

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

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

**Minutes of November 15, 2016**

**IN ATTENDANCE:**

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

Absent: (No absences)

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  
John Iacona  
Victor Gray  
Michelle Sylvester, Oak Knoll Community

**I. Call to Order:**

Mr. Carroll called the meeting to order at 1:31 p.m. Mr. Carroll noted that both Mr. Strine and Mr. Dunn would be late.

**II. Review and Approval of Minutes:**

Mr. Carroll asked the Board if anyone had any comments or corrections to the September 27, 2016 meeting minutes, and if not, requested the Board to consider approval of the September 27, 2016 meeting minutes. Mr. Meldrum made the motion to approve the meeting minutes as written and Ms. McGinn seconded the motion. Mr. Carroll noted that there was a typographical error (a semi-colon), under the heading that needed to be removed. The Board approved the meeting minutes as amended, 3:0 with two absent.

**III. Executive Directors Report:**

Mr. Sutton noted that after 3 ½ months on the job he is still in the transition phase but since the last board meeting, a new DEMHRA Assistant, Jane Sabo, has been hired to assist with the day-to-day

activities of the office. Her first day was October 3, 2016 and since coming on board, she has hit the ground running. We have purchased a new computer which will increase our efficiency in sharing information as we now have a shared drive which will eliminate the need and the cost associated with using a drop box to share information. Phase 1 of St. Jones Landing is nearly complete with only two applications for disbursements pending. Phase 2 is underway and Mr. Sutton is working on applications for Phase 2 of St. Jones Landing relocations. He is working on adopting policies regarding the paper flow with respect to how a file is closed out. For example, for an abandonment payment, after the affected tenant has relinquished the title, how and at what point is the file to be closed. Mr. Sutton said that he would draft procedures to address this for the Board's review.

#### **IV. Chair's Report:**

Mr. Carroll welcomed Ms. Beth McGinn as the newest board member and gave her an opportunity to introduce herself. Ms. McGinn is originally from Pennsylvania and has impressive credentials, having retired after working many years in private industry, retiring as a marketing coordinator with Sunoco. When she and her husband moved to Delaware, she joined the American Legion Auxiliary and she is also actively involved with issues involving homeless veterans. She is also a former court reporter. Mr. Carroll spoke briefly about the Attorney General's (A.G.) Annual Housing Workshop that was held in all three counties in October. He attended the workshop in Sussex County where approximately 100 people were in attendance. Mr. Carroll stated that he answered a lot of questions from concerned residents and clarified some misconceptions about the role of DEMHRA., who we are and what we do. Ms. McGinn added that she requested informational bags from the A.G.'s office and 100 were delivered to the American Legion. It was noted that they were delivered by Mr. Dan Daly, a DEMHRA Board member from the A.G.'s office. She thanked the A.G.s office for their contributions and assistance.

#### **V. Approval of Financial Activity & Report August and September 2016**

Mr. Sutton reviewed the financial statements and Mr. Carroll reported that the Operating Account was replenished by \$40,000 as was the Petty Cash back to \$500. Mr. Meldrum made the motion to approve the financial statements as presented and Ms. McGinn seconded the motion. The motion carried 3:0 with two absent.

#### **A. Approval of other Financial Matters:**

##### **1) Approval of Legal Counsel Invoices for September and October 2016:**

Mr. Sutton reviewed the invoices from Mr. Denman for September and October. Mr. Strine made the motion to approve the invoices as presented and Mr. Meldrum seconded the motion. The motion carried 4:0 with one absent.

##### **2) Approval of other Invoices:**

Mr. Sutton submitted the following additional invoices for approval: L&W Insurance, Bits & Bytes, Independent News Media, Inc., Staples, BDO invoice, and Delmarva Power. Mr. Strine noted that historically, we don't include these invoices under financial matters. Mr. Carroll interjected that although this information was helpful and gave the newest board member an idea of the scope and range of our business transactions, these invoices should be presented in the Executive Director's initial report.

#### **VI. Reports**

##### **A) Compliance Matters:**

##### **1. Arbitration Matters and Status:**

Mr. Sutton stated the Barclay Farms arbitration has been settled and legal fees have been paid.

##### **2. Park Compliance Issues Arising, Pending and Resolved:**

Mr. Sutton stated that out of 190 MHPs, as of November 15, 110 have registered and 80 have not responded. This total includes the addition of one new entrant, Oak Knoll, who also just recently registered with the Division of Revenue. Mr. Sutton stated that historically, most parks have registered and are in full compliance by December 31<sup>st</sup> of each year.

### **3. Bon Ayre Court Decision:**

Bon Ayre was under appeal and was affirmed; a ruling was made in favor of the tenants.

## **VII. Unfinished Business:**

### **1. Approval of the Final Version of Information Packet for New Board Members:**

Mr. Sutton presented the final version of the new board member packet to include Ms. McGinn. Mr. Carroll asked Ms. McGinn to review this packet and to submit her recommendations to Mr. Sutton prior to next meeting.

### **2. Update on Phase 1 and 2 of St. Jones Landing Relocation Plans**

Mr. Sutton stated that Phase 1 was nearly completed pending the receipt of relocation disbursements for two demolitions and the approval of one remaining non-relocatable home.

### **3. Policies and Procedures for Selecting Arbitrators Upon Arbitrator Recusal**

Mr. Sutton drafted this policy as a result of an arbitrator who recused himself in the middle of an arbitration. The Board will take these policies and procedures under advisement pending the correction of a grammatical error in number 5 of the draft (changing the word rustification to justification).

## **VIII. New Business:**

### **1. Approval and Review of Applications for St. Jones MHP:**

**Fisher:** The tenant has applied for \$4,000 in non-relocatable benefits. Mr. Strine made the motion to approve and Mr. Meldrum seconded the motion. The motion was approved 4:0 with one abstaining.

**McNamire:** The tenant has applied for \$4,000 in non-relocatable benefits. Mr. Dunn made the motion to approve and Mr. Meldrum seconded the motion. The motion was approved 4:0 with one abstaining.

**Gaspar and Martinez:** The tenants have applied for \$8,000 in relocation benefits for their single-wide home. The motion was approved by Mr. Dunn and seconded by Mr. Meldrum. The motion was approved 4:0 with one abstaining.

**2 Edgewater Drive:** St. Jones Landing is applying for \$3,000 in demolition benefits. Mr. Meldrum made the motion to approve and Mr. Dunn seconded the motion. The motion passed 4:0 with one abstaining.

**6 Edgewater Drive:** St. Jones Landing is applying for \$3,000 in demolition benefits. Mr. Dunn made the motion to approve. Mr. Meldrum seconded the motion. The motion passed 4:0 with one abstaining.

### **2. Procedures for Handling Titles to Demolished Homes:**

Mr. Sutton stated that he would like to draft procedures for the disposition of demolished homes

since the statute does not address this presently.

**3. Application for Purchasing Directors, Officers, and Organizations Liability Insurance**

Mr. Sutton advised the Board that he had received an application from L&W Insurance to apply for D&O Liability Insurance on behalf of DEMHRA. Some members of the Board stated that they believed we already had this insurance. Mr. Sutton stated that he would check DEMHRA's files and schedule a meeting with a representative from L&W. He will update the Board at the next meeting.

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

**X. Executive Session:**

There were no items to discuss so the Board did not go into Executive Session.

**XII. NEXT MEETING DATE - 1/5/17 ADJOURNMENT: 2:43 PM**

Mr. Strine made the motion to adjourn the meeting. Mr. Meldrum seconded the motion. The motion carried 5:0. As there was nothing further before the Board the meeting was adjourned at 2:43 p.m.

Respectfully submitted,

Gregg Sutton  
Executive Director