



**CAMDEN SPECIAL SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
ZOOM MEETING
MINUTES
DECEMBER 20TH, 2023 @ 5:30 pm**

I. Call to Order

The meeting was called to order at 5:35PM. 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 December 11th, 2023 and in the Courier Post on December 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 ten (10) of thirteen (13) board members who together constituted a quorum.

Angelo Alberto	X
Joe Balzano	
Councilwoman Boucher	X
Nick Cangelosi	X
Lisa Folks	X
Ray Lamboy	X
Bernadette Szakal	X
Victoria Hosendorf	
Lauren Slepian	X
Sonia Rivera-Perez	X
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; Evan Crook, Malamut and Associations (CSSD Solicitor); and Ben Bryant (Interface Studio LLC).

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 September 20th, 2023 Board Meeting

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

Motion to approve the minutes made by Mr. Alberto, seconded by Ms. Slepian. Motion carried unanimously with ten (10) votes in favor.

No discussion.

V. Financial Report

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

No discussion.

VI. CSSD Updates

The Board then moved to CSSD updates, starting with the Executive Director Report, and moving to subsequent staff reports.

Executive Director Report

Updates were provided regarding the upcoming 2024 Annual Meeting scheduled for April 3rd and related board member turnover. The ED provided a summary of the board classes and what to expect in terms of board nominations and turnover in the coming months. The ED also thanked Councilwoman Boucher for her service to the organization. He discussed the need for a new Executive Committee and various appointments as part of the new Board of Directors class in April.

Director of Operations Report

The Director of Operations provided an overview of various programs, including the Holiday Lighting, Street Trees, and Ambassador “Benefits” program, such as laundry on-site and snacks provided.

Community Outreach Manager Report

Mr. Echeverria provided a brief update as Ms. Williams was not in attendance. HE mentioned the City of Camden tree lighting event and an initiative to promote Small Business decorations centered around the holidays.

Ms. Rivera-Perez commented that these were great updates and to keep the report format moving forward in future meetings. Mr. Alberto agreed.

**Note that Ms. Folks left the call at approximately 6pm.*

VII. Resolutions

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

a. Resolution accepting the plan report “Placemaking on Market and Third in Downtown Camden” from Interface Studio LLC.

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

Ben Bryant, consultant from Interface Studio LLC, presented the report titled “Placemaking on Market and Third in Downtown Camden”, which consisted of detailed analysis of the area and recommendations for interventions moving forward. This effort was funded by an NJEDA Asset Activation Grant.

Councilwoman Boucher asked clarifying questions about how data was collected, particularly around pedestrian count numbers. She also recommended the group present these findings at a future City Council meeting.

Mr. Alberto offered suggestions to better present the information to future stakeholders, and offered ideas about including an executive summary.

Ms. Rivera-Perez commended the group on the report and stated this will be a tremendous resource to secure future grant funding.

No further discussion.

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

b. Resolution authorizing award of a contract between the CSSD and Bowman and Company LLP for Professional Auditing and Tax Services – FY 2023.

Motion made by Ms. Rivera-Perez, seconded by Mr. Alberto

Mr. Echeverria provided an overview of the RFP process for Professional Auditing and Tax Prep services for FY 2023. He stated that the cost of the audit increased from \$16,700 in 2022 to \$19,800 in 2023.

No further discussion.

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

- c. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with the Erik James Montgomery Foundation in the amount of \$12,500.**

Motion made by Councilwoman Boucher, seconded by Ms. Szakal.

Mr. Echeverria provided an overview of the project and related covered costs. These include interior improvements for the studio, exterior signage, new floors and a darkroom.

No further discussion.

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

- d. Resolution authorizing staff to proceed with a Downtown Improvement Matching Grant Agreement with Safe and Sound Stewards LLC in the amount of \$4,028.**

Motion made by Councilwoman Boucher, seconded by Ms. Szakal.

Mr. Echeverria provided an overview of the project and related covered costs. These include exterior signage.

No further discussion.

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

- e. Resolution authorizing staff to proceed with the 2024 CSSD/CBID Budget under the schedule and framework presented.**

Motion made by Councilwoman Boucher, seconded by Ms. Rivera-Perez.

Mr. Echeverria provided background on the draft CSSD/CBID Budget and the related budget adoption process. This includes the various levels of approval throughout the budgeting cycle. He stated that the final budget would be presented on Feb 7th. The budget has been or will be reviewed by the Finance and Audit Committee at several meetings prior to adoption.

Ms. Dirks stated that she understood the need to increase the assessment amount of many costs were increasing due to the economic climate and inflation.

Ms. Lehman expressed similar sentiments about raising costs and asked clarifying questions about how the assessment was derived from Downtown property owners.

Mr. Alberto offered his feedback that the budget and budget presentation was much clearer and improved from the previous committee meeting. He commended the staff for this improvement.

No further discussion.

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

VIII. Adjournment

Motion to adjourn made by Councilwoman Boucher and seconded by Ms. Szakal.

Motion carried with nine (9) votes in favor.

Meeting was adjourned at 7:18pm.