

## Minutes of June 9, 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  
Ann Boyce  
Joseph Manfredi (Attorney)

### **Also Present:**

Jay Delaney (Borough Administrator)

### **Absent:**

Chris Sanborn (Treasurer)  
Catherine Galli  
Michael Mulcahy

Meeting held via Zoom and commenced at 6:33 pm ET

Sunshine Law notice read by Joseph Manfredi

Roll call with names present/not present above

### Approval of May 13, 2021 Minutes:

Mayor Collette Kennedy mentions that the restaurant guide discussed in the meeting was not reflected within the May 13<sup>th</sup> minutes. Motion made by Mayor Collette Kennedy to approve the May 13, 2021 minutes, given that this change is made. Seconded by Joseph Merla. All other members present vote in favor, no abstentions.

Discussion:

Mayor Collette Kennedy mentions there was an email received stating that Chris Sanborn has resigned from the board. This email was to be sent out to the remaining board members shortly after the meeting.

Public Session:

Motion by Delia Sosa McDermott 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.

[Shauna Burlew joins the meeting at 6:38 pm ET]

Jay Delaney mentions B&B Paving has been lined up to complete the paving of the parking lot located adjacent to Broad and Main Street, scheduled for the month of June. This will include the reconstruction of 3,400 square feet of parking lot and spot repair of an additional 2,000 square feet. The cost of this totals just over \$23,000 which was the cheapest quote received. Subsequent to that the seal coating and the restriping of the entire parking lot. Jay Delaney mentions this work is to be done on a slower business day, or in phases so that the entire parking lot will not have to be blocked off. All business are to be notified of this work in advance.

Mayor Collette Kennedy motions to pay no more than \$40,000 for the repaving, seal coating, and line striping. Seconded by Joseph Merla. Roll call. All members present vote in favor, except Shauna Burlew and Ann Boyce vote no. The motion passes.

Shauna Burlew questions if there was money allocated for the parking lot from the NPP or the Borough. Jay Delaney states that the NPP has included these improvements in their year 2, however, the grant has not been approved yet. He expects this to become available July 1<sup>st</sup>.

Jack Straub questions whether the May minutes reflected his statements made at the end of the meeting. Shauna Burlew and Mayor Collette Kennedy mention that his comments were accurately reflected within the minutes.

John Merla commented on the awarding of the repaving of the parking lot, he states he was not in favor of the KBBC paying for it. John Merla also says he believes that the vacancies on the board need to be filled due to lack of input and the heavy workload assigned to board members who attend regularly. Mayor Collette Kennedy answers it is not viable for the vacancies to be

filled if the KBBC cannot get their bylaws rewritten. Jack Straub follows that he also agrees that action should be taken to rewrite the bylaws.

Motion by Delia Sosa McDermott and seconded by Shauna Burlew 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 states they have cancelled New Jupiter and sent everything to JSMT that was needed to continue with the new website. Additionally, she mentions JSMT's \$1950 fee does not include additional features to what they currently have on the website. The board will no longer need to pay \$285 a month and will own their own content. Shauna Burlew mentions the board will be responsible for maintaining the new website. In addition to the creation of the website, a mock-up of a restaurant guide was created, as well as the idea of making a business guide for the KBBC.

Shauna Burlew confirms the installation of the highway signs has been completed. She also states an abundance of Keyport cash has been printed.

Shauna Burlew indicates she put in event approval for the salsa event, family night, and car show. Flyers for these events were created. Additionally, discussion of the upcoming farmer's market.

Six students had signed up for the "Grow Keyport" project. A discussion needs to be held about purchasing watering cans, clipboards, and creating t-shirts.

Shauna Burlew mentions the idea of hiring Nicole Gangino to manage the social media accounts as a 1099 employee. Mayor Collette Kennedy questions the legalities behind hiring her. Mayor Collette Kennedy mentions the fact that this employee may have served on the board within the past year. Joseph Manfredi states that there is an IRS prohibition against any board member engaging in a vendors contract with a non-profit for a period of one year after they served on the board. Joseph Manfredi will have to confirm with them whether hiring her would be in compliance with the IRS regulations at a later date.

Motion by Shauna Burlew to hire Nicole Gangino to manage the social media accounts for \$375 a week, subject to if it complies with said IRS regulations. Seconded by Joseph Merla. Roll call. No abstentions, the motions passes.

Shauna Burlew discusses the interview process in order to fill vacancies on the board. Additionally, she modified the job description to be shorter and more concise.

Motion by Mayor Collette Kennedy to allocate \$200 to the Job Search Committee so the position could be advertised properly. Seconded by Shauna Burlew. Roll call. No abstentions, the motions passes.

The board discussed working towards obtaining an easement in order to display a sign at the delta gas station. Delia Sosa McDermott consulted with Joseph Manfredi if an easement would be needed or if a letter from the owner would suffice (since it is not a permanent structure). Joseph Manfredi responded that the board would need a license which is written authority from the property owner.

Shauna Burlew mentions the outstanding bills. Due to the resignation of Treasurer Chris Sanborn, another signature will be needed for the checks.

Motion by Mayor Collette Kennedy for George McMorrow to replace Chris Sanborn as a signee on the checks, with Ann Boyce as a backup. Seconded by Shauna Burlew. Roll call. No abstentions, the motions passes.

Motion by Delia Sosa McDermott and seconded by Shauna Burlew to have petty cash of no more than \$300. Roll call. No abstentions, the motions passes.

Motion by Mayor Collette Kennedy to make payment of bills. Seconded by Shauna Burlew. Roll call. No abstentions, the motions passes.

#### Old Business:

Shauna Burlew discussed having vendors for the market. Delia Sosa McDermott stated she would speak with Joseph Manfredi if they will need to do a license agreement to continue.

Mayor Collette Kennedy reminds the board of two approved events, the puppet show on July 10<sup>th</sup> and the magic show on July 24<sup>th</sup> taking place on the stage in the minipark.

Shauna questions whether the car show had been approved. It has been approved but is pending in date and time.

The board discusses the change in date and pricing for the salsa event. Shauna Burlew and Delia Sosa McDermott questioned Joseph Manfredi whether or not they would be protected if they have to opt-out or cancel the event.

Motion by Shauna Burlew for the five weeks of salsa, 7-piece band, two dancers, and the performance of Marlow Rosado for the amount of \$11,400. Seconded by Joseph Merla. Roll call. Ann Boyce votes no, the motions passes.

New Business:

Shauna Burlew mentions National Picnic Month and National Ice Cream Month. Motion by Mayor Collette Kennedy for twenty-four new picnic blankets to include a logo for no more than \$600. Seconded by Shauna Burlew. No abstentions, the motions passes.

Shauna Burlew mentions the cover for the stage is getting moldy, the lights need to be adjusted, the pavers on the steps need to be power washed. Additionally, the installment of steps and a ramp. Shauna Burlew states the ramp could cost between \$5,000 and \$7,000. The steps costing \$400.

The board discusses upcoming ribbon cutting events. Mayor Collette Kennedy explains she has had some trouble scheduling a ribbon cutting for a business for June 19<sup>th</sup>. Mayor Collette Kennedy says she reached out to a few different businesses but had only received an answer from a tobacco beverage store.

The board discusses the LED Advertising Truck for \$150 an hour. The board was interested in the idea and would like more information so it can be discussed at a later date.

Closure:

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