Liquid Enhanced Sodium Chloride, for a term of one (1) year commencing November 30, 2023 through November 29, 2024; and

WHEREAS, funding for this purpose shall be contingent upon the availability of and appropriation of sufficient funds in the Borough's permanent 2024 budgets and shall encumbered pursuant to N.J.A.C. 5:30-5.5(b)(2) at the unit price listed in the bid proposals and shall not exceed the County's budgeted line item for the purpose; now, therefore,

BE IT FURTHER RESOLVED that the proper Borough officials of the Borough of Audubon are hereby authorized and instructed to sign and execute all necessary contracts, purchase orders, or other legal instruments in connection therewith and to sign checks or vouchers for the payment thereof, when such materials and services have been delivered and accepted by the Borough of Audubon.

DATE: _____

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

I certify that the above to be a true copy of a resolution adopted by the Mayor and Commissioners of the Borough of Audubon on February 6, 2024.

Danielle Ingves, Municipal Clerk

Date

RESOLUTION: #2024-41

RESOLUTION AUTHORIZING APPLICATION FOR FISCAL YEAR 2024 LOCAL RECREATION IMPROVEMENT GRANT FOR THE AUDUBON FAMILY PARK IMPROVEMENTS PROJECT, BOROUGH OF AUDUBON, COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, the Borough of Audubon desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$100,000.00 to carry out a project to complete the installation and implementation of improvements to the Audubon Family Park;

BE IT THEREFORE RESOLVED, the Borough of Audubon does hereby authorize the application for such grant;

BE IT FURTHER RESOLVED, that the Borough does hereby recognize and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Audubon and the New Jersey Department of Community Affairs;

BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

February 6, 2024

APPROVED:

ROB JAKUBOWSKI
MAYOR

I, Danielle Ingves, Borough Clerk of the Borough of Audubon, County of Camden, State of New Jersey, hereby certify that the foregoing Resolution was adopted by the Mayor and Council of the Borough of Audubon at a regular meeting held on February 6, 2024 at the Municipal Building, Audubon, New Jersey, beginning at 5:00 PM.

DANIELLE INGVES, RMC
BOROUGH CLERK

RESOLUTION #2024-42

**AUTHORIZING THE EXECUTION OF A CONTRACT
BY AND BETWEEN THE BOROUGH OF AUDUBON
AND THE GOVERNMENT WORKERS' UNION (GWU)**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Borough of Audubon that the Borough enter into a contract with the Government Workers' Union.

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

DATE :

RESOLUTION 2024-43

CLOSED SESSION

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from meetings in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss: Litigation

Robert Jakubowski, Mayor

Robert O. Lee, Commissioner

Jeffrey Whitman, Commissioner

ATTEST: _____
Danielle Ingves, Municipal Clerk

DATE: