

**LINWOOD COMMON COUNCIL**  
**CAUCUS MINUTES**  
**April 23, 2025**

Council President Eric Ford called the meeting to order at 6:01 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; and 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; CJ Kaenzig, Engineer's Office; Anthony Strazzeri, CFO; Chief Steve Cunningham, Police Department; Captain Frank Gabriel, Fire Department; Chief Marty Walley, Fire Department; Carol Russ, Auditor's Office; 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 April 9, 2025 Caucus meeting without formal reading. All present members of Council were in favor. Motion was approved.

3. Councilwoman Albright

A. Planning, Engineering, and Development

1. Councilwoman Albright discussed a Resolution approving Change Order No. 1 with Vortex Services, LLC with regard to the 2025 Sewer Lining Project. The contractor came across a leak in the line that needed to be repaired.
2. Councilwoman Albright advised of a Resolution authorizing participation in the Atlantic County Community Development Block Grant Program.

4. Councilman Levinson

A. Revenue & Finance

1. Councilman Levinson advised that the Ordinance to exceed Municipal Budget Appropriations limits and establish a CAP Bank is on the agenda for final reading.
2. Councilman Levinson advised that the Bond Ordinance is on the agenda for final reading.
3. Councilman Levinson advised that a public hearing on the budget will be held tonight.
4. Councilman Levinson discussed an amendment to the budget required by the audit from the State.
5. Councilman Levinson advised the budget is on the agenda for adoption.
6. Councilman Levinson reported that the Salary Resolution for non-contractual employees is on the agenda.
7. Councilman Levinson discussed a Resolution certifying Governing Body review of the Annual Audit Report. The audit was completed and there are no findings.

5. Councilman Walcoff

A. Public Works

1. Councilman Walcoff advised of a Resolution awarding a Contract to Shore Solutions Mechanical for HVAC service and repairs for the City of Linwood.
2. Councilman Walcoff advised of a Resolution authorizing the execution of a Separation Agreement with Walter C. Jones. This is an end of an error after forty-four years of employment with the City. Council President Ford described Mr. Jones and such a genuinely nice person who knows all the history of Linwood.

6. Council President Ford

A. Administration

1. Council President Ford advised of a Resolution authorizing a Raffle License to the Hope Exists Foundation.

At 6:05 P.M., Council President Ford called a recess.

Respectfully submitted,

Leigh Ann Napoli, RMC  
City Administrator  
Municipal Clerk