

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

110 N. Main Street, Suite G
Camden, DE 19934

Minutes of December 6, 2016

IN ATTENDANCE:

Authority: Kevin Carroll
William Dunn (arrived late)
Andy Strine
George Meldrum (absent)
Elizabeth (Beth) McGinn
Dan Daly (Non-Voting Member)
Gregg Sutton (Executive Director) (left early)

Absent: (George Meldrum)

Legal Counsel: Bill Denman

Other Attendees: William Kinnick, (DMHOA)
Leonard Sears, Briarwood Manor
Susan Hairgrove, Property Manager K-4 Management
Jen Allen, First State Manufactured Housing Association
Fred Neil, Wild Meadows-Member of City Council
Heather Taylor, Glasgow Court

I. Call to Order:

Mr. Carroll called the meeting to order at 1:38 p.m. Mr. Carroll stated that the primary purpose of this meeting was review applications for demolition benefits from Glasgow Court and applications from St. Jones Landing. He stated that in the interest of time, we would discuss the other agenda items at January's Board meeting.

II. Review and Approval of Minutes:

Mr. Carroll asked the Board if anyone had any comments or corrections to the November 15, 2016 meeting minutes, and if not, requested the Board to consider approval of the November 15, 2016 meeting minutes. The Board approved the meetings 3:0 with two absent.

III. Executive Directors Report:

Mr. Sutton stated that there were over 60 applications to review and of that number, 16 applications were incomplete (meaning they were missing some form of documentation).

IV. Chair's Report: (None)

V. Approval of Financial Activity & Report

The financial reports will be reviewed at January's board meeting.

A. Approval of other Financial Matters:

These matters will be discussed at the next board meeting.

VIII. New Business:

1. Approval and Review of Applications for Glasgow Court

The Board reviewed applications from Glasgow Court. One of the key issues in approving each application was whether or not the homes were abandoned or if any tenants were evicted prior to the change in use notification. The Board began reviewing the applications and discovered that several pieces of documentation (such as the title and proof of eviction) were missing from several applications. The Board determined that of all the applications reviewed, 49 could be approved for payment. The disposal expense amount was \$3000.00 per application for a total of \$147,000.00. Glasgow Court was advised to provide the necessary information so that the remaining applications could be approved at the next board meeting. By unanimous vote of all four of the Board members present at the meeting, the Glasgow applications listed on Exhibit A attached to these minutes were approved by the Board. Representatives of Glasgow Court were present at the meeting and they agreed to provide any missing information relating to the balance of the applications in a timely manner.

2. Approval of Relocation Benefits for St. Jones Landing

Herring: Mr. and Mrs. Herring applied for \$8,000.00 in relocation benefits for their single-wide home. The motion was approved 3:0 with one abstaining and one absent.

IX. Public Comments: The individuals present at the meeting were given an opportunity to make comments.

X. Adjournment: 3:12 PM

XI. Executive Session: After the meeting adjourned, pursuant to motion, the Board went into Executive Session to discuss personnel matters. Pursuant to motion, the Board came out of Executive Session and the meeting was adjourned.

XII. NEXT MEETING DATE - 1/5/17

Respectfully submitted,

Gregg Sutton
Executive Director