



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS
ZOOM MEETING
MINUTES
April 6, 2022 @ 5:30 pm**

I. Call to Order

The meeting was called to order at 5:32PM. In accordance with the requirements of the Open Public Meetings Act, adequate notice of this CSSD Board of Directors meeting was provided by legal notice in the Philadelphia Inquirer on April 4th, 2022 and in the Courier Post on April 4th, 2022. The notice specified the time of the meeting and instructions to find the zoom information and agenda posted on the CSSD website at www.camdenssd.com.

II. Roll Call

Roll call taken to confirm a quorum of six or more members. Present were 7 of 11 board members who together constituted a quorum.

Angelo Alberto	
Joe Balzano	
Councilwoman Boucher	
Nick Cangelosi	X
Lisa Folks	X
Greg Gamble	X
Ray Lamboy	X
Keith Metzger	X
Dana Redd	
Sonia Rivera Perez	X
Dr. Susan Stukes	X

Also attending the meeting were Nate Echeverria, CSSD Executive Director; Ray Romo, CSSD Community Manager; Amy Liberi, CSSD Public Space and Placemaking Manager; and Primo Cruz from Malamut and Associates, general counsel.

III. Public Comment

An opportunity for public comment was opened for anyone on the Zoom meeting. There were no members from the public at the meeting.

IV. Approval of Minutes from January 26th, 2022 Board Meeting

Minutes from this meeting were emailed in advance to all board members.

Motion to approve the regular session minutes made by Mr. Gamble, seconded by Ms. Folks. The motion carried with a unanimous vote. One abstention from Mr. Lamboy. No discussion.

V. Financial Report

Mr. Echeverria reviewed the 12-month financial statements through February 2022 emailed in advance to the board.

Mr. Echeverria described how the organization was working on accounts receivable related to bid assessment revenue. Mr. Echeverria explained that the organization has received \$504K in assessment funds for Q3 and Q4 2021. Mr. Echeverria explained that the organization is still expecting about \$599K in additional assessment revenue for the 2021 year.

Mr. Echeverria also provided an update on the 2021 audit.

No discussion.

VI. Board Orientation

Mr. Echeverria gave an overview of the board requirements of the CSSD as outlined in the distributed Board Orientation Packet. Mr. Echeverria also discussed the CSSD Conflict of Interest Policy and Whistleblower Policy. Mr. Echeverria then discussed related forms and paperwork associated with the Conflict of Interest Policy.

Mr. Cruz added additional information about these policies and discussed the offer of future ethics trainings for board members. Mr. Echeverria and Mr. Cruz stressed the new importance of returning the CSSD Conflict of Interest Policy Disclosure forms as soon as possible.

Mr. Cangelosi asked if these trainings would be one-on-one or in small groups. Mr. Cruz responded that they can be in small groups of three or less members.

VII. Resolutions

Mr. Cangelosi then moved to resolutions. Starting with the first resolution.

a. Resolution to enter Executive Session for matters involving contract negotiations and property acquisition.

Mr. Cangelosi asked for a motion. Motion made by Mr. Lamboy, seconded by Ms. Folks.

Mr. Echeverria provided an explanation of the property acquisition discussions related to 34-46 N. Fourth Street. Mr. Echeverria and Mr. Cruz explained that the organization had exited the Purchase and Sale Agreement associated with property.

Mr. Cruz also provided background about the nature and timing of the Purchase and Sales Agreement, and next steps.

Mr. Echeverria also provided human resources updates, informing the board that Ms. Liberi has taken another job and will have a last day of April 14th, 2022.

Motion carried unanimously with 7 votes in favor. The board entered Executive Session at 6:01pm. The board exited Executive Session at 6:13pm.

b. Resolution to elect Board Officers.

Mr. Cangelosi asked for a motion. Motion made by Ms. Folks, seconded by Mr. Gamble.

Mr. Echeverria explained that CSSD By-Laws state that at its regular annual meeting the Board shall elect, from among its members, a Chairperson, and a Vice Chair, as deemed appropriate, a Secretary, a Treasurer, and such other officers as may be required. All of the officers shall be elected by the Board at its annual meeting, if any of the officers' terms expire at such particular Meeting or, in the event of a vacancy between annual meetings, at any other meeting.

Mr. Echeverria also explained that all officers shall hold office for a term of one year and until their successors have been elected or appointed. He also described how the board has seen some turnover in 2021/2022 with Mr. Stewart and Mr. Pennington leaving the board, and the upcoming departure of Mr. Metzger.

Mr. Echeverria then presented the slate of Board Officers for nomination and election. No discussion. The board officers nominated for election included:

Nick Cangelosi, Chairman
Dana Redd, Vice Chair
Angelo Alberto, Secretary
Keith Metzger, (acting) Treasurer

Motion carried unanimously with 7 votes in favor.

c. Resolution authorizing the formation of the Board Nomination Committee and approving the associated Board Nomination Committee Policies and Procedures.

Mr. Cangelosi asked for a motion. Motion was made by Mr. Cangelosi and seconded by Ms. Folks.

Mr. Echeverria explained that the CSSD requires a process to fill board vacancies, either by a board member leaving their seat early or by natural term limits. Mr. Echeverria then gave an overview of the proposed Board Nomination Committee and the process of electing new board members.

No discussion.

Motion carried unanimously with 7 votes in favor.

d. Resolution to appoint members to Board Committees.

Mr. Cangelosi asked for a motion. Motion was made by Mr. Lamboy and seconded by Ms. Stukes.

Mr. Echeverria provided a brief background of the various CSSD Board Committee and the recommended committee appointments for the 2022 year.

No discussion.

Motion carried unanimously with 7 votes in favor.

e. Resolution authorizing staff to proceed with the purchase of capital equipment in an amount not to exceed \$122,489.

Mr. Cangelosi asked for a motion. Motion made by Mr. Gamble and seconded by Mr. Metzger.

Mr. Echeverria provided an overview of the procurement process for the capital equipment in question. He then explained the challenges in obtaining new capital equipment, particularly new trucks, and provided the future steps in acquiring said equipment.

No discussion.

Motion carried unanimously with 7 votes in favor.

f. Resolution authorizing staff to proceed with a Memo of Understanding with Camden Community Partnership for the Summer Placemaking Event Series (Connect the Lots) and future mural project with associated costs in an amount not to exceed \$27,500.

Mr. Cangelosi asked for a motion. Motion made by Mr. Gamble and seconded by Ms. Folks.

Mr. Echeverria provided an overview of the Summer Placemaking Event Series and the nature of the MoU/partnership with Camden Community Partnership.

Ms. Stukes made a comment that she appreciated that CSSD has operated in the Lanning Square neighborhood and is excited for the summer events planned in the Lanning Square neighborhood.

Mr. Cangelosi asked that CSSD staff send calendar invitations to remind Board Members of future placemaking events. Mr. Echeverria stated that this would not be a problem and assured board members future calendar invites would be sent.

Motion carried unanimously with 7 votes in favor.

g. Resolution authorizing award of a contract between the CSSD and CME Associates for District Landscaping and Street Life Plan professional services in the amount of \$40,000.

Mr. Cangelosi asked for a motion. Motion made by Mr. Gamble and seconded by Ms. Folks.

Mr. Echeverria provided a brief overview of the procurement process associated with this contract. He described the interview with CME and the nature/intent of the District Landscaping and Street Life Plan scope of work.

No discussion.

Motion carried unanimously with 7 votes in favor.

VIII. New Business

a. New Fee-for Service Contracts

Mr. Cangelosi asked for a motion. Motion made by Mr. Metzger and seconded by Ms. Folks.

Mr. Romo provided an overview of new contracts with CCMUA, Camden County and the Joint Health Sciences Center. Mr. Romo described the nature and specifics of these contracts. No discussion.

Motion carried with 6 votes in favor and 1 abstention from Mr. Gamble.

IX. CSSD Update

Mr. Echeverria provided a brief update on clean and safe staffing and the upcoming April 12th City Council budget vote. No discussion.

X. Adjournment

Motion to adjourn made by Ms. Folks and seconded by Mr. Gamble. Meeting was adjourned at 7:02 pm.