

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Delaware Department of Transportation Offices
800 Bay Road, Dover, Delaware

Minutes of April 13, 2005

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
Jerry Heisler (Reybold Group)
Caron E. Thompson (Hudson Management)
Raymond L. Paylor (Division of Human Relations)
Ed Speraw (DMHOA)
William Reed (DMHOA)
Ken Fuchs (Barclay Farms)

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

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Chairman Class called the meeting to order at 1:13 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Class presented the minutes of the March 9, 2005 meeting for comments and corrections. Mr. Reed made a motion to accept the minutes as proposed. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. EMPLOYMENT COMMITTEE REPORT

The Employment Committee interviewed seven candidates and recommended the hiring of Leslie M. Carello for the position of Part-Time Administrative Assistant. Mr. Speraw made a motion to hire Ms. Carello. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Mr. Denman will prepare a formal offer to Ms. Carello outlining the terms of her employment. An operating account will be established for Ms. Carello to pay for utilities, equipment, etc. Mr. Paylor will countersign all checks written by Ms. Carello from the operating account.

B. ACTUARY COMMITTEE REPORT

The Actuary Committee circulated a complete proposal submitted by Bealer Consulting. The Authority will review the written proposals submitted by Michael A. Arnold, Ph.D. and Bealer Consulting and vote on whom to contract. Mr. Reed made a motion to schedule a teleconference for April 19, 2005 at 9:00 a.m. to vote on which actuary to contract. Mr. Speraw seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

IV. NEW BUSINESS:

A. APPLICATIONS FOR BENEFITS

Mr. Denman presented the following pending applications:

Donita Drummond – Mr. Reed made a motion to approve Ms. Drummond's application for relocation benefits in the amount of \$4,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Rosalie Vargas – Ms. Thompson made a motion to approve Ms. Vargas' application for relocation benefits in the amount of \$8,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Mathew and Tina Stevenson – Mr. Paylor made a motion to approve Mr. and Mrs. Stevenson's application for relocation benefits in the amount of \$4,000.00. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Charlotta Carol Teal - Ms. Thompson made a motion to approve Ms. Teal's application for relocation benefits in the amount of \$4,000.00. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

B. FINANCIAL REPORT

Chairman Class distributed a Financial Summary provided by Dane Listug-Lunde, which was reviewed by the Authority. Mr. Speraw made a motion to approve the financial summary as submitted. Mr. Paylor seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

David Sullivan reported that the landowners have been returning the completed surveys, which were sent out in January with the annual payment coupons. As a result, the Division of Revenue has discovered some additional manufactured home communities. A summarization of the surveys will be available at the May meeting for review by the Authority and the Actuarial Consultant. The Division of Revenue has the data for the delinquent or non-compliant tenants and will prepare a report.

C. MORRIS MILLS A/K/A DOGWOOD MOBILE HOME PARK

Mr. Denman reported that Gina Miserendino from the Delaware Housing Coalition provided him with background information on the park. As a result of a settlement reached between the landowner and tenants, by May 1, 2005, all of the tenants of Morris Mills have agreed to vacate the park and the landowner will pay each tenant \$1,000.00. Seven tenants have applied for abandonment benefits. One tenant intends to apply for relocation benefits. The abandonment applications will be reviewed by Mr. Denman and voted on during the teleconference scheduled for April 19, 2005 at 9:00 a.m.

Mr. Speraw made a motion to continue the meeting through the teleconference scheduled for April 19, 2005 at 9:00 a.m. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

V. TELECONFERENCE – APRIL 19, 2005, 9:00 a.m.

Roll Call: Stevan D. Class, Caron E. Thompson, Raymond L. Paylor, Ed Speraw, William Reed, Ken Fuchs, Sue (Hehman) Laushey, William A. Denman, Esquire.

A. RETENTION OF ACTUARIAL CONSULTANT

Chairman Class read a letter addressed to him dated April 14, 2005 from Jerome S. Heisler, Jr., Managing Member, The Reybold Group. The letter sets out Mr. Heisler's opinion on his choice of which Actuarial Consultant to contract. In the

letter, Mr. Heisler requests that a copy of the letter and attachments be included as part of the minutes of the April, 2005 meeting.

Chairman Class polled each member of the Authority as to which Actuarial Consultant he or she votes on to contract. The votes were as follows:

Ms. Thompson voted for Michael A. Arnold, Ph.D.
Mr. Fuchs voted for Michael A. Arnold, Ph.D.
Mr. Speraw voted for Michael A. Arnold, Ph.D.
Mr. Reed voted for Michael A. Arnold, Ph.D.
Mr. Paylor voted for Michael A. Arnold, Ph.D.
Chairman Class voted for Michael A. Arnold, Ph.D.
Mrs. (Hehman) Laushey voted for Michael A. Arnold, Ph.D.

B. APPLICATIONS FOR BENEFITS

Mr. Denman presented the following pending applications:

Rene Arauz – Mr. Reed made a motion to approve Ms. Arauz's application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Robert Christy – Mr. Reed made a motion to approve Mr. Christy's application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Elsa Culp and Lucinda Santos – Mr. Reed made a motion to approve Ms. Culp and Ms. Santos' application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Patricia S. Fisher and David M. Fisher – Mr. Reed made a motion to approve Mr. and Mrs. Fisher's application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Nicolas Herrera and Rigoberta Herrera – Mr. Reed made a motion to approve Mr. and Mrs. Herrera's application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Norman Pauley – Mr. Reed made a motion to approve Mr. Pauley’s application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

Wilfredo Sanabria – Mr. Reed made a motion to approve Mr. Sanabria’s application for abandonment benefits in the amount of \$1,500.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members by voice vote, the motion was carried.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Mr. Paylor and seconded by Mrs. (Hehman) Laushey. 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.