

Maplewood Manor Local Development Corporation
March 13, 2014 – 2:00 p.m.

Present: Chairman Wright; Supervisors Wood, Richardson, Peck and Kinowski; Spencer Hellwig, Administrator; Helen Endres; George Martin, Treasurer; Ryan Moore, Deputy Administrator; Justin Miller, Miller Mannix; Press.

Chairman Wright called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Richardson, seconded by Mr. Kinowski the minutes of the December 16, 2013 meeting were approved unanimously.

REAPPOINT OFFICERS

Mr. Hellwig said at the 2013 Board of Supervisors Organizational Meeting, as a part of the organizational meeting by-laws, appointments were made to various positions and officers. The following individuals that were named in various capacities as a part of that resolution will now need to be reappointed.

Board of Directors: Arthur Wright, Chair
Bill Peck, Vice Chair
Ed Kinowski, Secretary
Tom Wood, Secretary

Staff: Spencer Hellwig, CEO
George Martin, CFO
Christine Sansom, Secretary

Audit and Finance
Committee: Helen Endres
David Meager
Tom Richardson

Governance
Committee: Ed Kinowski
Bill Peck
Tom Wood

A motion was made by Mr. Kinowski, seconded by Mr. Richardson to approve the reappointment of the above individuals as outlined. Unanimous.

ANNUAL REPORT

Mr. Hellwig said the annual report has been completed and has been sent to all Supervisors, and been posted online.

A motion was made by Mr. Peck, seconded by Ms. Endres to approve the Maplewood Manor Local Development Corporation 2013 Annual Report. Unanimous.

AUDIT REPORT

Mr. Hellwig said the 2013 audit report was done by Toski & Schafer, auditors for the Maplewood Manor Local Development Corporation. He said the assets of the corporation consist of the deposit that was submitted by the buyer of \$150,000. The audit report indicates cash and equivalents for the year of \$300,662. At the time in 2013, one of the deposits had not been returned to one of the bidders, and that has since been done. He said beyond that the funds that are held in escrow are the deposit funds that were submitted by the buyer while the application is pending for the Certificate of Need from the Department of Health.

A motion was made by Mr. Richardson, seconded by Mr. Kinowski to approve the 2013 Maplewood Manor Local Development Corporation Audit Report. Unanimous.

PROCUREMENT REPORT

Mr. Hellwig said it is required by the Authorities Budget Office to list any procurement in excess of \$5,000. This consisted of two items: Legal Fees from Harris Beach and the Survey and Environmental Analysis that was conducted by Foit Albert Associates who was hired under a minor contract to conduct that work.

A motion was made by Mr. Kinowski, seconded by Ms. Endres to approve the 2013 Maplewood Manor Local Development Corporation Procurement Report. Unanimous.

INVESTMENT POLICY

Mr. Hellwig said there are no investments.

A motion was made by Mr. Peck, seconded by Ms. Endres to approve the Maplewood Manor Local Development Corporation 2013 Investment Policy. Unanimous.

MISSION STATEMENT

Mr. Wright stated that there were no changes to the Mission Statement.

On a motion made by Mr. Kinowski, seconded by Mr. Peck the Maplewood Manor Local Development Corporation Mission Statement was approved unanimously.

PROPERTY DISPOSITION POLICY

Mr. Wright said a copy of the Property Disposition Policy was distributed to all Committee Members for their review.

A motion was made by Mr. Kinowski, seconded by Mr. Wood to approve the Maplewood Manor Local Development Corporation Disposition Policy. Unanimous.

Mr. Hellwig said Zenith has filed the application and it is currently in the inter-departmental review stages. The review will involve the Department of Health and a recommendation to pass it on to the Planning Councils Establishment Project Review Committee. The County is currently waiting for their recommendation to Public Health and the Health Planning Council. There is a meeting scheduled for the end of March; however, the County is not on the agenda as yet. Within the last week, the county received a request for additional financial data to be provided to the buyer and to be forwarded to the Council. Mr. Hellwig said that information has been provided, and there is a remote possibility that the County could make that agenda, but if not April would next.

Mr. Miller said the agreement that was signed in December, and authorized by the Board of Supervisors, had a requirement that the application be submitted within 45 days, and it was. He said the application is currently going through the appropriate phases. He said it would be great if the county could get on the March agenda, which is the fastest that it could go, if not there is a chance that it could be to an April agenda.

Mr. Hellwig said once the decision is made it is anticipated that the closing will take place in approximately 60 to 90 days.

Mr. Miller said he thought a July or August time frame would be a reasonable window of time for a closing.

Mr. Kinowski said Mrs. Brown, Spencer Hellwig, Ryan Moore and he have been working on the process of filling beds at Maplewood Manor and meeting staff requirements for the facility. When questions arise they have contacted the buyer to make sure their needs are met. The process continues in filling out applications and admitting residents.

Mr. Hellwig said he received an email within the last week from the Union indicating that they were ready to initiate discussions on impact bargaining. He said there has been no date or meeting scheduled as yet.

On a motion made by Mr. Richardson, seconded by Ms. Endres the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom

