



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

DRAFT Minutes of November 10, 2021 for KBBC Board of Directors Meeting

Attendees:

Councilwoman Delia Sosa McDermott (Secretary)

Mayor Collette Kennedy

Joseph Merla

Ann Boyce

Douglas Weider

Julia Kravchin

Dolores Rilho

Lawrence Vecchio

Melissa O'Connell

Joseph Manfredi (Attorney)

Absent:

Shauna Burlew (President)

George McMorrow (Vice-President)

Meeting commenced at 6:37 pm ET

Sunshine Law notice read by Delia Sosa McDermott

Roll call with names present/not present above

Approval of October 13, 2021 Minutes:

Motion made by Delia Sosa McDermott to approve October 13, 2021 minutes. Seconded by Douglas Weider. All members present vote in favor.

Closed Session:

Motion by Delia Sosa McDermott to enter closed session. Seconded by Ann Boyce. All members present vote in favor, no abstentions. The motion passes.



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The board and Joseph Manfredi discuss attorney-client matters.

The board emerges from closed session.

KBBC Election Results:

Joseph Manfredi announces the results of the 2021 KBBC election:

Ann Boyce (3-year term)

Dolores Rilho (3-year term)

Donnie Blanks (3-year term)

Julia Kravchin (2-year term)

Larry Vecchio (1-year term)

Melissa O'Connor (1-year term)

JoAnne Colonnello (1-year term)

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.

John Merla states he met with the homeowner, tree company, and local landscaper regarding the tree. He mentions they are in a good position to move forward with it. Merla expresses his concern about moving the tree and suggests that the street be closed temporarily.

The board discusses plans for decorating the tree, no definite date was decided on.

Motion by Ann Boyce 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 mentions a check in the amount of \$880 from August was voided due an invalid invoice. Boyce states she sent out a new check in the amount of \$938.30, which is the correct amount.

Ann Boyce states she had recently spoke with New Jupiter regarding checks that had been sent out. New Jupiter stated they had not received they checks yet, however; they had been experiencing issues relating to checks as of late. Ann Boyce mentions she will cancel the check and send a new one if New Jupiter does not receive it in the next few days.

Ann Boyce mentions other outstanding miscellaneous expenses and invoices.

Motion by Ann Boyce to amend the bill list to include the items indicated, with the provision that once the services are fully rendered Ann Boyce will be authorized to issue a check for full payment. Seconded by Douglas Weider. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Delia Sosa McDermott mentions documents were needed for the 2020 audit. Ann Boyce states she sent out all necessary documents.

Old Business:

Julia Kravchin mentions using A KBBC email to streamline communication with businesses and volunteers.

Julia Kravchin discusses Nicole Gangino's duties and guidelines pertaining to the management of KBBC's social media accounts.

Delia Sosa McDermott discusses setting up a private business section on the website with JSMT, including business directory. Larry Vecchio suggests using a different directory. The board decides to table the matter until the next meeting.

New Business:

The board provides updates on the Archway project.

Mayor Collette Kennedy states the parking lot paving was supposed to be completed by October 31st. Additionally, Mayor Collette Kennedy mentions that the ramp has not yet been delivered. No timeframe has been provided for either project.

Motion by Delia Sosa McDermott to approve \$200 in lighting expenses for the winter event. Seconded by Larry Vecchio. Roll Call. All members present vote in favor, no abstentions. The motion passes.



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Motion by Larry Vecchio to allocate funds to fix and clean the streets, quotes pending. Seconded by Ann Boyce. Roll Call. Delia Sosa McDermott, Douglas Weider, and Mayor Collette Kennedy vote no, no abstentions. The motion passes.

Mayor Collette Kennedy suggests hiring a photographer for events.

Motion by Larry Vecchio to allocate \$500 to ensure quality photographs be taken at the remainder of the 2021 events. Including that Nicole Gangino is offered the position first. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Job Search Committee:

Joseph Manfredi states he has spoken with the job search committee, updates will be given later.

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.

John Merla discusses student volunteer hours with the board.

Motion by Mayor Collette Kennedy to allocate \$2,000 to hire a tree decorator. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Donna Purcell expresses her concerns regarding the duration of the Christmas event, she states it may not be long enough to include everything.

Motion by Larry Vecchio 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.

Closure:

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