

**Keyport Bayfront Business Cooperative
Board of Directors Meeting Minutes
Wednesday, May 13, 2026**

Call to order:

Sunshine Law notice read by Attorney Joseph Manfredi

Roll Call Attendance:

Present:

Jetmir Kacaj, President (JK)
Joseph Merla, Vice President (JM)
Mayor Rose Araneo (MRA)
Councilmember Vinny Kyne (CVK)
Chris Matey
Joe Pesce

Absent: none

Also in attendance:

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

Pledge of Allegiance

President's Report

JK announced two board members have resigned, Elena Burke and Yulia Kravchin. JM thanked both for their time served with KBBC.

Treasurer's Report

MRA stated at this time we do not have a Treasurer.

Administrative Updates - Jack Straub

JS reviewed Payment of Bills list with board members. There is an invoice from Geltrude (accountant), they had been working with the KBBC Treasurer. JS stated he did not know what had been changed in Quickbooks, but he can not run statements in Quickbooks at this time. He manually reconciled the Valley account since the last statement he was able to run as of December 31, 2025. MRA suggested the board discuss a new Treasurer and bookkeeping under new business.

JM asked if we have a signed contract for the band playing at I Love Keyport Day, JS stated he was not provided one by the events committee, but we have worked with that band in the past and we could update their contract from last year. AJM agreed to email updated blank contract to JS. Discussion regarding keeping contracts, certificates of insurance, and W9 forms together by vendor. JS recommended KBBC hire a bookkeeper as we had in the past to reconcile Quickbooks monthly.

MOTION to approve Payment of Bills. Motion by JM, second CM, roll call all approved.

JS stated April minutes provided by former KBBC Secretary were incomplete and needed to be updated, they will be available for approval at the next meeting.

Taste of Keyport / I Love Keyport Day is Saturday May 16, JS asked for clarification from governing body members regarding volunteers for the event. Specifically, anyone who will be helping just for the event, not joining a committee or organization. AJM stated he had a discussion with Borough Attorney Rainone, and he could discuss with the board in closed session.

Discussion regarding the restaurants for Taste of Keyport which are beyond walking range. Since there is no trolley this year, can we give participants an incentive to drive to those locations. Agreement to give

\$10 Keyport Cash certificate to anyone who visits all seven locations beyond walking distance. Will use generic Keyport Cash, and print new certificates for Garden Walk participants.

Further discussion regarding volunteer policy, Councilmember Bergen as member of the public giving his opinion. AJM read from the Borough Ordinance 2026-05, his interpretation is the policy only applies to volunteers appointed by the governing body.

Stars and Stripes Food Truck Festival (Recreation event).
Recommendation is to have a sign at the entrance to the festival, informing participants the first 200 to visit the KBBC tent in the MiniPark will receive a \$10 Keyport Cash certificate.
MOTION to approve 200 Keyport Cash certificates for Stars and Stripes Food Truck Festival. Motion by JP, second JM, roll call all approved.

Social Media - this is the last meeting Michael Carelli has a conflict, he will attend the next KBBC meeting. He will also attend I Love Keyport Day to capture content for social media accounts.

COMMITTEE REPORTS

Events - MRA stated we don't have a committee right now because two members resigned, we will have to redevelop a committee based on who is added to the board to fill current vacancies.

Visual Improvements - JM working on updating signs throughout the borough. These include the recycling center, municipal lot sign at Broad Street entrance, senior center, and near Bethany Manor. He will get quotes for potential replacements.

JM addressed the dumpsters in the enclosure on American Legion Drive. Three businesses use the containers on the waterfront - Burlew's, Nemo and Family Market.

Marketing - MRA said that was one of the board resignations. JS stated he had been working with Yulia and Mike Tedesco, when a new committee member is assigned we can resume what we were working on.

Bylaws - CVK said he sent his suggestions to the board. Discussion regarding business owners and commercial property owners, who votes and how to get them more involved.

MOTION to add Joe Merla to bylaws committee. Motion by JK, second JP, voice vote all approved.

NEW BUSINESS

MRA stated we need to discuss a new Treasurer, Secretary, and adding a bookkeeper. JM said he is in favor of hiring a bookkeeper. AJM mentioned the RFP for QPA was reissued, asked if board wanted the bookkeeper to be a 1099 position (outside person). He said we can do a solicitation. JS stated bookkeeper fees may be \$500 per month.

CVK mentioned empty storefronts and the need to get more businesses in Keyport and the need to sell this town. He brought up the email he had sent to the board with his concerns. He also referenced a letter sent by the Borough attorney that KBBC needs to sign off on. AJM restated the RFP for QPA was reissued, and the board had previously determined to issue an RFP for administrative matters, for which Mr. Straub has a right to address before the board. Social media RFP has to go back out, we wanted to revisit the scope. JM asked when they would be going out, MRA asked the board to take a look at RFP and make suggestions.

JS pointed out to the board that the RFP for Administrative Services references 10 hours per week; he has already worked 25 hours this week and we have a 10 hour event this weekend. MRA stated everyone has to look at the RFP.

AJM informed the board we need to do our audit, would like to reengage the auditor who will keep his price the same as last year.

MOTION to engage Polcari & Co for 2025 KBBC audit, motion my JM, second CVK, roll call all approved.

PUBLIC SESSION

MOTION to open to public by MRA, second CVK, voice vote all approved.

Suzanne Sokolowski, VP Arts Society of Keyport - gave an update on Art on the Bay this weekend for I Love Keyport Day. Also thanked KBBC for allowing ASK to be part of the event.

Amy Baddeley, resident and Recreation Committee member - commented on events and suggested community organizations could work together.

Elena Burke, Sun Moon Studio - said the reimbursement check which was issued to her last month when she was a board member was issued to her personally, she asked for it to be paid to Sun Moon Studio. MRA asked what the invoice was made out to, it was to Elena Burke. JK stated it will be taken care of.

John Merla, 34 Broad Street - addressed Borough volunteer policy, as well as dumpsters and garbage issue. Also mentioned the fishing and bait & tackle businesses would like some additional promotion. The highway sign at the Valley Bank property needs to be replaced (the piece of plywood). JM volunteered to replace for no charge. John also thanked KBBC for their support earlier in the year regarding the Italian Festival, it will not be in Keyport this year.

Maureen Marcil - discussed events and volunteers, she helped out last year with the Christmas Tree decorating. She has experience as an event planner, would like to help with future events.

Elena Burke - mentioned self help for businesses and asked if it is required or if it is just a provision in the bylaws.

Jason Faltings, 17-21 West Front Street - on behalf of Recreation, for Stars & Stripes Food Truck Festival, only two entrances are allowed. Asked if KBBC was going to have a table there, MRA stated KBBC will have a sandwich board sign directing people to MiniPark. Recreation will be doing a house decorating contest for the summer for the 250 Celebration, would like to request Keyport Cash to give as prizes. Recreation would like to continue working with KBBC on joint events in addition to Jeep

Show. Parking lot behind McDonagh's needs new signage. Discussion regarding sharing of posts on facebook and instagram. Also a discussion about volunteers and background checks.

Rob Bergen, Keyport Councilmember - commented on discussion regarding empty businesses. Where he works the budget for the BID is much different, they do marketing grants and can loan money for equipment. Their budget is a million dollars, KBBC has to work with what it can afford. As for dumpsters and garbage, may want to look into purchasing a compactor. Also commented on board vacancies and resignations.

MOTION to end public comment by CVK, second MRA, voice vote all approved.

MOTION to adjourn by MRA, second JP, voice vote all approved.