



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
ZOOM MEETING
MINUTES
SEPTEMBER 20TH, 2023 @ 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 11th, 2023 and in the Courier Post on September 11th, 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.mydowntowncamden.com.

II. Roll Call

Roll call was taken to confirm a quorum of seven (7) or more members. Present were seven (7) of thirteen (13) board members who together constituted a quorum.

Angelo Alberto	
Joe Balzano	
Councilwoman Boucher	
Nick Cangelosi	X
Lisa Folks	X
Ray Lamboy	X
Bernadette Szakal	X
Victoria Hosendorf	
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; Stacy Yulsman from Your Part Time Controller; and Evan Crook, Malamut and Associations (CSSD Solicitor)

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 the June 28th, 2023 Board Meeting

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

Motion to approve the minutes made by Ms. Slepian, seconded by Ms. Szakal. Motion carried unanimously with seven (7) votes in favor.

No discussion.

V. Financial Report

Ms. Echeverria and Ms. Yulsman presented the financial statements through July 2023, emailed in advance to the board.

No discussion.

VI. Resolutions

The Board then moved to resolutions. Starting with the first resolution.

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

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

The Executive Session began at 5:42PM

Vice President Mr. Cangelosi gave an overview of the review of Mr. Echeverria's second year performance and discussions concerning annual salary adjustments. The board agreed to move forward with a 3% annual salary increase and a one-time performance bonus.

No further discussion.

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

Motion carried unanimously with seven (7) votes in favor. The board entered Executive Session at 5:42PM. The board exited Executive Session at 5:53PM.

b. Resolution authorizing an annual salary adjustment – CSSD Executive Director

Motion made by Ms. Folks, seconded by Ms. Folks.

Mr. Cangelosi summarized the discussion from the Executive Session and stated that Mr. Echeverria was doing an outstanding job as the Executive Director. He thanked Mr. Echeverria for his service to the organization.

No further discussion.

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

c. Resolution authorizing award of a contract between the CSSD and Block by Block, Inc. for Clean and Safe Services

Mr. Echeverria and Mr. Romo provided background information regarding the resolution and procurement process for Clean and Safe Services. They gave a detailed description of the procurement process, bid specifications and related process items. They also gave an overview of the three bids submitted and the winning bid from Block by Block.

Ms. Lehman asked clarifying questions about the ambassador job descriptions and if there were different job descriptions for different types of ambassadors.

Ms. Dirks asked clarifying questions about ambassador benefits and how those were administered between the CSSD and the contractor from Block by Block.

Motion made by Mr. Cangelosi, seconded by Ms. Folks.

No further discussion.

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

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

Mr. Echeverria and Mr. Romo provided background information regarding the resolution and procurement process for these services. There was one bidder who was also the contractor from the previous year. They explained the bid and the scope of work for the holiday lighting installations.

Motion made by Ms. Folks, seconded by Ms. Dirks.

No further discussion.

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

e. Resolution accepting award of a grant from the Truist Foundation in the amount of \$50,000

Mr. Echeverria provided background on the grant award, the various conditions of the grant, and associated logistics.

Ms. Folks asked questions about grant requirements and if there were any stipulations to pay back the grant. Mr. Echeverria stated that he was not aware of any conditions and that the programs would be funded via the grant funds.

Motion made by Ms. Dirks, seconded by Ms. Folks.

No further discussion.

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

f. Resolution accepting award of a two-year small business lease grant from NJ EDA in the amount of \$12,366

Mr. Echeverria provided background on the grant award.

Motion made by Mr. Cangelosi, seconded by Ms. Lehman.

No further discussion.

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

g. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with Latin American Economic Development Association, Inc. in the amount of \$18,500.

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Mr. Crook added clarifying language related to the grant making process and grant requirements.

Motion made by Mr. Cangelosi, seconded by Ms. Dirks.

Mr. Lamboy and Ms. Folks abstained from the vote.

No further discussion.

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

h. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with All Phaze's Café LLC in the amount of \$18,500.

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Motion made by Mr. Cangelosi, seconded by Ms. Folks.

No further discussion.

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

i. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with Essential Blends Hair Studio LLC in the amount of \$14,275.

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Motion made by Ms. Dirks, seconded by Ms. Lehman

No further discussion.

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

j. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with Loud House LLC in the amount of \$18,500.

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Motion made by Mr. Cangelosi, seconded by Ms. Folks.

No further discussion.

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

- k. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with La Unique African American Bookstore LLC in the amount of \$13,339.**

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Motion made by Ms. Dirks, seconded by Ms. Folks.

No further discussion.

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

- l. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement NPC 622 LLC in the amount of \$12,000.**

Mr. Echeverria provided background on the Downtown Improvement Matching Grant application and related requirements.

Motion made by Ms. Slepian, seconded by Mr. Cangelosi

No further discussion.

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

VII. New Business

Mr. Echeverria provide an update to the board about a USDA Urban Forestry grant awarded to the organization, along with City of Camden and Trust for Public Land, to provide street trees on targeted commercial corridors.

He also provided a background on new contracts with Heart of Camden and the beginning of the 2024 Budgeting process and contract renewal process.

Ms. Folks congratulated the team for the USDA grant and commended the team for the ongoing hard work. Mr. Cangelosi echoed this feedback.

No further discussions.

VIII. CSSD Updates

No discussion.

IX. Adjournment

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

Motion carried with seven (7) votes in favor.

Meeting was adjourned at 6:41pm.