

**DELAWARE MANUFACTURED HOUSING RELOCATION AUTHORITY**

Tatnall Building – Room 113

Dover, Delaware

Minutes of October 12, 2005

**IN ATTENDANCE:**

Authority: Stevan D. Class (Chairman – Colonial East)  
William Reed (DMHOA)  
Raymond Paylor (Division of Human Relations)  
Susan Laushey  
Ken Fuchs (Barclay Farms)

Attendees: Dane Listug-Lunde (McBride Shopa)  
David Sullivan (Division of Revenue)

Legal Counsel: William A. Denman, Esquire

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**I. CALL TO ORDER:**

Chairman Class called the meeting to order at 1:14 p.m.

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

Chairman Class presented the minutes of the September 14, 2005 meeting for comments and corrections. Mr. Paylor made a motion to accept the minutes as proposed. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

**III. OLD BUSINESS:**

**A. ACTUARY COMMITTEE REPORT**

Jerry Heisler was absent from this meeting. Mr. Reed had no report at this time. Mr. Denman asked the Board to look over Dr. Arnold's revised report. Mr. Class requested that feedback be sent to him regarding comments, foreseen problems, or any mistakes found in the revision of the report no later than October 25. Mr. Class will forward all comments to Mr. Denman who will contact Dr. Arnold.

Mr. Denman informed the Board that Dr. Arnold had inquired about the final payment due to him. Dr. Arnold's contract states that the final payment will be paid on completion of his work. The Board members present discussed and agreed that payment should be withheld until such a time the Board feels the work has been satisfactorily completed.

#### **IV. NEW BUSINESS:**

##### **A. ADMINISTRATIVE REPORT**

Leslie Bird, administrative assistant, presented a final report on Dogwood MHP/Morris Mills. Mrs. Bird also presented an updated report on Victorian Village and an updated payout report.

##### **B. APPLICATIONS FOR BENEFITS**

Mr. Denman presented the following pending application:

Tara Backus – Mr. Reed made a motion to approve Ms. Backus's 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, the motion was carried.

##### **C. FINANCIAL REPORT**

Dane Listug-Lunde distributed a Financial Summary which was reviewed by the Authority. Mr. Reed made a motion to approve the financial summary as submitted. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present, the motion was carried.

Mr. Listug-Lunde reported a bill for rent from First State Manufactured Housing for the office space used by Mrs. Bird. The monthly amount is \$206 which includes heat and electric. The Board agreed to this monthly expense and that it will be reviewed in 6 month intervals. "Mrs. Laushey made a motion to accept the proposal, which motion was seconded by Mr. Paylor. After unanimous approval was given from the members present, the motion was carried."

David Sullivan spoke briefly regarding collection forms for next year. He will be adding a line to the form for back (delinquent) monies. Any changes that the Board would like made to the forms needs to be presented at the November meeting.

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

As there was no further business before the Board, a motion was made for adjournment by Mr. Reed and seconded by Mrs. Laushey. After unanimous approval was given from the members present, the motion was carried. The

next meeting of the RTA will be November 16, 2005 at 1pm. Location to be determined.

Respectfully submitted by:  
Leslie M. Bird, Administrative Assistant  
DMHRA