

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

Conference Room No. 113  
Tatnall Building  
Dover, Delaware

Minutes of October 21, 2004

**IN ATTENDANCE:**

Authority:           Stevan D. Class (Chairman)  
                      Terri Rock (Vice-Chairman)  
                      Ken Fuchs (Barclay Farms)  
                      Ray Paylor (Division of Human Relations)  
                      Caron E. Thompson (Hudson Management)  
                      William Reed (DMHOA)  
                      Ed Speraw (DMHOA)  
                      Sue Hehman (Silver View Farm)  
                      Jerry Heisler (Reybold Group)

Attendees:           Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)  
                      David Sullivan (Division of Revenue)

Legal Counsel:      William A. Denman, Esquire

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**I.     CALL TO ORDER:**

Chairman Steve Class called the meeting to order at 9:40 a.m.

**II.    NEW BUSINESS:**

**A.     FINANCIAL REPORT**

On behalf of McBride Shopa, Chairman Class distributed and reviewed Trust Fund and Operating Fund Account Summaries. A motion was made by Terri Rock and seconded by Ed Speraw to approve the Account Summaries. After unanimous approval was given from the members present by voice vote, the motion was carried

David Sullivan reported that the Division of Revenue is currently receiving third quarter assessments. Mr. Sullivan distributed a revised Form LQ9 0308, which will be implemented in January, 2005.

B. WEBSITE

The website for the DMHRA is being designed by the Division of Revenue. Bill Reed and Terri Rock are on the website committee.

C. PUBLIC HEARING

William A. Denman, Esquire announced the following:

- The Public Hearing on the proposed regulations relating to the administration of the DMHRA Trust Fund will be held on Tuesday, November 30, 2004 beginning at 3:30 p.m. The meeting will be held in the Richardson Conference Room located at the offices of the Department of Natural Resources and Environmental Control, 89 Kings Highway, Dover.
- The proposed regulations will be published in the Delaware Register of Regulations on November 1, 2004.
- A public notice of the meeting will be published in the Delaware State News and The News Journal on October 29, 2004.
- Legal notices will be posted on the DNREC building.

D. APPROVAL OF NOTICE OF CHANGE IN LAND USE SUBMITTED BY OWNER OF VICTORIAN VILLAGE

Terri Rock read an e-mail from Mr. Durstein (Department of Justice). Mr. Durstein reviewed the application and found it to be in compliance with 25 Del. C. §7010(b). The effective date of the Notice is September 1, 2004.

A motion by Bill Reed and seconded by Terri Rock was made to respond within ten days to any Notice of Change in Land Use submitted to the Authority, and to have all Notices reviewed by Mr. Durstein or Mr. Denman. After unanimous approval was given from the members present by voice vote, the motion was carried

**III. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:**

Chairman Steve Class presented the minutes of the September 28, 2004 meeting for comments and corrections. A motion by Bill Reed and seconded by Caron Thompson was made to accept the minutes as proposed. After unanimous approval was given from the members present by voice vote, the motion was carried.

#### **IV. OLD BUSINESS:**

##### **A. REVIEW OF TOWERS PERRIN CONTRACT**

Towers Perrin advised that they couldn't start the project until April, 2005. In addition, their billing rates will increase as of January 1, 2005. Therefore, Chairman Class decided not to execute the contract with Towers Perrin. Jerry Heisler, Bill Reed and Sue Hehman will research other actuarial firms.

##### **B. VICTORIAN VILLAGE CHANGE OF LAND USE**

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

Four tenants of Victorian Village submitted Applications for Relocation Assistance. A motion by Bill Reed and seconded by Jerry Heisler was made to approve Adrienne Washington's application for reimbursement in the amount of Two Thousand Seven Hundred Fifty Dollars (\$2,750.00). Ed Speraw opposed the motion. All other Authority members present voted in favor of the motion. The motion was carried.

#### **V. ADJOURNMENT:**

As there was no further business before the Board, a motion for adjournment was made by Terri Rock and seconded by Ed Speraw. 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.