

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**  
**1979 S. State St.**  
**Dover, DE 19901**

**Minutes of November 12, 2020 Board Meeting**

**IN-ATTENDANCE:**

Authority: Mitch Crane  
William Dunn  
George Meldrum  
Andy Strine (Absent)  
Richard Hrycyshyn

Pat Malone (Non-Voting Member)  
Gregg Sutton (Executive Director)  
Jane Sabo (Demhra Assistant)  
Lorraine Hrycyshyn (Office Assistant)

Legal Counsel: Melissa Rhoads (Absent)

Other: William Kinnick, DMHOA  
Robert Tunnell, III – Pot Nets

**I. Call to Order:**

Mr. Crane called the meeting to order at 1:37 p.m. All members were present with the exception of Mr. Strine.

Mr. Crane explained that the meeting would be in two parts. The first part was a truncated business meeting to review and ratify invoices, and address any action items. The second part was a work session dedicated to Title 25, Chapter 70, to discuss areas of the code that are vague and/or contradictory. The purpose was not the change anything, but to discuss the members' comments and recommendations. Action will be taken at the December 17, 2020 meeting.

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

A motion to approve the October 1, 2020 minutes was made by Mr. Meldrum and seconded by Mr. Hrycyshyn. The motion carried 4-0 with one in absentia. Participants who were unable to attend the meeting were invited to join the meeting via Zoom.

**III. Approval of Financial Matters:**

**A. Recent Financial Activity & Report (Information Only):**

Mr. Sutton reviewed the Financial Report for October, 2020. This report was for informational purposes only and has been posted on the DEMHRA website.

**B. DOJ Legal Fund (Information Only):**

Mr. Sutton reviewed the DOJ Legal Fund Account, noting that from January through September, \$64,283.74 was collected, and for the month of October, an additional \$25,494.58 was collected. There were no expenses on the report. Mr. Kinnick noted that an attorney was hired.

**C. Legal Counsel Invoice:**

The Board reviewed the September legal counsel invoices in the amount of \$2,564.80. A motion was made to approve the invoices by Mr. Dunn and seconded by Mr. Meldrum. The motion passed 4-0.

**D. Approval of Arbitrator Invoices:**

The Board reviewed two invoices from Moore & Rutt for legal services for Docket 07-2018 (Writ of Prohibition, Wild Meadows) in the amounts of \$133.00 and \$1,540.00, and an invoice from Michael Hoffman for Docket 02-2020, Canterbury Crossing, in the amount of \$2,902.22.

A handout was provided for an invoice received from the Delaware State Bar Association that was from October and November of 2019 in the amount of \$260.00 that was never submitted. This was for placing an ad in their publication for our Legal Counsel vacancy to replace Mr. Denman. Mr. Sutton verified with our accountant that this had not been paid.

A motion was made by Mr. Hrycyszyn to approve the above invoice collectively, which was seconded by Mr. Meldrum. The motion carried 4-0 with one in absentia.

**E. Liability Insurance (Addition of Terrorism Insurance):**

No approval was needed and there were no objections to paying \$1.00 extra for this coverage.

**IV. Pine Haven:**

This account is delinquent Quarters 1, 2 & 3 2020. A motion to move forward with legal action was made by Mr. Dunn and seconded by Mr. Meldrum. The motion carried 4-0 with one in absentia. Mr. Crane made a recommendation that our solicitor automatically take action once discussed instead of deferring to the next meeting.

**V. Work Session on Clarifications to Chapter 70:**

Mr. Crane deferred to Mr. Sutton to preside over the work session. Mr. Sutton previously asked the members to review their copy of the Chapter 70 update, and their comments/recommendations were entered into a worksheet that was handed out at the meeting. This will be discussed at a later date.

**VI. Next Meeting Date: Adjournment:**

The Board set the next meeting date for December 17, at 1:30 pm. Due to the spike in positive Corona Cases, the December meeting will be via Zoom. The meeting adjourned at 3:15 pm.

Respectfully submitted,

Gregg Sutton  
Executive Director