

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Conference Room No. 113

Tatnall Building

Dover, Delaware

Minutes of September 28, 2004

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
Terri Rock (Vice-Chairman)
William Reed (DMHOA)
Jerry Heisler (Reybold Group)
Ken Fuchs (Barclay Farms)

Attendees: Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)
Tom Cook (Department of Finance)
Dane Listug-Lunde (McBride Shopa)

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Chairman Steve Class called the meeting to order at 1:16 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Steve Class presented the minutes of the September 16, 2004 meeting for comments and corrections. A motion by Bill Reed and seconded by Terri Rock was made to accept the minutes as proposed. After unanimous approval was given from the members present by voice vote, the motion was carried.

Chairman Steve Class recognized that Jerry Heisler and Terri Rock each had a pre-approved, excused absence from the September 16, 2004 meeting.

III. OLD BUSINESS:

A. REVIEW OF TOWERS PERRIN CONTRACT

Bill Reed made a motion to suspend signing the Towers Perrin contract until a quote for services can be obtained by an actuarial company based in Delaware. The motion was not seconded or carried.

B. VICTORIAN VILLAGE CHANGE OF LAND USE

The Authority heard comments from tenants of Victorian Village regarding quotes received from manufactured home moving companies.

IV. NEW BUSINESS:

A. MAXIMUM BENEFITS AVAILABLE FOR TENANTS

Jerry Heisler made a motion to begin the public hearing process to publish the Regulations Used for the Administration of the Delaware Manufactured Home Relocation Trust Fund Pursuant to 25 Del. C. §7011 through §7015. Terri Rock seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

As approved by vote of the Authority on May 13, 2004, sections 1.3 of PART C [GUIDELINES USED FOR THE ADMINISTRATION OF THE DELAWARE MANUFACTURED HOME RELOCATION TRUST FUND] will have the amount of \$4,000.00 inserted as the maximum relocation payment available to a Tenant for a single section home, and, the amount of \$8,000.00 inserted as the maximum relocation payment available to a Tenant for a multi-section home. The maximum benefits available to Tenants of non-relocatable single section and multi-section homes will be determined at a later date pending receipt of input from the actuary.

Bill Reed made a motion that the Authority honor all tenant applications submitted on an emergency basis (prior to the Regulations being adopted) subject to the maximum payments approved by the Authority. The required invoices from moving contractors must accompany all emergency applications. The Authority will not act upon the emergency applications until legal counsel determines that to do so would not be prohibited by statute. Jerry Heisler seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried. It was decided that all applications should be submitted to Ruth Briggs King, Executive Director, First State Manufactured Housing Association, Two North State Street, P. O. Box 1829, Dover, Delaware 19903-1829. Chairman Steve Class reiterated that no tenant applications would be considered until Dirk Durstein, Esquire from the Department of Justice determines that the application for change in land use filed by the landlord of Victorian Village is valid under the statute.

B. FINANCIAL REPORT

Dane Listug-Lunde, McBride Shopa, distributed a Trust Fund Account Summary detailing: Trust Fund Balance; Operating Fund Balance; Deposit

Summary; Check Detail; Unpaid Bills (Recurring and Non-Recurring) Summary; and Accounts Payable Aging Summary.

Bill Reed made a motion that the Authority pay the unpaid bills (Falcidian, First State MHA, McBride Shopa & Company and Parkowski, Guerke & Swayze, P.A.). Jerry Heisler seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

V. CHAIRMAN'S COMMENTS:

Chairman Steve Class set the public hearing to be held on Tuesday, November 30, 2004 in the Richardson Conference Room of the DNREC building.

Chairman Steve Class made a motion to appoint William A. Denman, Esquire as the Hearing Officer to preside over the public hearing. Terri Rock seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Chairman Steve Class set the next Authority meeting to be held on Thursday, October 21, 2004 at 9:30 a.m. at the Tatnall Building.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Jerry Heisler and seconded by Ken Fuchs. After unanimous approval was given from the members present by voice vote, the motion was carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.