

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Conference Room No. 114
Tatnall Building
Dover, Delaware

Minutes of February 8, 2005

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
Sue Hehman Laushey
William Reed (DMHOA)
Jerry Heisler (Reybold Group)
Ken Fuchs (Barclay Farms)
Terri Rock (Vice Chairperson)
Raymond L. Paylor (Division of Human Relations)
Caron E. Thompson (Hudson Companies)

Attendees: Ruth Briggs King (Exec. Dir., First State Manufactured Housing Assoc.)
Dane Listug-Lunde (McBride Shopa)
David Sullivan (Division of Revenue)

Legal Counsel: F. Michael Parkowski, Esquire

I. CALL TO ORDER:

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

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Class presented the minutes of the January 19, 2005 meeting for comments and corrections. Ms. Thompson made a motion to accept the minutes as proposed. Mr. Heisler seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. REVIEW OF FINDINGS AND RECOMMENDATIONS OF HEARING EXAMINER REGARDING PROPOSED REGULATIONS

Vice-Chairperson Terri Rock made a motion to accept the Findings and Recommendations of the Hearing Examiner Regarding the Proposed

Regulations. Mr. Paylor seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

B. ACTUARY COMMITTEE REPORT

Mr. Heisler reported that he contacted the State of Delaware Insurance Commissioner to obtain the name of the agency used by the State for their actuarial purposes. Mr. Heisler will arrange a meeting between that agency and the Actuarial Committee. Chairman Class would like the Authority to make it a priority to hire an actuary and have an analysis prepared.

IV. NEW BUSINESS:

A. APPLICATIONS FOR BENEFITS

Mr. Parkowski presented the following pending application:

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

Mr. Parkowski reminded the Authority members that when the Authority increases an assessment or makes a payout from the Trust Fund, the statutory requirement is to have the approval of seventy-five percent (75%) of the Authority, or, seven members.

B. FINANCIAL REPORT

Dane Listug-Lunde distributed a Financial Summary, which was reviewed by the Authority. Vice-Chairperson Rock made a motion to transfer \$1,500.00 from the Trust Fund to the Operating Fund for the purpose of paying bills. Mr. Paylor seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

Dane Listug-Lunde reported that McBride-Shopa has offered its services for collection on delinquent accounts. There would be no additional costs for this service as it would be included in the monthly service fee charged by McBride-Shopa.

David Sullivan distributed copies of the website prototype for the Authority to review. Minor changes were corrected and Ms. Hehman Laushey made a motion to approve the website as proposed with the changes. Ms. Thompson

seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

V. CHAIRMAN'S COMMENTS

Chairman Class requested that legal counsel review the request for reimbursement made by Mr. Lewandowski, a resident of the Angola Crest I community.

Chairman Class announced that he has scheduled interviews for the part-time administrative staff member position on February 24, 2005 at the Offices of the Department of Labor. Vice-Chairperson Terri Rock made a motion to set the salary for the administrative assistant position in the range of Ten Dollars per hour (\$10.00/hour) to Fifteen Dollars per hour (\$15.00/hour). Mr. Reed seconded the motion.

Chairman Class set the next Authority meeting to be held on Wednesday, March 9, 2005 at 1:00 p.m. at the Tatnall Building.

VI. ADJOURNMENT:

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