



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS – BOARD MEETING
ZOOM MEETING
MINUTES
DECEMBER 7TH, 2022 @ 5:30 pm**

I. Call to Order

The meeting was called to order at 5:38PM. 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 December 5th, 2022 and in the Courier Post on December 5th, 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 was taken to confirm a quorum of seven or more members. Present were 7 of 13 board members who together constituted a quorum.

Angelo Alberto	
Joe Balzano	
Councilwoman Boucher	X
Nick Cangelosi	X
Lisa Folks	X
Greg Gamble	
Ray Lamboy	X
Bernadette Szakal	X
Victoria Hosendorf	X
Lauren Slepian	X
Dana Redd*	
Sonia Rivera Perez	
Dr. Susan Stukes	

Also attending the meeting were Nate Echeverria, CSSD Executive Director; Ray Romo, CSSD Director of Operations; Adrian Rentas, CSSD Placemaking and Public Space Manager; and consultants Stacy Yulsman from Your Part-Time Controller and Evan Crook from Malamut and Associates, general counsel.

*Mr. Cangelosi made note that Ms. Redd has stepped down from the Board of Directors due to her recent appointment as Executive Director at Camden Community Partnership. Mr. Cangelosi and members of the board thanked Ms. Redd for her service and acknowledged her resignation from the Board of Directors.

Mr. Cangelosi and Mr. Echeverria also made note that Evan Crook from Malamut and Associates would be acting as the organizational counsel moving forward. Previous CSSD counsel, Primo Cruz, has moved on from the contracted firm to pursue a new position. The Board thanked Mr. Cruz for his service and welcomed Mr. Crook to the organization.

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 September 14th, 2022 Board Meeting

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

Motion to approve the regular and executive session minutes made by Ms. Szakal, seconded by Ms. Folks. The motion carried with six (6) yes votes. One (1) abstention from Mr. Lamboy.

No discussion.

V. Financial Report

Ms. Yulsman presented the 12-month financial statements through October 2022 emailed in advance to the board.

Ms. Yulsman discussed the various financial statements and provided a high-level overview of the Budget vs. Actual report and the CBID Budget vs. Actual report, which were added prior to the previous board meeting to better manage the ongoing expenditures of funds as they related to the organizational budget. Ms. Yulsman also stated the bulk of the accounts receivable from the City of Camden for the special assessment from both 2021 and Q2/Q3 2022 were received.

Mr. Echeverria also stated that cash continues to be strong due to the recent receipt of the CBID funds, in which \$151K for the 3rd quarter 2022 CBID funds were received in October, and \$559K for the 2021 funds and \$370K for the 2nd quarter of 2022 funds were received in November. He also stated that \$50K was billed for the upcoming year for NJ Transit expenses and income is being recognized evenly over the year. He also added that \$73K was spent on Seasonal Displays, which are evident throughout the Downtown this year.

Ms. Hosendorf stated that the seasonal displays looked very nice along Market Street. Mr. Cangelosi added that the lights were well executed and that receiving the A/R from the city should greatly help with budgeting and planning moving forward into 2023.

Mr. Cangelosi thanked both Ms. Yulsman and Mr. Echeverria for the report and their work on the topic.

VI. Resolutions

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

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

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

Mr. Echeverria provided an overview of ongoing discussions as they relate to renting garage space at 34-46 N. Fourth Street and various other locations around Downtown Camden. The intention of the discussions was to provide an overview to the Board of the various real estate options currently presented and to receive direction related to pursuing a more permanent lease/location for CSSD Clean and Safe operations.

Mr. Echeverria also reported that additional information is being gathered related to the various leasable properties being discussed and that he expects to present a full report of options to the Capital Committee January 2023.

Mr. Cangelosi offered some suggestions about how to respond to various elements of the lease negotiations for the various locations.

Ms. Szakal offered additional assistance to Mr. Echeverria after the meeting to conduct an initial review of the lease and terms. Mr. Echeverria agreed to move forward working with Ms. Szakal and the Capital Committee to answer outstanding questions, provide options and return to the Capital Committee/Board of Directors will recommended next steps.

Motion to adjourn, Mr. Cangelosi, Hosendorf seconded.

Motion carried unanimously with seven (7) votes in favor. The board entered Executive Session at 5:49pm. The board exited Executive Session at 5:59pm.

b. Resolution to authorize award of a contract between the CSSD and Bowman and Company LLP for Professional Auditing and Tax Services – FY 2022.

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

Mr. Echeverria provided an overview of the RFP process for Professional Services – Auditing and Tax Preparation Services for FY 2022 and explained that the winning respondent was Bowman and Company LLP, the same company that has conducted the organizational audit for the past few years. Mr. Echeverria stated that the winning bid in the amount of \$16,700 was similar in price to the previous year audit.

Mr. Cangelosi thanked Mr. Echeverria and noted that we should accept the award of the contract and it was good to see that cost inflation seen in other contracts had not resulted in a substantially higher bid for the Auditors.

Motion carried unanimously with seven (7) votes in favor.

c. Resolution to authorize staff to proceed with the 2023 CSSD/CBID Budget under the schedule and framework presented.

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

Mr. Echeverria provided an overview of the anticipated Budget Adoption Process for FY 2023, inclusive of all steps required by state and local ordinance. Mr. Echeverria also explained how the CBID Budget fits into the larger organizational budget and provided an overview of key topics in the creation of the draft budget. These items included the total Assessment Funds requested and pricing of Fee-for-Service contracts. Mr. Echeverria also explained that operational costs were increasing and an increase in the requested amount of Assessment Funds was justified. Of note was the recent increase in hourly wage for Yellowjackets from \$15.00 per hour to \$17.50 per hour. Mr. Echeverria also explained the nature of the assessment payers and how the funds are generated. He also provided an overview of the minutes and main topics discussed from the Nov 30th CSSD Finance/Audit Committee.

Councilwoman Boucher expressed concern with raising the total amount of Assessment Funds requested due to potential impacts on small businesses. She suggested a more moderate increase and directed staff to provide more detail into the need and nature of requesting additional funds.

Mr. Lamboy expressed similar concerns and asked questions about the nature of expanded services and additional costs. Mr. Lamboy stated that he understands the need to increase the amount requested but instructed staff to better articulate how the increased funds would be utilized. He also stated that more could be done to show the “Before” and “After” of clean and safe impact.

Ms. Szakal provide insight into the pricing of Fee-for-Service contracts and provided guidance related to creating distinctions between for-profit and non-profit customers. All board members agreed that CSSD should be charging for full cost recovery and that increasing pricing to 22% project management fees for non-profits and 30% project

management fees for for-profit/government was a good way to move forward to ensure full cost recovery.

Councilwoman Boucher and Mr. Cangelosi provided additional guidance to prepare the budget for approval at the next Board Meeting and eventually at City Council in March/April 2023.

Motion carried unanimously with seven (7) votes in favor.

VII. New Business

- a. Board Vacancy and 2023 Board Nomination Process - Mr. Echeverria provided an overview of the Board Nomination Process and the Board Nominating Committee, particularly as it related to the replacement of Ms. Dana Redd and the need to elect a new slate of Board Members in April 2023.

Mr. Cangelosi stated that he would be appointing new members to the Board Nomination Committee at the February 8th Board Meeting.

- b. Downtown Improvement Matching Grant Program - Mr. Echeverria provided a detailed overview of the DRAFT Downtown Improvement Matching Grant Program, developed in partnership with Camden Community Partnership. He discussed the process of creating the guidelines and explained how staff has been discussing with other BIDs/SIDs with similar programs.

There was uniform support for the Draft program and instruction was given to proceed with developing the program guidelines and specifics. Direction was given to return to the Board at the next meeting with a fully developed program to be reviewed and potentially approved by the Board of Directors.

No further discussion.

VIII. CSSD Update

Mr. Echeverria provided a high-level overview of both the Oct 13th External Relations Committee and the Nov 30th Finance/Audit Committee and presented the minutes from both meetings. He also announced to the Board that there would be a series of Small Business Workshops in December and that American Water was hosting the CSSD Holiday Party this year (along with a various generous toy drive geared towards Ambassadors and their families).

Mr. Echeverria thanked Ms. Slepian. Ms. Slepian stated that it was great program for American Water employees and they were excited to host the team.

Mr. Cangelosi and several members of the team thanked Ms. Slepian and American Water for the generous gesture.

No further discussion.

X. Adjournment

Motion to adjourn made by Ms. Szakal and seconded by Ms. Boucher.

Motion carried unanimously with seven (7) votes in favor.

Meeting was adjourned at 6:59pm.

DRAFT