



**CAMDEN SPECIAL SERVICES DISTRICT  
BOARD OF DIRECTORS  
ZOOM MEETING  
MINUTES  
JANUARY 26, 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 January 24th, 2022 and in the Courier Post on January 24th, 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](http://www.camdenssd.com).

**II. Roll Call**

Roll call taken to confirm a quorum of seven or more members. Present were 11 of 13 board members who together constituted a quorum.

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

\*Dr. Stukes joined the call after the initial roll call.

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

### **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 Dec 8<sup>th</sup>, 2021 Board Meeting**

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

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

### **V. Financial Report**

Mrs. Yulsman reviewed the 12-month financial statements through December 2021 emailed in advance to the board.

Mr. Echeverria described how the organization was working on accounts receivable to close out the year and proposals for 2022 fee-for-service contracts. Mr. Cangelosi asked if all fee-for-service contracts for 2022 had been signed. Mr. Echeverria stated that some proposal had been signed, others are still pending.

Note that Dr. Stukes entered the meeting during the Financial Report presentation.

### **VI. Resolutions**

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

a. **Resolution to approve the 2022 CSSD/CBID Organizational Budget.**

Mr. Cangelosi asked for a motion. Motion made by Mr. Stewart, seconded by Mr. Metzger.

Mr. Echeverria provided a short presentation that included a budget adoption schedule (showing the various meetings in the current adoption process), the budget and related slides. He also provided a description of revenue derived from grants, fee for service contracts, assessments and contributions. He also provided a discussion about assessment income being expected at \$1,700,000 for the current budget proposed. He referred to the various budget attachments for additional information.

Mr. Cangelosi asked if all Yellowjacket Clean and Safe Ambassadors are Camden residents. Mr. Echeverria responded that they are and will continue to be Camden residents.

Motion carried unanimously with 11 votes in favor.

**b. Resolution to authorize staff to proceed with an application for a line-of-credit of \$500,000 with Truist.**

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

Mr. Echeverria provided a presentation outlining the application process to date with three potential lenders, TD Bank, Truist and PNC. He provided a background on the organization historically having a \$500,000 line of credit and that he received three strong quotes. There was a recommendation to proceed with Truist due to the most favorable terms being offered.

Mr. Stewart asked if he had ever drawn from a line-of-credit in the past. Mr. Echeverria stated that the organization had not, but that it was prudent to have a line of credit established at this time.

Motion carried unanimously with 11 votes in favor.

**c. Resolution to authorize staff to proceed with an application for property financing with Truist.**

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

Mr. Echeverria provided a presentation regarding the background of this potential purchase, the current budget for the project, the current timeline for the project and related items. He then presented three quotes for financing from TD Bank, Truist and PNC. He recommended to proceed with Truist due to favorable terms and pricing. Mr. Echeverria also provided a brief background on the NJ EDA Brownfields Impact Fund grant program, that the organization may attempt to utilize for the project.

Ms. Rivera-Perez asked about the time for the grant and project, which is still TBD.

Ms. Folks asked if there were contingency plans if we don't get the grant. Mr. Echeverria stated that the grant was not critical to the project moving forward, but that will be assessed latter in the due diligence process.

Mr. Cangelosi and Mr. Stewart both spoke favorably of the project, stating that it would put the organization in one location with a reduced monthly carrying cost.

Motion carried unanimously with 11 votes in favor.

**d. Resolution to authorize award of a contract between the CSSD and Davicin Company, Inc. (t/a Elite Landscaping) for Landscaping Services.**

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

Mr. Echeverria provided an overview of the bid process and the nature of the contract. Mr. Echeverria explained how Davicin Company (t/a Elite) was selected based on a variety of factors. Mr. Alberto asked if they had changed their name and Mr. Echeverria stated that Elite was the DBA.

No further discussion.

Motion carried unanimously with 11 votes in favor.

**e. Resolution to authorize award of a contract between the CSSD and Davicin Company, Inc. (t/a Elite Landscaping) for Street Tree Services.**

Mr. Cangelosi asked for a motion. Motion made by Ms. Redd and seconded by Mr. Alberto.

Mr. Echeverria provided an overview of the bid process and the nature of the contract.

No further discussion.

Motion carried unanimously with 11 votes in favor.

**f. Resolution to authorize award of a contract between the CSSD and Philadelphia Barge Company, LLC for Delaware River Maritime Debris Cleanup Services.**

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

Mr. Echeverria provided an update on the bid process and the nature of the contract. He explained how this work was an extension of the scope of work put together in the Fall.

Mr. Cangelosi asked if there was a mechanism to control the size of this contract. Mr. Echeverria stated that there would be further board action if the expenditure was not budgeted and over \$25,000.

Ms. Rivera-Perez stated that this scope of work was a great resource for the waterfront and that we should do more as an organization to market and publicize our efforts.

Motion carried unanimously with 11 votes in favor.

f. **Resolution to authorize award of a contract between the CSSD and Conte Bicycle Group, LLC (d/b/a Conte's Bike Shop) for the purchase of One (1) Pressure Washer and Trike.**

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

Mr. Echeverria shared screen and provided an overview of the capital equipment looking to be purchased. There were challenges getting responses due to supply chain issues. Mr. Echeverria stated that the organization will rebid these items Spring 2022.

Mr. Alberto asked if we thought the price was fair or too high. Mr. Balzano asked if there was a warranty or maintenance agreement. Mr. Cangelosi asked similar questions to ensure the equipment would be maintained effectively. Mr. Echeverria stated that our clean and safe contractor is responsible for maintenance of these items and that the equipment list is being updated. Mr. Cangelosi also asked if there was safe storage. Mr. Echeverria stated that the garage was safe for storage and that the equipment will be maintained. Mr. Romo also stated that this equipment is used nationwide on similar clean and safe accounts.

Motion carried unanimously with 11 votes in favor.

## **VII. New Business**

Mr. Echeverria provided an update the CSSD staff is working on email marketing and an online newsletter that should launch in February 2022. Staff is also working on a District Landscaping and Placemaking Plan that will be ready for distribution shortly.

## **VIII. CSSD Updates**

### **VIII. CSSD Update**

Mr. Echeverria advised that the organization has been actively recruiting new team members through participation at the Kroc Job Fair. The staff has also ordered and obtained new Megabrutes, photos were shared. Mr. Echeverria also reminded board members of term classifications for upcoming voting purposes.

### **Adjournment**

Motion to adjourn made by Mr. Gamble and seconded by Ms. Redd. Meeting was adjourned at 6:42 pm.