



*Keyport Bayfront Business Cooperative*  
70 West Front Street • Keyport, NJ 07735 • 732-739-5138  
[www.visitkeyport.org](http://www.visitkeyport.org) • [kbbc@visitkeyport.org](mailto:kbbc@visitkeyport.org)

Minutes of August 11, 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  
Catherine Galli  
Joseph Manfredi (Attorney)

Also Present:

Jay Delaney (Borough Administrator)  
Mike Carlon (Accountant)

Absent:

All members present

Meeting held via Zoom and commenced at 6:36 pm ET

Sunshine Law notice read by Joseph Manfredi

Roll call with names present/not present above

Approval of July 14, 2021 Minutes:

Mayor Collette Kennedy makes a comment pertaining to the farmers market mentioned in the July 14<sup>th</sup> meeting minutes. Mayor Collette Kennedy states the farmers market itself has not stopped, rather the inquiries have. Motion made by Mayor Collette Kennedy to approve the July 14<sup>th</sup> 2021 minutes, with the adjustment mentioned above. Seconded by George McMorrow. All other members present vote in favor. Ann Boyce abstains.

Public Session:

Motion by Joseph Merla 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.



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Nicole Gangino mentions her progress made since she started managing the KBBC's social media accounts. Including, reaching out to businesses and marketing events. Nicole Gangino states their Instagram account has grown to a following of 1600. Additionally, the Facebook account had reached 7100.

John Merla updates the KBBC on the watering program done with the schools. Merla states the project has gone well so far and the flowers have been growing. John Merla also confirms with the board about the car show, which will take place on August 26<sup>th</sup>. John Merla mentions the complaints received dealing with dogs being close to the stage.

Jay Delany states the paving repairs have been completed and that the seal coating and restriping will follow.

Jack Straub discusses the parking lot repaving; he mentions he believed the parking lot should have been a Borough expense.

[Shauna Burlew enters the meeting at 7:08 pm ET]

Motion by Shauna Burlew and seconded by Mayor Collette Kennedy 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 mentions the salsa event has been a big success thus far.

Burlew states Kathy Clayton had come in on August 3<sup>rd</sup> to begin the auditing process. Burlew mentions that Clayton will prepare a rough draft and present it to the executive board for any questions or other statements. As well as, the full board before finalization.

Shauna Burlew states she put together a presentation to allocate certain areas in Keyport for the murals.

Shauna Burlew states the contract for the salsa event had been reviewed by the executive board and attorney. The contact totaled \$11,600 and includes sounds, dancers, and the finale. Shauna Burlew mentions to the board that she had paid the band through Venmo.



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Joseph Manfredi states that the contract allows payment to be made through use of cash, certified check, or cashier's check. The contact states 50% would be paid upfront and the remaining 50% over a period of time. Joseph Manfredi explains that currently wire transfers are not lawful, as the state of New Jersey requires a financial policy in which the use of wire transfers needs to be adopted. In addition, the designation of a single individual to handle these specific payments.

Motion by Joseph Merla for the financial policy to be approved, which will include the right of payment by wire transfer. Seconded by Ann Boyce. No abstentions, the motions passes.

The board discusses a special meeting scheduled for September 1st at 6:30 pm ET.

**Public Session:**

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 states when mentioning the accountant Kathy Clayton, the board should refer to the firm HBK.

John Merla questions Joseph Manfredi on why the auditor has not advised the KBBC on the wire transfers done in the past.

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

**Treasurers Report:**

Ann Boyce states she cannot access anything in order to do her job as Treasurer. Ann Boyce affirms the board she will continue to be the treasurer for the KBBC.

[Mike Carlon enters the meeting at 8:20 pm ET]

Shauna Burlew informs Mike Carlon that \$966.67 needs to be added to the bill as a reimbursement for the salsa event.



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Motion by Delia Sosa McDermott to pay the outstanding bills in the amount of \$13,267.93. Seconded by George McMorrow. Roll call. Shauna Burlew votes no. No abstentions, the motions passes. Mayor Collette Kennedy adds that if future bills are not presented in a timely fashion, she will no longer vote to approve them.

[Mike Carlon leaves the meeting at 8:37 pm ET]

Public Session:

Motion by Ann Boyce 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 questions Joseph Manfredi if the new financial policy conflicts with the by-laws.

Joseph Manfredi discusses with the board that it is in the best interest of the KBBC to comply with the financial laws set in place to avoid complications if the KBBC is audited.

Motion by Delia Sosa McDermott and seconded by Mayor Collette Kennedy to close the public session. All members present vote in favor, Shauna Burlew abstains (stepped out of meeting). The motion passes and the public session is closed.

Committee Reports:

Delia Sosa McDermott updates the board on Music Thursdays. She mentions the issue of people using the bathrooms, as well as the cleaning of the porta johns.

Motion by Ann Boyce to allocate \$350 in Keyport cash for the car show. Seconded by George McMorrow. Roll call. No abstentions, the motions passes.

Motion by Shauna Burlew for \$600 in Keyport cash for the grand finale at the salsa event. Seconded by George McMorrow. Roll call. No abstentions, the motions passes.

Catherine Galli presents updates to the board on upcoming events, including Wellness Weekend.



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Motion by Ann Boyce to allocate \$2000 in Keyport cash for bags for the Wellness event. Seconded by Shauna Burlew. Roll call. No abstentions, the motions passes.

[Shauna Burlew leaves the meeting at 10:15 pm ET]

Motion by Mayor Collette Kennedy to take \$2000 out of the general account for Wellness Walk. Roll call. Shauna Burlew abstains, the motions passes.

Motion by Mayor Collette Kennedy to allocate \$900 of the \$2000 for bags, flyers, and balloons at the Wellness Walk. Seconded by Ann Boyce. Roll call. Shauna Burlew abstains, the motions passes.

Motion by Delia Sosa McDermott to allocate \$350 out of the marketing budget for Keyport Cash label stickers for businesses. Seconded by Joseph Merla. Roll call. No abstentions, the motions 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, no abstentions. The motion passes and the public session is opened.

Jim from Sterling Auto Services mentions the issue of having access to the circuits if one of them blows. Additionally, if this problem arises can it be fixed fast enough to prevent people from leaving in the case of an ongoing event.

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.

**Old Business:**

Delia Sosa McDermott mentions the new website from JSMT is ready but are waiting on Shauna Burlew to provide them access to setup the portal.

Other matters pertaining to old business were tabled until the next KBBC board meeting.



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Motion by Ann Boyce to allocate \$1500 for Dogs Night Out. Seconded by George McMorrow. Roll call. All members present vote in favor. No abstentions, the motions passes.

Mayor Collette Kennedy reminds the board of the upcoming ribbon cutting taking place on August 14th at the Sunshine Cafe.

Motion by Ann Boyce to spend up to \$500 to fill in the holes around the trees. Seconded by (inaudible). Roll call. (Inaudible) votes no. All members present vote in favor. No abstentions, the motions passes.

**New Business:**

Mayor Collette Kennedy states that the KBBC board vacancies will not be filled at this time.

George McMorrow mentions the Waterfront Christmas light exhibit. Mayor Collette Kennedy discusses price quotes for decorations.

Other matters pertaining to new business were tabled until the next KBBC board meeting.

**Public Session:**

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

Lawrence Vecchio questions Joseph Manfredi the alternative in the by-laws if Mayor Collette Kennedy does not appoint board members. Additionally, Lawrence Vecchio states he believes the KBBC board meetings should be shorter and more efficient.

Donna Purcell states her concerns dealing with how the KBBC handle matters.

Jack Straub questions the board about their position on hiring an executive director.

Debra Muller suggests to the board that the meetings should be held over Zoom.

Motion by George McMorrow 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.



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**Closure:**

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