

DELAWARE MANUFACTURING HOME RELOCATION AUTHORITY

1675 S. State Street
Dover, Delaware

Minutes of December 20, 2012

IN ATTENDANCE:

Authority: Anthony J. Testa, Jr., Chairman
Rick Lemire
George Meldrum
Mitch Crane
Susanne Lantz (Administrative Assistant)

Absent: Kevin Carroll
Andy Strine

I. CALL TO ORDER:

Mr. Testa called the meeting to order at 1:15 p.m.

II. REVIEW AND APPROVAL OF MINUTES:

Mr. Testa made the motion to approve the 28 November, 2012 meeting minutes. Mr. Meldrum seconded the motion. The Board approved the 28 November, 2012 meeting minutes unanimously.

III. NEW BUSINESS:

Ms. Lantz had researched Palmer Park which had been on our list for quite a while. The park is a neighborhood with homes on individual tax parcels. Homeowners own land and home. Mr. Testa questioned should we continue pursuing collection? Mr. Testa made the motion to take it off the list and stop pursuing it? The Board agreed unanimously.

Ms. Lantz stated that Mr. Denman had sent another invoice and it looked like he had not been paid since September 2012. The Board agreed that Mr. Testa would forward the invoice to Falcidian and request they pay it.

EXECUTIVE SESSION:

Mr. Testa questioned if the Authority needed to go into Executive Session? Mr. Crane thought it was not necessary as the Authority had an informal discussion before the actual meeting. The Board decided an Executive Session was unnecessary.

VI. UNFINISHED BUSINESS:

- A. Proposed Maximum Benefit Payable To Owners Of Relocatable Homes (Mr. Strine)*
Mr. Strine had provided the Board with numbers on a spreadsheet to give the Board an idea about costs involved with relocating and setting up a mobile home.

Mr. Lemire did not agree that the numbers submitted would work, they should be higher. The Board discussed numbers and options. Mr. Testa thought you could keep the numbers low; there was still a chance to raise them. Mr. Lemire made the motion to set the numbers for relocatable singlewides at \$8,000 and for relocatable doublewides at \$12,000.

Mr. Meldrum seconded the motion. Mr. Crane also agreed. Mr. Testa opposed.

Mr. Testa thought that the Authority should have a Public Hearing to give the public an opportunity to address this. Mr. Crane stated that the Authority needed a Board in place to pursue this since the Chair was leaving at the end of December 2012. Mr. Lemire stated that it was at the discretion of the Board to have a Public Hearing. Mr. Testa stated that at a future Board Meeting it would be decided if and when the Authority would hold a Public Hearing.

B. Upcoming Joint Sunset Review Session

Mr. Testa stated that he had not heard anything new in regards to the Joint Sunset Review Session. Mr. Crane asked if anyone on the Board had gone through a Joint Sunset Review Session before. Mr. Lemire stated he had attended one and the Authority should receive a Questionnaire before the public meeting.

C. GASB 61 & Authority Audit for year ended June 30, 2012 (Mr. Testa)

Mr. Testa stated that he had been given authority by the Board to engage Falcidian as long as the cost was under \$500. Mr. Testa went back to Falcidian after the November meeting and heard back from Falcidian that they would anticipate 10 – 15 hours work and the cost would be around \$1600 - \$2200. Mr. Testa further stated that Falcidian didn't think that GASB61 applied to the Authority at all. GASB61 is not in effect until 1 July 2012. Mr. Meldrum suggested to hold off on the analysis.

Regarding the audit of the Authority Mr. Testa stated he discussed it with Belfont, Lyons & Shuman and Ray Book & Associates. Mr. Testa stated that Belfont will not be able to do our audit. They have a conflict due to Mr. Sipple working there now and he was previously working for Falcidian. Sadly they had to decline but would love to be invited back to propose for the next year. Mr. Book from Ray Book & Associates would be willing to work with us on the audit. They would charge us \$9,000 which would be cheaper than what the State Auditors charges us. Mr. Testa suggested we notify the State Auditor's office that we have hired an auditor for the business year ending 30 June 2012. Mr. Crane agreed. Mr. Testa stated he would send it to his contact at the State Auditor's office. Mr. Crane made the motion to authorize the Chairman to contract with Ray Book & Associates to audit the Authority. The Board agreed unanimously.

D. Board Meeting Dates 2013 (All)

The next Board Meeting was set for 30 January 2012.

VIII. ADJOURNMENT:

As there was no further business before the Board, the motion was made for adjournment by Mr. Testa and seconded by Mr. Lemire. After unanimous approval from the members present, the meeting was adjourned at 2.05 p.m.

Respectfully submitted,

Susanne Lantz
Administrative Assistant