

Minutes of April 14, 2021 KBBC Board of Directors Meeting

Attendees:

Shauna Burlew (President)
George McMorrow (Vice-President)
Chris Sanborn (Treasurer)
Councilwoman Delia Sosa McDermott (Secretary)
Ann Boyce
Catherine Galli
Mayor Collette Kennedy
Joseph Merla
Lorraine DeVizia
Michael Mulcahy
Joseph Manfredi (Attorney)

Absent:

Meeting held via Zoom and commenced at 6:39 p.m.

Sunshine Law notice read by Joseph Manfredi, Esq.

Roll call with names present/absent above.

Approval of March 10, 2021 Minutes:

Catherine Galli requests that her name be included in the minutes under the Job Search Committee item, as she is a member of that committee. Motion by Lorraine DeVizia and seconded by Catherine Galli to approve the March 10, 2021 meeting minutes, subject to the noted correction. All members present vote in favor, except Ann Boyce and Chris Sanborn abstain (were not present at meeting). The motion passes.

Public Session:

Motion by Delia Sosa McDermott and seconded by Ann Boyce to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Jack Straub requests a public session after the President's Report or at the end of the meeting.

[Shauna Burlew joins the meeting late].

Jack Straub questions the Board about the publication of the Requests for Proposals for professional services. General Counsel states that this portion of the meeting is for making public comments, not conducting a question-and-answer session. Jack Straub questions why the current bookkeeper and auditor are not being retained.

There are no further public comments.

Motion by Mayor Collette Kennedy and seconded by Councilwoman Delia Sosa McDermott to close the public session. All members present vote in favor, except Ann Boyce abstains. The motion passes and the public session is closed.

President's Report:

Shauna Burlaw indicates that the two items on the agenda for the President's Report will be addressed in closed session.

Treasurer's Report:

Chris Sanborn delivers the Treasurer's Report.

Motion by Delia Sosa McDermott and seconded by Shauna Burlaw to pay the bills (in the total amount of \$2,512.70). All members present vote in favor, except Joseph Merla abstains. The motion passes.

Chris Sanborn reports on the cancellation of the corporation's worker's compensation policy due to the absence of any employees.

Shauna Burlaw reports on results obtained from the March 3rd 2021 "KBBC Business Survey" created to assess & better serve the needs of the BID stakeholders.. The Board discusses possibility of hosting a wellness weekend.

The Board discusses a website update proposal and KBBC'S existing website service provider. Motion by Collette Kennedy and seconded by Joseph Merla to table the website matter for another month. All members present vote in favor. The motion passes.

New Business:

The Board discusses advertising in the Summer Guide. Collette Kennedy asks if there is a motion to expend funds on the advertising. Hearing none, she indicates that the Board should move on to the next agenda item.

[Catherine Galli exits the meeting early]

The Board discusses creating a "Keyport Business Guide" for all new & existing businesses. Motion by Ann Boyce and seconded by Lorraine DeVizia to authorize the expenditure of up to \$1,000 for labor to create the portfolio. All members present vote in favor. The motion passes.

The Board discusses updating the highway 36 sign. Motion by Collette Kennedy and seconded by Delia Sosa McDermott to authorize the expenditure of up to \$500 for the printing updated highway

sign (to be approved by Ann Boyce, Lorraine DeVizia, and Colette Kennedy). All members present vote in favor. The motion passes.

Motion by Shauna Burlew and seconded by Ann Boyce to authorize the expenditure of up to \$500 for a second copy of the sign to be placed on Real Gymm. All members present vote in favor, except Joseph Merla abstains. The motion passes.

The Board discusses landscaping for the Welcome to Keyport area. Motion by Lorraine DeVizia and seconded by George McMorrow to authorize the expenditure of funds (estimated cost- \$500) for purchasing plants through the Garden Club for 20 pots. All members present vote in favor. The motion passes. Collette Kennedy asks to table the sign landscaping matter. Motion by Shauna Burlew and seconded by Lorraine DeVizia to authorize Joseph Merla to paint the Welcome to Keyport sign. All members present vote in favor, except Joseph Merla abstains. The motion passes.

In part of a collaborative effort with the NPP & Borough, the KBBC Board discusses contributing to “filling in the gaps” in providing the additional funding towards the visual aesthetics in professional line striping & signage for the Municipal parking lot behind McDonagh’s, near Old Glory on Broad street.

Motion by Ann Boyce and seconded by Lorraine DeVizia to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Borough Administrator Jay Delaney comments on the NPP & Borough’s improvements plans for the repaving of the Municipal parking lot. Mr. Delaney stated the first proposal was \$40,000 and is requested to get additional pricing proposals for the repaving. Mr. Delaney stated NPP’s next year of funding is expected to be received on July 1st 2021. The Board discusses exchanging payment contributions with NPP & the Borough, and to pay for the repaving in order to expedite the process. Motion made by Mayor Kennedy and seconded by Lorraine DeVizia to pay the paving aspect of the parking lot project. All members present vote in favor, except Shauna Burlew votes No. The motion passes.

John Merla comments on having students water plants throughout the Borough in order to get credit towards their community service requirements.

Jack Straub comments on the meeting agenda.

There are no further public comments.

Motion by Delia Sosa McDermott and seconded by Collette Kennedy to close the public session. All members present vote in favor, except Ann Boyce abstains. The motion passes and the public session is closed.

[Catherine Galli re-enters the meeting]

The Board discusses the Welcome Gateway arch and the expected Broad Street improvements. After a lengthy discussion, Collette Kennedy asks if there is any opposition to a continuing

dialogue on the Welcome Gateway arch. Hearing none, Collette Kennedy asks the Board to move on to the next agenda item.

The Board discusses the fees for the Farmer's Market. Motion by Ann Boyce and seconded by Lorraine DeVizia to charge \$250 for new participants and \$150 for returning participants. All members present vote in favor, except Shauna Burlew votes No. The motion passes. The Board immediately reconsiders the fee structure for the Farmer's Market. Motion by Collette Kennedy and seconded by Ann Boyce to have up to ten participants and to charge each \$150 for the Farmer's Market. All members present vote in favor. The motion passes.

The Board discusses the Town-wide yard sale.

The Board discusses new ideas for socially-responsible events and the KBBC events budget. Shauna Burlew, George McMorrow, and Michael Mulcahy are selected to serve on the Events Committee.

The Board discusses how to address property owners who fail to maintain their properties.

Motion by Shauna Burlew and seconded by Michael Mulcahy to enter into closed session to discuss confidential personnel matters and matters of attorney-client privilege. All members present vote in favor. The motion passes.

The Board returns to open session.

Motion by Delia Sosa McDermott and seconded by George McMorrow to award a contract to Geltrude and Company for accounting services. All members present vote in favor, except Ann Boyce abstains. The motion passes.

Motion by George McMorrow and seconded by Catherine Galli to award a contract to Manfredi & Pellechio for legal services. All members present vote in favor, except Ann Boyce abstains. The motion passes.

Motion by Shauna Burlew and seconded by Delia Sosa McDermott to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Jack Straub comments on the legal requirements for procurements and public meetings.

There are no further public comments.

Motion by Delia Sosa McDermott to close the public session. All members present vote in favor. The motion passes and the public session is closed.

Closure:

Motion by Mayor Kennedy and seconded by George McMorrow to adjourn the meeting. All members present vote in favor. The motion passes. The meeting is adjourned.