

LINWOOD COMMON COUNCIL
CAUCUS MINUTES
November 12, 2025

Council President Ford called the meeting to order at 6:00 P.M., noting that the meeting had been advertised in compliance with the requirements of the Open Public Meetings Act.

1. Roll Call

Present: Mayor Darren Matik; Councilwoman Blair Albright; Councilman Ken Kelly; Councilman Matt Levinson; Councilman Michael Salerno; Councilman Adam Walcoff; and Council President Eric Ford

Absent: Councilman Todd Michael

Also Present: Joseph L. Youngblood, Jr., City Solicitor; Jen Heller, Engineer's Office; Chief Steve Cunningham, Police Department; Captain Frank Gabriel, Fire Department; Anthony Strazzeri, CFO; and Leigh Ann Napoli, City Administrator/Municipal Clerk.

2. Approval of Minutes Without Formal Reading

Councilman Walcoff motioned, seconded by Councilwoman Albright, to approve the minutes of the October 22, 2025 Caucus meeting without formal reading. All present members of Council were in favor. Motion was approved.

3. Councilwoman Albright

A. Planning, Engineering & Development

1. Councilwoman Albright reviewed a Resolution on the agenda awarding a Contract to Cement Works Plus LLC for the Memorial Park Concrete Pads, Contract No. 65. These pads are for bike racks.
2. Councilwoman Albright reported that Shore Top completed the improvements to All Wars Memorial Park Phase 1B project and Think Pavers completed the improvements to Poplar Avenue. The water company is finishing their job at Monroe Avenue and once they are completed, Arawak Contracting will move in to pave the road. The road work on Barr Avenue is ongoing.

4. Councilman Kelly

A. Neighborhood Services

1. Councilman Kelly advised of an Ordinance on the agenda amending Chapter 197 Parks & Recreation areas, signs and advertising material. This was discussed at the last few Council meetings. A few changes made today were removing the language that obligated Public Works to remove any signs and the creation of definitions for sponsorship and non-sponsorship signs.

5. Councilman Levinson

A. Revenue & Finance

1. Councilman Levinson reviewed a Resolution authorizing the issuance of Bond Anticipation Notes in the aggregate principal amount of \$6,490,000 by the City of Linwood, Atlantic County, New Jersey, comprised of the rollover of an existing \$5,755,000 Bond Anticipation Note and \$890,000 for additional new capital improvements; providing for a principal reduction payment in the amount of \$155,000; and making certain additional determinations in connection therewith.
2. Councilman Levinson advised of a Resolution authorizing 2025 budget appropriation transfers.
3. Councilman Levinson reviewed Resolutions authorizing cancellation of taxes for Disabled Veterans.
4. Councilman Levinson advised of a Resolution cancelling taxes on properties no longer qualified as tax exempt Veterans'.

Councilman Levinson – Revenue & Finance (continued)

5. Councilman Levinson advised of a Resolution authorizing the refund of various tax overpayments.
 6. Councilman Levinson reviewed a Resolution authorizing the City of Linwood to advertise for proposals for the following 2026 Professional Services for the City of Linwood: Bond Counsel and Municipal Auditor.
6. Councilman Michael
 - A. Public Safety
 1. Council President Ford advised of a Resolution authorizing additional funds for a Non-Competitive Contract for Professional Services to Barker, Gelfand James & Sarvas, P.C. for Legal Services regarding a personnel matter.
 7. Councilman Walcoff
 - A. Public Works
 1. Councilman Walcoff advised of Resolutions authorizing the advertisement for bids for Lawn Maintenance Service and bids for Snow Removal Service.
 8. Council President Ford
 - A. Administration
 1. Council President Ford discussed a Resolution authorizing the hiring of Melinda Parson as an Administrative Assistant to the Office of the Municipal Clerk and as an Alternate Registrar of Vital Statistics for the City of Linwood. He was in on the interview process. Ms. Parson is highly qualified and will be a great addition to the City.
 2. Council President Ford advised of a Resolution authorizing the Mayor to execute a Release and Settlement Agreement on behalf of the City of Linwood with Chester Brown.

At 6:12 P.M., Council President Ford called a recess.

Respectfully submitted,

Leigh Ann Napoli, RMC
City Administrator/Municipal Clerk