

## Minutes of May 12, 2021 for KBBC Board of Directors Meeting

### **Attendees:**

Shauna Burlew (President)  
George McMorrow (Vice-President)  
Councilwoman Delia Sosa McDermott (Secretary)  
Mayor Collette Kennedy  
Joseph Merla  
Michael Mulcahy  
Ann Boyce  
Joseph Manfredi (Attorney)

### **Absent:**

Chris Sanborn (Treasurer)  
Catherine Galli

Meeting held via Zoom and commenced at 6:37 pm ET

Roll call with names present/not present above

Sunshine Law notice read by Shauna Burlew

### Approval of April 14, 2021 Minutes:

Motion made by Shauna Burlew to approve the April 14, 2021 minutes. Seconded by Michael Mulcahy. All other members present vote in favor, no abstentions.

### Public Session:

Motion by Mayor Collette Kennedy and seconded by George McMorrow to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

No members of the public present

Motion by Mayor Collette Kennedy and seconded by Delia Sosa McDermott to close the public session. All members present vote in favor, no abstentions. The motion passes and the public session is closed.

#### President's Report:

Shauna Burlew recognizes Lorraine DeVizia's resignation and commends her for her time spent on the board.

Burlew mentions the budget hearing that took place at the May 2<sup>nd</sup> council meeting, where the 2021 budget was approved. Additionally, the approval to have the farmers market and the town-wide yard sale.

Shauna Burlew indicates all bills have been paid to date and sent out in the mail.

The 30-day notice to New Jupiter was submitted. Arrangements were made with JSMT to become the official website developer.

Motion by Shauna Burlew and seconded by Mayor Collette Kennedy to pay the bills (in the total amount of \$2,361.12). All members present vote in favor, except Ann Boyce abstains. The motion passes.

#### Job Search Committee:

Shauna Burlew mentions that there have not been any updates pertaining to the job search committee since the last KBBC board meeting. The members of the job search committee were named and stated they had been considering two qualified candidates. Shauna Burlew suggests modifying the job advertisement and description to be clearer and more concise. Additionally, publishing the advertisement in more areas in order to gain more exposure.

#### Old Business:

Mayor Collette Kennedy discusses that the three new picnic tables motioned by the board need to be set up in the mini park. Ann Boyce mentions she had received a complaint that the tables have been difficult to be kept clean.

Mayor Collette Kennedy mentions that the board had requested that stairs be added to the stage in the mini park. She questions if this is still a matter of the board due to the fact that it was never pursued last year when the project was suggested. Mayor Collette Kennedy also suggested that a ramp might be a better option, to which some board members agreed.

Shauna Burlew displays the Hoboken Business Alliance website as an example of what new features could be added to the new KBBC website. Including more interactive and accessible menus, color design, ect. She mentions these features will be provided for an additional cost from JSMT.

Shauna Burlew discussed the idea of reaching out to Fresh Markets to see if they would be interested in sponsoring the farmer's market. No members of the board were opposed to this idea. In addition to the farmers market, the date and time of the yard sale was mentioned. Which is set for June 12<sup>th</sup> starting around 9 am.

Mayor Collette Kennedy brings up the issue of making sure the plants are being watered and maintained frequently (six days a week). Shauna Burlew suggests that they may be able to seek out the students who were interested in gaining volunteer hours to complete the job. Mayor Collette Kennedy responds by stating she is not certain on who would be able to supervise this. It was also suggested that a crossing guard could be a possible volunteer to look after the plants. Delia Sosa McDermott stated that either a volunteer or hiring an outside company are two viable options.

[George McMorrow exits the meeting early]

Mayor Collette Kennedy discusses the ribbon cutting ceremonies for the opening of new businesses. She mentions the last ribbons cuttings had went well, and if any board members were opposed to scheduling more on an upcoming Saturday afternoon. No board members were opposed to this idea.

Shauna Burlew asks the board for information on the KBBC storage locations. She mentions locations such as the KBBC office and the basement in the borough. Joseph Merla states the senior center on Second Street could be another possible location. Burlew suggests that renting out a storage unit could be useful.

### New Business:

Shauna Burlew states she found the extra “Welcome to Keyport” sign that matches what is out on the highway currently. A decision needs to be made on where to install the sign. Burlew’s recommendation was to put it on the corner near the Delta gas station if permission is granted. She suggested that one side of the sign be utilized as advertisements for businesses in town. Specifically, businesses that do not have the money to advertise around town, as this would be free for a set amount of time. The business would only be responsible for paying for the printing of the advertisement. Joseph Manfredi discusses with the board the steps that would be necessary in order for the sign to be put in the specific location.

The board discusses possible upcoming events and how these events could be planned in order to maximize people’s safety. Shauna Burlew mentioned the idea of live music. The band would cost around \$1,000 for 60 minutes of music. Delia Sosa McDermott also discusses having the salsa lessons with two dancers. No final decisions on this matter were made, as each event needs approval.

[Joseph Merla exits the meeting early]

Motion by Mayor Kennedy and seconded by Delia Sosa McDermott to approve the \$250 in Keyport cash for the sail fest and yacht club. All members present vote in favor. The motion passes.

The board discusses the issue of the bricks and the estimates.

[Mayor Collette Kennedy exits the meeting early]

Public Session:

Not enough board members were present to conduct a public session. However, Jack Straub commented that he believed that Mayor Collette Kennedy had made a mistake when discussing the picnic tables.

Closure:

Motion by Shauna Burlew and seconded by Michael Mulcahy to adjourn the meeting. All members present vote in favor. The motion passes. The meeting is adjourned.