



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

## Minutes of September 8, 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  
Douglas Weider  
Dolores Rilho  
Julia Kravchin  
Joseph Manfredi (Attorney)

### Absent:

All members present  
Meeting commenced at 6:33 pm ET  
Sunshine Law notice read by Joseph Manfredi  
Roll call with names present/not present above

### Approval of August 11, 2021 Minutes:

Joseph Manfredi suggests an amendment be made to the minutes detailing the legal information provided about previously signed contracts. Motion made by George McMorrow to approve the August 11, 2021, minutes, with the adjustment mentioned above. Seconded by Ann Boyce. All other members present vote in favor. Douglas Weider, Dolores Rilho, and Julia Kravchin abstain.

### Public Session:

Motion by George McMorrow 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.



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No comments from the public.

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.

#### Treasurer's Report

Ann Boyce states she received the statement from the accountant but could not bring it to the meeting.

Joseph Manfredi tells the board that the bank statements for the months of January through August of 2019, as well as September 2021 have not been received by Mike Carlon and are needed to continue further. Joseph Manfredi also states he and Mike Carlon have not been paid in the a few months.

Motion by George McMorrow and seconded by Mayor Collette Kennedy to pay the outstanding items listed in the spreadsheet distributed by Mike Carlon, with the addition of Nicole Gangino's bill. Roll call. No abstentions, the motions passes.

#### Unfinished Business

The board discusses the upcoming election. Mayor Collette Kennedy discusses the names on the ballot and the positions that need to be filled due to resignations.

Mayor Collette Kennedy provides updates on the archway and parking lot. Mayor Collette Kennedy states Jay Delaney has not received a response regarding the letters sent out to property owners.

Delia Sosa McDermott states the "Dogs Night Out" event was approved.

Motion by Delia Sosa McDermott and seconded by George McMorrow to approve up to \$2,000 for "Dogs Night Out". Roll call. No abstentions, the motions passes.

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

#### Public Session:

Motion by Delia Sosa McDermott 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 states there are 7 new nominations to be placed on the ballot, including three 1-year terms, one 2-year term, and three 3-year terms.

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.

### Nominations

Motion by George McMorrow and seconded by Delia Sosa McDermott to open for nominations. All members present vote in favor, no abstentions.

Ann Boyce nominates Melissa O'Connell (1-year), Debra Muller (1-year), Joanne Colonnello (1-year), Larry Doremus (1-year).

Mayor Collette Kennedy nominates Julia Kravchin (2-year) and Dolores Rilho (3-year).

George McMorrow nominates Ann Boyce (3-year).

Delia Sosa McDermott nominates Shauna Burlew (3-year).

### Public Session:

Motion by Delia Sosa McDermott 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.

Donna Purcell questions the board if the nominees have to accept the nominations before being placed on the ballot.

Jack Straub states that in the past the board members had discussed the nominations with the nominees prior to the election.



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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.

[Dolores Rilho leaves the meeting at 7:23 pm ET]

Motion by George McMorrow and seconded by Douglas Weider to hire an outside company as an auditor. Roll call. No abstentions, the motions passes.

[Shauna Burlew enters the meeting at 7:48 pm ET]

#### Public Session:

Motion by Shauna Burlew and seconded by Douglas Weider to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Debra Muller suggests ideas to the board relating to the Christmas Tree Lighting.

Jack Straub discusses with the board the details of last year's virtual tree lighting.

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.

#### President's Report

Shauna Burlew discusses the event committee and anyone willing to join.

Shauna Burlew schedules a meeting for the events committee on September 9 at 10 am EST.

Shuana Burlew states they will work towards creating a new job search committee.

Motion by Delia Sosa McDermott and seconded by George McMorrow to approve Keyport Cash for Mike's Subs. Roll call. No abstentions, the motions passes.

#### Nominations

Motion by Delia Sosa McDermott and seconded by Joseph Merla to reopen for election nominations. All members present vote in favor.

Shauna Burlew nominates Marylin Konopko, Paula from Tiffany's Vintage Closet, and Larry Vecchio.



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Joseph Manfredi reminds Shauna Burlew and the remainder of the board about past legal matters dealing with payments and accounting services.

[Dolores Rilho enters the meeting at 9:25 pm ET]

Public Session:

Motion by Mayor Collette Kennedy 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 mentions he was previously the executive director for the KBBC, he states he did re-apply for the position and never received a response.

Motion by George McMorrow 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.

Closure:

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