

**Minutes of December 8, 2021 for KBBC Board of Directors Meeting**

**Attendees:**

Councilwoman Delia Sosa McDermott (Secretary)

George McMorrow (Vice-President)

Mayor Collette Kennedy

Shauna Burlew

Joseph Merla

Ann Boyce

Douglas Weider

Dolores Rilho

Melissa O'Connor

JoAnne Colonnello

Joseph Manfredi (Attorney)

**Absent:**

Julia Kravchin

Larry Vecchio

Meeting commenced at 6:35 pm ET

Sunshine Law notice read by George McMorrow

Roll call with names present/not present above



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**Approval of November 10, 2021 Minutes:**

Motion made by Delia Sosa McDermott to approve the November 10, 2021 minutes. With the amendment that Melissa O’Connell’s last name be corrected. Seconded by Ann Boyce. All members present vote in favor.

**2020 KBBC Audit**

Anthony Polcari presents a rough draft of the 2020 audit to the board. Polcari states that more documentation is needed to issue a final draft. Polcari mentions he found four deficiencies pertaining to internal control within KBBC.

The board schedules a special meeting for December 20<sup>th</sup> to further discuss the audit.

[Dolores Rilho exits the meeting at 7:35pm ET]

**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 states he knows where to locate the missing invoices unless they have been tampered with. He mentions all missing involves are located on the computer, as well as in certain accounts belonging to the KBBC.

John Merla expresses concerns pertaining to changing the by-laws. Additionally, concerns about the status of the parking lot project.

Donna Purcell questions the board about recent car accidents that occurred in Keyport which resulted in lighting issues.

Motion 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.

**Treasurer's Report:**

Ann Boyce states that multiple invoices have been mailed out and are waiting to clear. Ann Boyce mentions a new check was sent out to New Jupiter and is waiting on confirmation.

Motion by Delia Sosa McDermott to reimburse \$125 for holiday decoration expenses. Seconded by George McMorrow. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Mayor Collette Kennedy mentions there was confusion between the decorator and the board as to who would be purchasing the decorations. Kennedy states the decorator will be taking possession of the decorations prior to the holidays because of the misunderstanding.

[Shauna Burlew enters the meeting at 8:10 pm ET]

Delia Sosa McDermott mentions Larry Vecchio sent out proposals for the sidewalk.

The board discusses previously paid bills.

Motion by Ann Boyce to approve payment of bills in the amount of \$20,840.50, which excludes payments made to the borough of Keyport. Seconded by George McMorrow. Roll Call. Shauna Burlew votes no, no abstentions. The motion passes.

Motion by Shauna Burlew to approve payment of bills for the borough of Keyport in the amount of \$23,250. Seconded by George McMorrow. Roll Call. All members present vote in favor, Delia Sosa McDermott and Mayor Collette Kennedy abstain. The motion passes.

**Old Business:**

Shauna Burlew discusses the business guide. Burlew mentions she received logo concepts from a graphic designer, as well as the logos she created herself.

Mayor Collette Kennedy makes note that the first hour of the meeting was spent reviewing the rough draft of the audit. However, because of the issues pertaining of the laptop and cellphone, the audit could not be completed at this time. Shauna Burlew states she made efforts to obtain the necessary documents from both the cellphone and laptop but was unable to do so.

[Shauna Burlew exits the meeting to retrieve the laptop and cellphone]

The board takes a short break.

[Shauna Burlew re-enters the meeting in possession of the laptop and cellphone]

**New Business:**

Delia Sosa McDermott discusses adding headshots of the KBBC board members to the website. She states headshots must be sent prior to December 31<sup>st</sup> for them to be included.

The board discusses changing the dates of upcoming board meetings.

Motion by Ann Boyce to have KBBC board meetings to occur on the second Tuesday of every month, with the stipulation that there are no other conflicting meetings. Seconded by Joseph Merla. All members present vote in favor. The motion passes.

[Dolores Rilho re-enters the meeting at 9:07 pm]

The board discusses details and plans for the stakeholder and business owner dinner.

[Joseph Merla exits the meeting at 9:32 pm]

The audio recording ends.

The meeting is adjourned.