

**LINWOOD COMMON COUNCIL**  
**CAUCUS MINUTES**  
**September 10, 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 Matt Levinson; Councilman Todd Michael; Councilman Michael Salerno; Councilman Adam Walcoff; and Council President Eric Ford.

Absent: Councilman Ken Kelly.

Also Present: Joseph L. Youngblood, Jr., City Solicitor; C.J. Kaenzig, Engineer's Office; Joe Olden, Public Works Acting Supervisor; Chief Steve Cunningham, Police Department; Chief Marty Walley, Fire Department; Captain Frank Gabriel, Fire Department; Colleen Kaufelds, Recreation Director; and Leigh Ann Napoli, City Administrator/Municipal Clerk.

2. Approval of Minutes Without Formal Reading

Councilman Michael motioned, seconded by Councilwoman Albright, to approve the minutes of the August 13, 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 discussed two Resolutions on the agenda regarding the street hockey improvements. One Resolution is awarding a Contract to T & C Sports for the supply and deliver of street hockey decking and the other Resolution is awarding a Contract to ProCrete for the installation of the decking.
2. Councilwoman Albright discussed an Ordinance on the agenda for first reading amending Chapter 155 Flood Damage Prevention. This was presented by the City's professionals in the Construction Office and brings the City into DEP compliance.
3. Councilwoman Albright advised of a Resolution authorizing the submission of a Minor Subdivision Application to the Linwood Planning Board.
4. Councilwoman Albright advised of a Resolution referring a Street Vacation Application for a portion of Pierce Avenue to the Linwood Planning Board.

4. Councilman Kelly

A. Neighborhood Services

1. Council President Ford advised of a Resolution recognizing October 6, 2025 as Knock Out Opioid Abuse Day.
2. Council President Ford reviewed an Ordinance amending Chapter 140 Fees, Article VI Board of Recreation Fees for usage fees for outside organizations for park facilities. The fees were increased due to the installation of the new turf field due to unauthorized use. There have been groups using the field without approval for private clinics while approved practices are ongoing. This creates a safety risk for those on the field. This Ordinance adds a provision for unauthorized use fines as well.

5. Councilman Michael

A. Public Safety

1. Councilman Michael reviewed an Ordinance on for final reading regulating bicycles, low-speed electric bicycles, motorized bicycles, and low-speed electric scooters within the City of Linwood.
2. Councilman Michael advised of an Ordinance on the agenda for final reading amending Chapter 266 Vehicles, Motor Driven, Article II, Operation on Bicycle Path to add a speed limit of 10 mph to the bicycle path.

Councilman Michael (continued)

3. Councilman Michael reviewed a Resolution authorizing a Shared Services Agreement and Memorandums of Understanding between the City and Linwood BOE for two Special Class III Officers. This is an annual Contract.
  4. Councilman Michael advised of a Resolution authorizing Shared Services Agreement and Memorandums of Understanding between the City and MRHS BOE for one Special Class III Officer. This is also an annual Contract.
6. Council President Ford
- A. Administration
    1. Council President Ford discussed a Resolution authorizing entering into a Shared Services Agreement with Atlantic County for web hosting and access to the County's Content Management System. This service is less expensive than if the City contracted out on their own.
    2. Council President Ford reviewed a Resolution authorizing the Mayor and City Clerk to execute a Shared Services Agreement with the County of Atlantic for the Implementation of a Geospatial Data Solution. There is no cost to the City.

At 6:11 P.M., Council President Ford called a recess.

Respectfully submitted,

Leigh Ann Napoli, RMC  
City Administrator/Municipal Clerk