

## Minutes of March 10, 2021 for KBBC Board of Directors Meeting

### **Attendees:**

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

### **Absent:**

Chris Sanborn (Treasurer)  
Ann Boyce  
Joseph Merla

Meeting began at 6:37 pm ET

Sunshine Law notice read by Joseph Manfredi

Roll call with names present/not present above

Mayor Kennedy requests an edit to be made in the public session portion about her statement on contactors offering business owners a reduced discount, she clarifies this was just a suggestion.

Approval of February 10<sup>th</sup>, 2021 minutes

Full board voted in favor by voice & video. George McMorrow abstained (was not present at meeting).

### **Public Session:**

Jack Straub questioned if the changes he requested for the January minutes were made, as he believed that there may have been some factual errors made. Shauna Burlew responds saying there were no changes and that the minutes had been approved by the full board. Joseph Manfredi follows by stating that the minutes were approved in their current format by the board.

No further conversations from public session. Motion to close public session by Councilwoman McDermott & seconded by Shauna Burlew. Full board voted in favor by voice & video. No abstentions. Public session closure approved.

#### Job Search Committee:

Shauna Burlew shares that she purchased the apply@visitkeyport.org email handle and gave the remaining committee members the passwords. She mentions that they have received a lot of resumes and the downtown picked up the job ad. The committee members were asked to review the resumes and to send Shauna Burlew the ones that they see as qualified. There was an open invitation to any other members if they would like to join the committee. Shauna Burlew reminds that an administrator is needed, and that she will handle all schedule matters. List of current committee members is reviewed again; Joseph Merla, Ann Boyce, Shauna Burlew, Catherine Galli. One more space available due to Chad Simmons resigning.

#### Board Member Resignation:

Chad Simmons resigned after the last special committee meeting.

#### Visual Improvement:

Shauna Burlew brought up the matter of the lighting, in which Lorraine DeVizia mentioned that the landscaping company who put them up had offered \$300 to take them down. On the matter of the flags, Lorraine DeVizia also said the same company would most likely be willing to put them back up at a price that would later be determined. Mayor Kennedy stated that the \$300 would be allocated to the removal of the lighting and the issue of the flags would be discussed on a later date.

#### New Business:

Review of KBBC March 2021 Open Books

Motion made by Delia Sosa McDermott to pay the bills for a total of \$2,868.66. Seconded by Lorraine, no abstentions.

Mayor Collette Kennedy raised the question of allocating more than just \$500 towards business consulting, in which she suggested that this portion of the budget receive a minimum of \$2,500 since one proposal had already been quoted at \$1,900. Following this statement from the mayor, Joseph Manfredi asked if she would like to suggest to the board that this portion of the budget be amended, to which everyone agreed. Despite the budget change, Mayor Collette Kennedy stated that the total expenses should remain at the same amount due to the high

carryover. It was also mentioned that there were a few typos in the budget, which were pointed out and to be corrected.

JSMT Media promised to build and design new website within 30 days. Joseph Manfredi asked if the KBBC had signed a contract with New Jupiter, and that its important that this be investigated before proceeding. Regardless, New Jupiter would still need to be paid until the new site is finished. The price of \$1,920 was discussed for the new website, as well as the new features that would be available with it. Including different plugins, which could allow business owners to share their own content, ect.

There was some confusion on whether JSMT would be paid only to copy and paste the old website content over to the new one. George McMorrow shared that they would be building a whole new website with original content and creating it in a way to best suit the KBBC.

It was mentioned that the KBBC's accounting services end in March, as well as he fact that an accountant and auditor are needed. Joseph Manfredi explained that the IRS, the state requires an independent audit annually and the local public contracts law requires them to follow bidding laws, which needs request for proposal. The final requests decided are as follows; a request for an accountant, an auditor, and legal. All in the meeting were in agreement with these proposals.

Mayor Collette Kennedy requested a special meeting on March 31<sup>st</sup> at 4 p.m. to clean up a lot of first quarter matters.

Delia Sosa McDermott shared the idea of building an iron gate or a welcome sign. She also said she may have the ability to have this done through a company that the borough would hire. The KBBC would need to have locations marked. Shauna Burlew mentioned locations such as Four Corners on 36 located at Broad Street. Other like Town & Country, Blue Rock & other high traffic visibility locations in Keyport to be determined.

Closure:

Motion to close with All if favor motion by Lorraine DeVizia & seconded by Shauna Burlew. Full board voted in favor by voice & video. No abstentions. Meeting ended.