



Keyport Bayfront Business Cooperative
70 West Front Street • Keyport, NJ 07735 • 732-739-5138
www.visitkeyport.org • kbbc@visitkeyport.org

Minutes of December 20, 2021 for KBBC Board of Directors Special Meeting

Attendees:

Councilwoman Delia Sosa McDermott (Secretary)

George McMorrow (Vice-President)

Mayor Collette Kennedy

Ann Boyce

Douglas Weider

Dolores Rilho

Melissa O'Connor

JoAnne Colonnello

Joseph Manfredi (Attorney)

Anthony Polcari (CPA)

Jack Straub

Absent:

Julia Kravchin

Larry Vecchio

Joseph Merla

Shauna Burlew



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Audit:

Anthony Polcari discusses the 2020 KBBC Audit with the board.

Polcari mentions the issue of missing invoices and other documentation resulting from the laptop and cell phone.

Anthony Polcari states hard copies of invoices and other documents to support expenses were not maintained in an organized filing system, nor were they maintained physically at the place of business.

Additionally, the requirement of two check signees which is stated in the by-laws was not maintained. Polcari suggests a system should have been in place, so that these responsibilities were spread out amongst multiple people, rather than one.

Joseph Manfredi states the latest efforts made to recover documents from the laptop and cell phone were unsuccessful. Manfredi states he was asked to drop off the laptop and cell phone at the Keyport police station after the meeting. Mayor Collette Kennedy states she is against bringing the laptop to the police station.

Ann Boyce mentions she would take the laptop to Apple.

Anthony Polcari states that creating an audit committee consisting of two or three members would be beneficial to the board.

Motion by George McMorrow to accept the 2020 KBBC Audit and tender to the State of New Jersey. Seconded by Dolores Rilho. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Joseph Manfredi discusses hiring a forensic computer firm to gain access to the laptop.

Manfredi states the board should wait to see if Apple is able to unlock the laptop first.

Ann Boyce states she will continue to pursue efforts to recover information from the cell phone.

Mayor Collette Kennedy tells George McMorrow and Ann Boyce to cease future payments made with the debit card.

Public Session:

Motion by Ann Boyce 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.

Jack Straub questions Anthony Polcari if the audit mentions the extraordinary circumstances the board faced in 2020 due to covid-19. Polcari states it is not feasible to assume what was directly affected by covid-19.

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

Closure:

Motion by George McMorrow to adjourn the meeting. Seconded by Delia Sosa McDermott. All members present vote in favor. The motion passes. The meeting is adjourned.