



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS – ANNUAL MEETING
ZOOM MEETING
MINUTES
MAY 17TH, 2023 @ 5:30 pm**

I. Call to Order

The meeting was called to order at 5:33PM. 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 May 15th, 2023 and in the Courier Post on May 15th, 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 (7) or more members. Present were nine (9) of thirteen (13) board members who together constituted a quorum.

Angelo Alberto	X
Joe Balzano	
Councilwoman Boucher	X
Nick Cangelosi	
Lisa Folks	X
Ray Lamboy	X
Bernadette Szakal	X
Victoria Hosendorf	X
Lauren Slepian	X
Sonia Rivera Perez	
Dr. Susan Stukes	
Jennifer Lehman	X
Courtney Dirks	X

Also attending the meeting were Nate Echeverria, CSSD Executive Director; Ray Romo, CSSD Director of Operations; and Evan Crook 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 April 5th, 2023 Annual 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. Motion carried unanimously with eight (9) votes in favor.

No discussion.

V. Financial Report

Ms. Echeverria presented the financial statements through March 2023 emailed in advance to the board.

No discussion.

VI. Resolutions

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

a. Resolution to authorize an agreement between the CSSD and NJ EDA for a \$50,000 Asset Activation Planning Grant..

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

Mr. Alberto welcomed Mr. Echeverria to provide some background on the topic prior to asking for a vote.

Mr. Echeverria stated that, as discussed in previous board meetings, the CSSD applied for and was awarded a grant from the state NJ EDA in the amount of \$50,000 to engage in planning and placemaking work at the corner of 3rd and Market Street in Downtown Camden. The resolution before the board is to accept the award of the grant, as was done previously by the NJ EDA board. This initiated the agreement and the first payment.

Ms. Hosendorf had a follow-up question about the various state programs and ways to leverage NJ EDA resources.

Mr. Alberto clarified that this resolution was simply to authorize the agreement and that payments would be coming at a later date. Mr. Echeverria stated that this is correct and restated the schedule of payments.

No further discussion.

Motion carried unanimously with nine (9) votes in favor.

b. Resolution to authorize award of a contract between the CSSD and Interface Studio LLC for Professional Planning Services. .

Mr. Alberto asked for a motion. Motion made by Councilwoman Boucher, seconded by Ms. Hosendorf.

Mr. Echeverria explained that as part of the previously mentioned NJ EDA Asset Activation Planning Grant, a competitive bid was issued for a professional planning firm to engage in the study. The selected firm is Interface Studio LLC, who will begin engaging in this important work. Three firms responded to the Bid.

No discussion.

Motion carried unanimously with nine (9) votes in favor.

c. Resolution to authorize staff to proceed with a Downtown Improvement Matching Grant Agreement with Norie's Lunchbox LLC for \$25,000 in qualified tenant improvements.

Mr. Alberto asked for a motion. Motion was made by Councilwoman Boucher, seconded by Ms. Dirks.

Mr. Echeverria discussed the Downtown Improvement Matching Grant process and related discussion at the Design Committee level, then recommended approval of the grant in question.

Ms. Hosendorf asked clarifying questions about the opening date of the restaurant and how funds would be dispersed. Mr. Echeverria responded that the restaurant is expected to open July 15th and fund would be withheld until a COI or related permits were in place. Mr. Rentas stated that the date had moved back some from initial conversations.

Councilwoman Boucher thanked CSSD staff and stated the roll-out and process appeared to be very thorough yet was successful in dispersing funds.

Ms. Folks and Ms. Hosendorf also thanked staff, and then asked additional questions about how funds would flow from approval to the applicant.

Mr. Echeverria and Mr. Crooks explained that staff was reviewing a draft grant agreement and in that agreement it would state dispersal of funds protocols, including waiting until a COI and/or related permits are in place prior to dispersal.

Mr. Alberto made a final comment that supporting kitchen fit-outs is a solid strategy moving forward to diversify the small businesses in the Downtown area.

No further discussion.

Motion carried unanimously with nine (9) votes in favor.

d. Resolution authorizing staff to proceed with the purchase of a parklet from Archatrak Inc. in an amount not-to-exceed \$20,890.

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

Mr. Echeverria gave an overview of the parklet and the product in question.

No discussion.

Motion carried unanimously with nine (9) votes in favor.

e. Resolution to accept the vendor list from the “Request for Proposals – Vendors 2023” for consideration for future concession opportunities within the District.

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

Mr. Echeverria gave an overview of RFP process, the vendor list presented, and the purpose of the call for vendors. He then stated that this may be the first of future calls for vendors. The RFP was modeled closely off of a similar Vendor RFP from the Delaware River Waterfront Corporation in Philadelphia.

Ms. Hosendorf asked if there would be future RFPs for vendors. Mr. Echeverria stated that they anticipated future RFPs if successful.

Ms. Folks stated that she was happy to see the progress on this outreach and encouraged us to do more to engage small businesses in similar ways.

No further discussion.

Motion carried unanimously with nine (9) votes in favor.

f. Resolution to authorize a lease extension at Roosevelt Plaza Park with the City of Camden.

Mr. Alberto asked for a motion. Motion was made by Mr. Lamboy, seconded by Councilwoman Boucher.

Mr. Echeverria provided an overview of the current lease between the City of Camden and the CSSD for the management of Roosevelt Plaza Park. That agreement is set to expire and this action would extend the lease for an additional 5 years.

No discussion.

Motion carried unanimously with nine (9) votes in favor.

g. Resolution to ratify a contract between the CSSD and Camden County Municipal Utilities Authority (CCMUA) for Green Infrastructure Maintenance Services – FY 2023.

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

Mr. Echeverria gave a brief overview of the contract and future scope of work.

No discussion.

Motion carried unanimously with nine (9) votes in favor.

h. Resolution to ratify a Memo of Understanding between the CSSD and the Parking Authority of Camden City (PACC) for Landscape Maintenance - FY 2023.

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

Mr. Echeverria gave a brief overview of the contract and future scope of work.

No discussion.

Motion carried unanimously with nine (9) votes in favor.

VII. New Business

No discussion.

VIII. CSSD Updates

No discussion

IX. Adjournment

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

Motion carried with nine (9) votes in favor.

Meeting was adjourned at 6:25pm.