

DELAWARE MANUFACTURED HOUSING RELOCATION AUTHORITY

First Floor Conference Room
Administrative Offices, Department of Transportation
Dover, Delaware

Minutes of June 10, 2004

ATTENDEES:

Authority: Stevan D. Class (Chairman)
Teresa (Terri) Rock (Vice-Chairman)
William Reed
Ed Speraw
Jerry Heisler

Legal Counsel: William A. Denman, Esquire

Attendees: K. Hoey (Exec. Dir., First State Manuf. Housing Association)
Dane Listug-Lunde (McBride Shopa)

I. CALL TO ORDER:

Chairman Steve Class called the meeting to order at 10:08 a.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Steve Class presented the minutes of the May 13, 2004 meeting for comments and corrections. A motion by Terri Rock and seconded by Bill Reed was passed to accept the minutes as proposed. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

ACTUARY COMMITTEE REPORT

Bill Denman advised that the contract which TowersPerrin provided to the Authority at the May 13 meeting was being revamped. He brought with him the redlined version with the suggested changes. Jerry Heisler asked that the name on the contract be changed from "Jerry Heisler" to "Steve Class". As to page one, "Scope of Work", Jerry Heisler suggested using the phrase "sensitivity analysis" to explain that the maximum payout amounts could change over time because fewer relocations means a

higher cap rate. Mr. Heisler also suggested using the term “multi parameter model” to explain the varying values in the procedure for setting payouts and cap amounts.

As to page two, “Data Information”, Steve Class believes there will be a problem with accurately collecting the data that TowersPerrin wants the Authority to provide. It was agreed that obtaining information on motor vehicle titles would help. It was agreed to change the language in Towers Perrin contract from “conversion” to “change of land use”. The “Limitation of Liability” clause is not negotiable, accordingly, Bill Denman did not make any changes to it. Bill Denman is to obtain hourly rates from TowersPerrin before the Authority approves the contract.

A motion was made by Terri Rock to defer scheduling the public hearing until TowersPerrin supplies a report that the Authority can use in setting the caps for maximum payouts. Motion seconded by Bill Reed.

After the hourly rates for TowersPerrin are received, a phone vote will be conducted to either accept or reject the hourly rates provided by TowersPerrin. A motion was made by Ed Speraw and seconded by Terri Rock to accept the TowersPerrin contract as amended by Bill Denman pending the phone vote.

IV. NEW BUSINESS:

A Notice of Change of Land Use for four manufactured homes at Bennett Beach was submitted to the Authority on May 26, 2004. A Relocation Plan was submitted with the Notice. Kim Hoey will send copies of the Notice and Plan to Authority members. Bill Denman advised that PG&S received the Plan but that the burden is on the landowner to comply with the statute. The Authority should not have to pay PG&S to review each application for compliance. If the Authority believes that the plan does not conform to the statute, the Authority will endeavor to let the community owner know.

V. CHAIRMAN’S COMMENTS:

Chairman Steve Class set the next Board meeting to be held on Thursday, July 29, 2004 at 10:00 a.m. Meeting location to be announced.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Terri Rock and seconded by Ed Speraw and Bill Reed simultaneously. Unanimous approval from the members present by voice vote. Motion carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.