



Keyport Bayfront Business Cooperative

70 West Front Street • Keyport, NJ 07735 • 732-739-5138

www.visitkeyport.org • kbbc@visitkeyport.org

**Keyport Bayfront Business Cooperative  
Board of Directors  
Special Meeting  
Wednesday, February 24<sup>th</sup>, 2021  
Zoom conference - 6:30 pm**

**Special Meeting Minutes**

**Attendees:**

Shauna Burlew- President

Chris Sanborn- Treasurer

Delia Sosa McDermott- Secretary, Borough of Keyport Councilmember

Collette Kennedy- Mayor, Borough of Keyport

Ann Boyce

Chad Simmons

Joseph Merla

Lorrain DeVizia

**Absent**

Michael Mulcahy-Code Enforcement Officer, Borough of Keyport

Catherine Galli

George McMorrow- Vice President

**Public Session:**

*Shauna Burlew motioned to open to public at 6:38 p.m. Joseph Merla seconded. Full board voted in favor by voice & video. No abstentions. Opened to public. Councilwoman McDermott asked that you state name, business or entity that you represent, & residency for recordkeeping.*

Jack Straub came on to question Shauna Burlew's business registration in Keyport and her ability to volunteer on the Board.

Mr. Straub than made reference to the Dec. 9<sup>th</sup> meeting where the full Board discussed and agreed to continue Mr. Straub's employment until the end of Dec 2020

Mr. Straub related that the January minutes approved by the Board had many "factual inaccuracies," Mr. Straub related that he was never asked if he wished to continue being the Executive Director. Mr. Straub further related that he never was told of the Board's decision.

No further conversations from public session. At 6:46 p.m, motion to close public session by Shauna Burlew. Seconded by Mayor. Full board voted in favor by voice & video. No abstentions. Public session closure approved.

## **New business**

Shauna Burlew advised the Board that the Executive Board met and discussed obtaining legal guidance. The Executive Board unanimously agreed in this course of action. The special meeting was called in reference to obtaining legal guidance by the full Board.

Shauna Burlew introduced Joseph Manfredi of Manfredi & Pellechio

The Board had a conversation about the cost of obtaining legal guidance and the benefit.

Mr. Manfredi advised of the options of retaining legal services, and his firm's experience.

There was further discussion about Mr. Manfredi doing a presentation for the full Board

Mayor motioned to retain Manfredi & Pellechio for 3 hours and go to executive (closed) session. Seconded by Shauna. Approved by Board during roll call vote.

## **Summary of Closed Session**

Mr. Manfredi related the Board held a closed session meeting in order to discuss matters of attorney-client privilege and matters of legal liability, these minutes will remain protected under the Open Public Meetings Act and protected by attorney-client privilege for the foreseeable future.

## **Public Session**

Shauna proposed 3-month retainer

Chris advised that Mr. Manfredi is supposed to receive the Board's meeting packet prior to meetings for review.

Mayor related that we should allocate 3 hours to get us through the next meeting.

Ann agreed that the Board should retain Mr. Manfredi for an additional 3 hours for next meeting. Lorraine added that it should be discussed with full Board.

Chris motioned to hire Mr. Manfredi for an additional 3 hours. Shauna seconded. Motion passed by roll call vote.

Ann & Lorraine related that we should be looking to hire an Executive Director that is "well-versed" in these matters and has experience in the legality of Board meetings.

Shauna related that the Search Committee voted to change the role title from Executive Director to Administrator for the Keyport BID.

The Board had additional conversations on what to look for in a candidate.

## **Adjournment**

Lorraine motioned to adjourn the meeting. Seconded by the Mayor. Board voted in favor by voice & video. No abstentions. Motion passed. Meeting adjourned at 9:43 p.m.