



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS – BOARD MEETING
ZOOM MEETING
MINUTES
FEBRUARY 8TH, 2023 @ 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 February 6, 2023 and in the Courier Post on February 6th, 2023. 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 9 of 12 board members who together constituted a quorum.

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

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

*Note that Ms. Szakal left the meeting at 5:48PM.

** Note that Dr. Stukes left the meeting at 6:22PM.

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 December 7th, 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 Mr. Lamboy. The motion carried with eight (8) yes votes. One (1) abstention from Ms. Rivera-Perez.

No discussion.

V. Financial Report

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

Ms. Yulsman provided a high-level overview of the Board Financial Report dated 12.22. The report included a Statement of Financial Position and a Statement of Activities for the CSSD through December 2022 or end of year. The report also included a CBID Budget vs. Actual Report through the same period. Ms. Yulsman stated that there are several significant Accounts Receivable in the form of \$761K from City of Camden for 2022 CBID, \$50K from NJ Transit, \$71K from Camden County and \$25K from Blue Eagle Property Management.

In terms of expenses, Ms. Yulsman noted that the final half of the \$73K spent on Seasonal Displays is an Accounts Payable in the amount of \$38.5K. Fee for Service agreement for the 2023 are largely in place and there is some end of year Accounts Receivables associated with transitioning from 2022 agreement to 2023 agreements.

Mr. Echeverria added that the next steps in terms of organizational accounting include beginning the FY 2022 Audit and Tax Prep, transitioning accounts to the new budget in 2023, finalizing the 2023 Budget with the Board of Directors and Camden City Council.

Mr. Echeverria also explained that these Accounts Receivable, while large in terms of balance outstanding, are expected given the quarterly nature of City assessment payments and end of year close-out on customer accounts.

Mr. Echeverria also updated the Board that the renewal of the Line-of-Credit with Truist was executed on February 8th and is in place for 2023.

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

No further discussion.

VI. Resolutions

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

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

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

Mr. Echeverria provided an overview of ongoing discussions as they relate to renting garage/office space 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 reported that after extensive discussions with current property owner at 34-46 N. Fourth Street, we were unable to come to an acceptable agreement to stay at this location after March 1, 2023.

Alternate plans are in place to continue with the existing lease at 101 Newton Avenue with the City of Camden and to extend the lease at 201 Market Street for a term of 5 years with additional options. Mr. Echeverria also explained that we would need to rent parking spaces and shipping containers at the adjacent parking lot owned by the architecture office for ~\$1,000 per month. Mr. Echeverria explained that these issues were discussed extensively at the previous Board meeting and the CSSD Capital Committee on 1.25.23.

Mr. Cangelosi offered some suggestions about how to respond to various elements of the lease negotiations for the various locations. He also pointed out that if we move forward with the current plan of renting two locations, we would be paying less for the garage space, so in terms of total cost it is cheaper overall to rent these two locations than renew the lease.

Ms. Folks asked if the terms of the leases were concurrent. Mr. Echeverria stated that they are not concurrent but we feel confident that we can renew lease with City of Camden in two years to make leases concurrent or more concurrent.

Ms. Rivera Perez asked if there was ample budgeted funds to afford the new leases. Mr. Echeverria responded that there were ample funds and that this will be more cost-effective than the previous plan, so there is a cushion.

Mr. Balzano asked clarifying questions about the use of a shipping containers and instructed staff to reach back out to him directly.

Motion to adjourn, Mr. Cangelosi, Ms. Folks seconded.

Motion carried unanimously with eight (8) votes in favor. The board entered Executive Session at 5:43pm. The board exited Executive Session at 5:53pm.

b. Resolution to approve the 2023 CSSD/CBID Organizational Budget.

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

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 and the February 1st CSSD Finance/Audit Committee.

Mr. Cangelosi thanked Mr. Echeverria for his work on the budget and commended his work in obtaining consensus through the various committee level drafts of the budget.

Ms. Rivera Perez asked several clarifying questions about expenses and if there was a large increase due to inflation. She also asked about the size of Fee for Service contracts for FY 2023.

Motion carried unanimously with eight (8) votes in favor.

c. Resolution to accept and ratify Fee-for-Service agreements for FY 2023.

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

Mr. Echeverria gave an overview of the 14 Fee for Service contracts currently in place for 2023. He provided a chart of these contracts, the vendor name, location and contract amount. He explained that FFS contracts expanded in 2023.

Ms. Folks asked a clarifying question about staffing. Mr. Echeverria stated that there was less staff turnover and the Yellowjackets will staff up in March/April when Spring work picks up.

Ms. Rivera Perez asked if we expanded service in 2023. Mr. Echeverria explained that CSSD is anticipating expanded contracts.

Motion carried unanimously with eight (8) 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, seconded by Ms. Hosendorf.

Mr. Echeverria gave an overview of the Landscaping Services bid specs and bid process for 2023. He provided a chart with a summary of all respondents with associated pricing proposals and scoring. He explained that Elite Landscaping was being recommended for the contract.

No further discussion.

Motion carried unanimously with eight (8) votes in favor.

e. Resolution to authorizing award of a contract between the CSSD and BrightView Landscapes LLC for Street Tree Services.

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

Mr. Echeverria gave an overview of the Street Tree Services bid specs and bid process for 2023. He provided a chart with a summary of all respondents with associated pricing proposals and scoring. He explained that BrightView Landscapes LLC was being recommended for the contract.

Mr. Cangelosi expressed his support given BrightViews experience with urban tree canopies and their in-house expertise for arborists and hardscaping .

Motion carried unanimously with eight (8) votes in favor.

f. Resolution to authorizing the CSSD Downtown Improvement Matching Grant program and the formation of the ad-hoc CSSD Downtown Design Advisory Committee.

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

Mr. Echeverria gave an overview of Downtown Improvement Matching Grant program and the Downtown Design Advisory Committee.

Mr. Crooks provided instruction related to recusals for any board members that may be interested in applying for the program.

Mr. Lamboy and Ms. Hosendorf made a note to recuse themselves from the vote to ensure no conflicts for future applications.

Dr. Stukes left the meeting at 6:22, prior to the vote.

No further discussion.

Motion carried unanimously with five (5) votes in favor and two (2) recusals.

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.
- b. 2023 Board Meeting Schedule – Mr. Echeverria announced this will be posted online. Annual meeting is scheduled for April 5, 2023.

VIII. CSSD Update

Mr. Echeverria updated the board that the CSSD will be awarded an NJ EDA Asset Activation Grant in the amount of \$50,000.

No further discussion.

X. Adjournment

Motion to adjourn made by Mr. Cangelosi and seconded by Ms. Folks.

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

Meeting was adjourned at 6:28pm.