

**Keyport Bayfront Business Cooperative
Board of Directors Meeting Minutes
Wednesday, November 12, 2025**

Call to order: 7:02 pm

Sunshine Law notice read by Attorney Joseph Manfredi

Roll Call Attendance:

Present:

Mayor Rose Araneo, President (MRA)
Council Member Joseph Merla, Vice President (CJM)
Elena Burke, Treasurer (EB)
Council Member Stephen Gross
Jason Faltings (JF)
Yulia Kravchin (YK)
Jaqueline Machado (JM) - Zoom, joined 7:20
Jetmir Kacaj (JK)
Al Litwak (AL)

Absent:

Chris Matey (CM)
Joe Pesce (JP)

Also in Attendance:

Jack Straub, KBBC Administrator (JS)
Joseph Manfredi, KBBC Attorney (AJM)

Pledge of Allegiance

Approval of Minutes for October, 2025

MOTION by CJM to approve October 2025 minutes, second JF, voice vote approved.

President's Report - Mayor Araneo

Mayor Araneo stated she received a request from Jean Marie at the library for \$90 in Keyport Cash, to be given to winners of a brick painting contest with the Arts Society of Keyport. MOTION by CJM, second AL, roll call all approved.

Treasurer's Report - Jack Straub

JS reported P&L shows we are running a deficit YTD, we have not yet received our 4th quarter assessment payment. It should be approved at the next Borough Council meeting. Reviewed payment of bills. MOTION to approve financials including payment of bills by CJM, second JF, roll call all approved, JM not on call.

Administrative Updates - Jack Straub

Michael Carelli is not in attendance, he reported to JS we continue to migrate followers on facebook from Visit Keyport to Visit Keyport NJ. We have posted save the date for Winter Wonderland and will be posting a full schedule soon.

JS reviewed schedule for Winter Wonderland, we have advertised the tree lighting this year as 6:00pm. JF mentioned Recreation thought the tree lighting was at 5:30, will let them know. JF also mentioned he asked Recreation to make a sign for their house decorating contest to have at Winter Wonderland, they said they didn't have money for it in their budget. MOTION by EB for KBBC to pay up to \$200 for sign, second JF, voice vote all approved. AJM stated roll call was not necessary.

JS mentioned Elena wanted to address the demonstrators at the Bewitched event. They were using a microphone and were very disruptive. Mayor Araneo stated that the police had checked all applicable ordinances, they were not violating any.

Committee Reports

Mayor Araneo gave an update on the Sesquicentennial 250 celebration next year, the borough committee held its first meeting. There will be a Stars and Stripes street fair on July 4, it will be the food festival that we do and we would like to give KBBC Keyport Cash to the first 250 dressed in red white and blue. Mayor wants to do it on the Fourth because we have the best backdrop for fireworks. We can't afford fireworks but we are the best vantage point to watch fireworks from surrounding towns. Leading up to the

celebration we will look into some banners for the borough, adopt a flag at the waterfront sponsored by businesses, time capsule to be opened in 100 years. Keyport Garden Club will do red white and blue flower displays at the waterfront and throughout the borough. Keyport Garden Walk will be a one day event in 2026. Library, Keyport Yacht Club, Environmental Committee will all be coming up with themed tie ins. Would like to have a patriotic house decorating contest. There will be a Keyport Challenge Coin for sale, we will also be planting a Liberty Tree. Instead of I Love Keyport Day this year, would like to incorporate something with a Colonial Cook Off or a Barbeque Battle leading up to July. There will be more coming, these ideas were from the first meeting.

Events - Winter Wonderland

Elena handed out a list of businesses for holiday window painting. She checked with businesses on East Front Street and West Front Street, her list contains those and other businesses throughout the borough. Window painter (Treanna) will start on November 15. Larger pieces will be on vinyl with paint filling in, smaller windows will be hand painted. JS asked if \$2,500 deposit only covered ten businesses, what will the total amount be? Board discussed potential costs and asked what is budgeted. JS reported holiday window decor was budgeted at \$25,000 for 2025, as a reserve if the board wanted to do a co-op program. MOTION by EB to approve up to \$25,000 total (including \$2,500 deposit) for holiday window painting, second JK, roll call all approved.

Elena described the face boards she would like to do, she thinks at least five businesses would host them, total cost should be about \$600. She would also like to print a shopping guide for the day of the tree lighting. MOTION by CJM to approve up to \$1,000 for face boards and printing for Winter Wonderland, second JF, roll call all approved.

Visual Improvements - CJM is working with Bill Kane on the signs, and he reported the new trash cans have been installed.

Marketing - No updates.

Bylaws - Mayor Araneo said she told AL we will discuss next month

New Business - AJM stated he would like to go over the audit in closed session. Mayor Araneo said she asked Kim Humphrey for paperwork on the dumpster enclosure.

Public Session - MOTION by CJM to open to public, second EB, all approved.

John Merla, 34 Broad Street. He will bring his popcorn machine to Borough Hall for the Recreation event during Winter Wonderland. Board discussed options for serving hot apple cider. JS suggested we could ask Keyport Coffee Cafe to serve apple cider for free if we paid for the supplies.

John also mentioned there will be a St Patrick's Parade meeting next week, KBBC liaisons are JK, CJM, CM, and JP. Jay Faltings mentioned next year may be the 100th anniversary of Buhler Jeep, we might be able to make a presentation since Buhler will be the Grand Marshall.

John Merla also asked if KBBC could apply for grants, AJM answered yes. John stated the gas company may have grants available for the 250 celebration.

MOTION to close public session, motion by CJM, second JF, voice vote all approved.

AJM stated the board needed to go into closed session for attorney client matters. MOTION by MRA, second JF, voice vote all approved. JS suggested he be included in the closed session since he prepared the audit. AJM stated he needed to speak to the board, he could ask JS in if there were any questions.

MOTION by JF to reenter open session, second EB, voice vote all approved.

AJM stated the audit was received and the board was briefed, it was a completely clean audit. He asked the board for a motion to accept the audit and approve the filing of the audit with the State of New Jersey, and to authorize the auditor to file the Form 990.

MOTION by AL, second CJM, roll call all approved, JM was no longer on the Zoom call. AJM also asked for a motion to approve payment of the auditor's invoice for two years in the amount of \$14,200.

MOTION by CJM, second JF, roll call all approved, JM no longer on call.

JS asked if the board had reviewed the 990, since it is due in three days. AJM said yes and MRA stated the board has everything.

Adjournment

MOTION to adjourn, motion by CJM, second JF, voice vote all approved, 8:45pm.

Next meeting Wednesday, December 17, 2025.