

LINWOOD COMMON COUNCIL
CAUCUS MINUTES
June 25, 2025

Council President Eric Ford called the meeting to order at 4:04 P.M., noting that the meeting had been advertised in compliance with the requirements of the Open Public Meetings Act.

1. Roll Call

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

Absent: Mayor Darren Matik

Also Present: Joseph L. Youngblood, Jr., City Solicitor; Jen Heller, Engineer's Office; Chief Steve Cunningham, Police Department; Joe Olden, Public Works Acting Supervisor; and Leigh Ann Napoli, City Administrator/Municipal Clerk.

2. Approval of Minutes Without Formal Reading

Councilman Walcoff motioned, seconded by Councilman Michael, to approve the minutes of the June 11, 2025 Caucus meeting without formal reading. All members of Council were in favor. Motion was approved.

3. Councilwoman Albright

A. Planning, Engineering, & Development

1. Councilwoman Albright reviewed a Resolution authorizing the approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Resurfacing of Joseph Avenue, Kietro Drive, Forest Drive & Ross Lane project.
2. Councilwoman Albright advised of a Resolution authorizing the approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Linwood Bike Path Expansion project.
3. Councilwoman Albright discussed a Resolution awarding a Contract to Shore Top Construction Corp for the Memorial Park Improvements Phase 1B. This includes drainage improvements, fencing and the second part of the turf bond.
4. Councilwoman Albright advised of a Resolution authorizing the release of the Performance Guarantee for Charter Tech Annex, LLC with regard to the 1901 New Road Townhouses project in the City of Linwood.

4. Councilman Kelly

A. Neighborhood Services

1. Councilman Kelly advised that he is gathering data on user fees for the parks. He discussed the charges from other municipalities like Egg Harbor Township, Somers Point, and Northfield. He will gather additional information and report back at a later date. Council President Ford discussed the fee for outside organizations and the need to look at the true value of the fields. Councilman Levinson indicated that the purpose of the fee was intended to help with the maintenance of the facilities.

5. Councilman Walcoff

A. Public Works

1. Councilman Walcoff advised of a Resolution authorizing the placement of a lien on Block 163, Lot 7, 200 Haines Avenue, in accordance with Chapter 99, Section 3 of the Code of the City of Linwood. This is for a vacant lot that is overgrown. The cost to cut it is \$175 and a lien will be placed on the property. This is not the first time that has had to be done.

Councilman Walcoff – Public Works (continued)

2. Councilman Walcoff discussed a Resolution awarding a Contract to Ascent Midatlantic LLC for the Linwood Library Elevator Replacement Project. The City received a \$100,000 grant toward this project and the remaining costs will from the 2025 Capital Budget. Additional outside costs will be needed. However, the Library has committed to contributing to those costs. Councilman Walcoff thanked Mrs. Heller and Mrs. Napoli for all their work on the project.

6. Council President Ford

A. Administration

1. Council President Ford reviewed the Resolution to approve the Affordable Housing Trust Fund Spending Plan and the Resolution endorsing a Fourth Round Housing Element & Fair Share Plan. The City is required to update their plan every ten years. Mrs. Heller did a great job on the plan.

At 4:17 P.M., Council President Ford called a recess.

Respectfully submitted,

Leigh Ann Napoli, RMC
City Administrator/Municipal Clerk