



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

Minutes of October 13, 2021 for KBBC Board of Directors Meeting

Attendees:

Shauna Burlew (President)

Councilwoman Delia Sosa McDermott (Secretary)

Mayor Collette Kennedy

Joseph Merla

Ann Boyce

Douglas Weider

Julia Kravchin

Joseph Manfredi (Attorney)

Absent:

George McMorrow (Vice-President)

Dolores Rilho

Meeting commenced at 6:35 pm ET

Sunshine Law notice read by Delia Sosa McDermott

Roll call with names present/not present above

Approval of September 8 and September 29, 2021 Minutes:

Motion made by Mayor Collette Kennedy to approve the September 8 and September 29, 2021 minutes. Seconded by Ann Boyce. All members present vote in favor.

Public Session:

Motion by Joseph Merla 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.

The board and public agree to continue public session once the president and legal counsel arrive.



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Motion by Delia Sosa McDermott and seconded 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 states she will be following up with outstanding checks shortly.

Ann Boyce reminds the board of outstanding items that still need to pay, particularly the archway and parking lot.

Boyce mentions she is still in possession of the deposits collected from the car show but has yet to deposit them.

[Joseph Manfredi enters the meeting at 6:52 pm ET]

Nicole Gangino gives the board updates pertaining to the Instagram and Facebook accounts. Nicole Gangino mentions she sent Shauna analytics dealing with the KBBC social media accounts. Gangino states she is staying active on the accounts and posting multiple times per day in order keep people engaged.

Motion by Ann Boyce to approve the list of bills and payment in the amount of \$15,763.15, seconded by Delia McDermott Roll call. No abstentions, the motion passes.

Public Session:

Motion by Joseph Merla 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.

Jack Straub questions if the KBBC election ballots had been sent out. Joseph Manfredi states they were mailed out on October 8, 2021.

John Merla suggests that the KBBC set up a tent at events in which people can write down their information. Information entailing email addresses and zip codes, in order to better gain an understanding of the target audience.

Motion by Ann Boyce and seconded by Julia Kravchin to close the public session. All members present vote in favor, no abstentions. The motion passes and the public session is closed.



The board discusses Christmas tree lighting and garland installation.

Motion by Mayor Collette Kennedy to approve \$8,000 for the lights to be installed on the poles before November 26th. Seconded by Ann Boyce. Roll Call. All members present vote no. No abstentions. The motion fails.

[Shauna Burlew enters the meeting at 7:34 pm ET]

Motion by Mayor Collette Kennedy to approve \$9,000 for holiday decorating, including lights on the poles. Seconded by (inaudible). Roll call. Shauna Burlew votes no. No abstentions. The motion passes.

The board discusses other holiday events, as well as having carolers sing at various locations within Keyport.

The board discusses details pertaining to contracts for these events with Joseph Manfredi.

Motion by Ann Boyce to hire the Christmas tree lighter for \$925. Seconded by Douglas Weider. Roll call. No abstentions. The motion passes.

The board discusses the issue of possible rain during upcoming events. The board decides to not schedule any rain dates for these events, they will occur rain or shine.

Motion by Delia Sosa McDermott to allocate two hours for two ice sculptures. Seconded by Ann Boyce. All members present vote in favor, no abstentions. The motion passes.

[Douglas Weider leaves the meeting at 8:14 pm ET]

Motion by Ann Boyce to allocate up to \$10,000 for window decorations. Seconded by Delia Sosa McDermott. Roll call. All members present vote in favor, no abstentions. The motion passes.

The board discusses quotes for the Christmas tree.

Motion by Mayor Collette Kennedy to allocate \$300 for the Christmas tree trimming. Seconded by Delia Sosa McDermott. Roll call. All members present vote in favor, no abstentions. The motion passes.



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Motion by Mayor Collette Kennedy to assign Joseph Merla to move the tree. Seconded by Delia Sosa McDermott. All members present vote in favor, no abstentions. The motion passes.

Motion by Delia Sosa McDermott to allocate \$500 for Christmas decorations for the event. Seconded by Ann Boyce. Roll Call. All members present vote in favor, no abstentions. The motion passes.

The board and Joseph Manfredi discuss the possible liabilities if alcohol were to be present at upcoming events. The board decides to table this decision.

Shauna Burlew mentions she has not received other information dealing with elf on the shelf and the scavenger hunt.

Mayor Collette Kennedy states the borough will be sending out a second letter for confirmation of the archway.

Old Business:

The board discusses the LED advertising truck, no new information was provided.

New Business:

Mayor Collette Kennedy states the stage ramp has been ordered, pending delivery date.

Shauna Burlew states she is not aware of any upcoming ribbon cutting events.

President's report:

Shauna Burlew mentions details about the past ribbon cuttings at Tiffany's Vintage and Shabby Decor.

Shauna Burlew states the first Wellness Walk was a success.

Mayor Collette Kennedy thanks Donna Purcell for her help at the event.

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.

The board and Joseph Manfredi discuss attorney-client and personnel matters.

The board emerges from closed session.

Public Session:



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Motion 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.

Donna Purcell states her appreciation for the recognition she received from helping at events.

Jack Straub questions why the ballots were sent out late. Joseph Manfredi states this was caused by issues regarding eligibility of candidates.

Larry Vecchio states his dissatisfaction with how matters are being handled within the KBBC.

Closure:

Motion by (inaudible) to adjourn the meeting. All members present vote in favor. The motion passes. The meeting is adjourned.