

**DELAWARE MANUFACTURED HOUSING RELOCATION AUTHORITY**

Tatnall Building, Room 113  
Dover, Delaware

Minutes of February 8, 2006

**IN ATTENDANCE:**

Authority:	Stevan D. Class (Chairman) Ed Speraw Ken Fuchs Jerry Heisler Terri Rock Caron Thompson
Attendees:	Dane Listug-Lunde (McBride Shopa) Jennifer Allen (FSMHA) Gina Miserendino (Housing Coalition) Dirk Durstein (Attorney Generals Office)
Legal Counsel:	Bill Denman, Esquire

---

**I. CALL TO ORDER:**

Chairman Class called the meeting to order at 1:28 p.m.

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

Chairman Class presented the minutes of the February 8, 2006 meeting for comments and corrections. Ms. Thompson made a motion to accept the minutes as proposed. Ms. Rock 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

Mr. Heisler presented Don Bealer's report. Mr. Heisler asked the Board to read the report and provide feedback. He suggested an informal meeting to discuss increasing the collected fee to \$5 or \$6 over time. The meeting will be held March 29, 2006 at 12:30pm at the Dover Sheraton. Counsel advised that if a quorum will be present at the meeting, notice of the time and place of the meeting will need to be posted. It was not anticipated that a quorum would be present at this informal meeting. The Board members present expressed hope that the Board's recommendation on this issue will be finalized by May 31, 2006. At that time a public hearing will be scheduled with proper notice.

**IV. NEW BUSINESS:**

A. ADMINISTRATIVE REPORT

Mr. Class reported that Ms. Bird has been out sick with bronchitis and that she may attend today's meeting if she gets done with her Drs. appointment in time.

B. APPLICATIONS FOR BENEFITS

Carol Walsh - Ms. Rock made a motion to approve Ms. Walsh's application for abandonment benefits in the amount of \$1,500.00. Mr. Speraw seconded the motion. After unanimous approval was given from the members present, the motion was carried. Mr. Denman reported that the payment of the benefit would be contingent upon receipt of the original certificate of title endorsed in favor of the Authority.

C. REVIEW OF MONTHLY ASSESSMENT

Mr. Class discussed what the cap should be on non-relocatable homes. It was also discussed that at some point the monthly fee would have to be raised to cover future benefits.

#### D. FINANCIAL REPORT

Dane Listug-Lunde distributed a Financial Summary which was reviewed by the Authority. Mr. Fuchs made a motion to approve the financial summary as submitted. Mr. Speraw seconded the motion. After unanimous approval was given from the members present, the motion was carried. Mr. Listug-Lunde requested a transfer of \$5,000.00 to the Operating Account for the purpose of paying bills. Ms. Thompson made a motion to transfer the funds. Mr. Fuchs seconded the motion. After unanimous approval from the members present, the motion was carried.

Mr. Listug-Lunde also made a request that the Board approve a change in his reporting method. Mr. Speraw made a motion to approve the change. Ms. Rock seconded the motion. After unanimous approval from the members present, the motion was carried.

#### E. PERSONNEL ISSUES

Mr. Reed was appointed chair of the committee to find Ms. Birds replacement. Ms. Thompson and Ms. Laushey will assist him.

#### F. MISCELLANEOUS

Victorian Village – Mr. Durstein has reviewed the facts regarding Mr. Denman’s legal representation of North Dover 40, the purchaser of the Victorian Village property. Mr. Durstein reported that after undertaking the representation of North Dover 40 when Mr. Denman became aware of a need to seek a legal opinion from the Authority on the applicability of the Manufactured Home Owners and Community Owners Act. Mr. Denman contacted Mr. Durstein in an effort to refer that matter to Mr. Durstein. Mr. Denman reported to both Mr. Durstein and the Board that he did not represent North Dover 40 or the owners of Victorian Village in connection with the sale of the property or the change in community. Mr. Denman reported that he did not begin to represent North Dover 40 until sometime in October of 2005. Mr. Durstein concluded that it would be a conflict of interest for Mr. Denman to represent North Dover 40 on any further matters relating to the Authority, and that Mr. Denman has referred North Dover 40 to other counsel, who will be assuming the representation. Mr. Durstein noted that guidelines needed to be put in place to prevent future occurrences.

Morris Mill – Mr. Denman received a call from park owner Vincent Street regarding the homes that remain on Mr. Street’s property. Mr. Street informed Mr. Denman that he was leasing the homes to pay for his property taxes. Mr. Street cannot operate a mobile home park because of raw sewage on the property. Mr. Street never filed a Change of Use plan with the Authority because the Authority was not yet in existence, however, he did send a letter to the county. Mr. Denman will send Mr. Street a letter asking for make, model, serial #, and year of the homes still on the property, as well as the identity of the occupants. He will also check with motor vehicles to see if any of the homes are titled in Mr. Streets name. Mr. Paylor will assist Mr. Denman with the Morris Mill matter.

#### V. CHAIRPERSON’S COMMENTS:

#### VI. ADJOURNMENT:

As there was no further business before the Board, a motion was made for adjournment by Ms. Rock and seconded by Mr. Fuchs. After unanimous approval was given from the members present, the motion was carried. The next meeting of the RTA will be April 5, 2006 at 1pm at the Dover Public Library.

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