



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS – BOARD MEETING
ZOOM MEETING
MINUTES
SEPT 14TH, 2022 @ 5:30 pm**

I.Call to Order

The meeting was called to order at 5:31PM. 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 September 12th, 2022 and in the Courier Post on September 12th, 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	X
Joe Balzano	
Councilwoman Boucher	
Nick Cangelosi	X
Lisa Folks	X
Greg Gamble	
Ray Lamboy	
Bernadette Szakal	X
Victoria Hosendorf	X
Lauren Slepian	X
Dana Redd	
Sonia Rivera Perez	X
Dr. Susan Stukes	

Also attending the meeting were Nate Echeverria, CSSD Executive Director; Ray Romo, CSSD Director of Operations; as well as 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 August 17th, 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. Folks, seconded by Ms. Szakal. The motion carried with six (6) yes votes. One (1) abstention from Ms. Rivera-Perez.

No discussion.

V. Financial Report

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

Ms. Yulsman discussed the various financial statements and provided a detailed overview of several new financial reports, the Budget vs. Actual and CBID Budget vs. Actual reports, which were added to manage the ongoing expenditures of funds as they related to the organizational budget. Ms. Yulsman also stated that there were several significant accounts receivable, which are being monitored and proper steps are being taken to ensure payment. The bulk of the accounts receivable are from the City of Camden for the special assessment from both 2021 and Q2/Q3 2022.

Mr. Echeverria also stated that the organizational audit was filed with the relevant government entities and the 990 was e-filed with IRS.

Ms. Folks asked if there were concerns with the remaining A/R. Mr. Echeverria responded that while there is some concern as it relates to cash-flow, the remaining A/R is top of mind for management and the proper communications have started with city related to outstanding funds. Mr. Echeverria also added that there is approximately \$800,000 in bank accounts currently and there remains the \$500,000 line of credit, which the organizations does not intend to utilize.

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 personnel.

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

Board Chair Cangelosi gave an overview of the review of Mr. Echeverria's first year performance and discussions concerning annual salary adjustments. Ms. Folks commented agreeing with the recommendation relayed by Board Chair Cangelosi and expressed sentiments in support of a proactive annual review process going forward. Mr. Alberto also made comments in support of the Board Chair's recommendation and the development more defined goals going forward for future annual review processes. Ms. Rivera-Perez also agreed with working out common goals for future annual reviews. Ms. Hosendorf made comments about grant support for future salary increases. Mr. Cangelosi responded noting this would be a good topic as part of budgetary discussions.

Motion to adjourn, Alberto, Hosendorf seconded.

Motion carried unanimously with seven (7) votes in favor. The board entered Executive Session at 5:47pm. The board exited Executive Session at 6:01pm.

b. Resolution to authorize an annual salary adjustments for the CSSD Executive Director.

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

Mr. Cangelosi thanked Mr. Echeverria for his service to the organization and stated that the board was in full support of his work moving forward. Ms. Folks and Ms. Rivera-Perez also shared positive statements about the performance of the ED.

Mr. Echeverria thanked the board members present and stated that he is looking forward to another year ahead with growing the organization and implementing additional community serving program.

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

c. Resolution to authorize award of a contract between the CSSD and Your Part-Time Controller, LLC for Professional Services – Accounting/Controller.

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

Mr. Echeverria provided an overview of the public procurement process for the bid associated with Professional Services – Accounting/Controller. He also described the working relationship with Your Part Time Controller, LLC and the current and historical

pricing associated with this vendor. The CSSD and YPTC, LLC have had a working relationship since 2016.

Mr. Cangelosi asked how much we currently pay for Accounting/Contoller services on an annual basis. Mr. Echeverria provided historic invoicing information. For 2022 it is estimated that the organization will spend \$20,000 to \$25,0000 for these services.

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

d. Resolution to authorize award of a contract between the CSSD and Triple R Lighting LLC/dba Christmas Décor of New Jersey for Seasonal Lighting Displays.

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

Mr. Echeverria provided an overview of the plans for holiday lighting in the District. He also provided a background of future activities/installations and a background on the selected contractor. The contractor is currently active in Downtowns throughout New Jersey and maintains contracts with the Prudential Center in Newark, NJ, East Orange, NJ, and several other downtown areas.

Both Ms. Folks and Mr. Alberto asked similar questions about the duration of the installations. They will be installed from mid-November to mid/late-January.

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

e. Resolution to authorize award of a contract between the CSSD and Ben Shaffer Recreation Inc. for Trash Receptacles.

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

Mr. Echeverria provided an overview of the procurement process to purchase over \$100,000 in trash can and related accessories. Mr. Romo also provided some background about the process and the plans for installing new trash cans.

Ms. Rivera-Perez asked clarifying questions about the number of trash cans in the District and where new cans were planned for installation. Mr. Romo estimated about 600 trash cans in the District.

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

VII. New Business

Mr. Echeverria provided an overview of ongoing work, including new tree planting (67 in total) and canopy trimming that happened throughout the Downtown District. He also discussed upcoming Fall flower installation and upcoming events in the District, such as Latin Night and Xponetial Festival.

No discussion.

VIII. CSSD Update

No discussion.

X. Adjournment

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

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

Meeting was adjourned at 6:28pm.