

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

**1979 S. State St.
Dover, DE 19901**

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority convened a meeting on **December 8, 2022**, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE 19901.

Minutes of December 8, 2022 Board Meeting

IN-ATTENDANCE:

Authority: Mitch Crane
William Dunn
Andy Strine
George Meldrum (Absent)
Richard Hrycyshyn
Patrick Malone (Non-Voting Member)

Jane Sabo (Assistant to the Executive Director)

Legal Counsel: Melissa Rhoads

Other: Henry Clum, DMHOA
William Kinnick, DMHOA
Jen Allen, FSMHA
Sam Saunders, Donovan-Smith
Dietmar Panzig, Southern Meadow

I. Call to Order:

Mr. Crane called the meeting to order at 1:31 p.m. All were in attendance except for Mr. Meldrum.

Mr. Crane stated that the public session will be adjourned at 2:00 p.m. to go into an Executive Session to discuss personnel/legal matters. It is anticipated that the public session will re-convene after the Executive Session.

Mr. Crane announced the sudden resignation of the Executive Director, and that he will be conducting this meeting. His main concerns are the approval of financial matters and relocation benefits. Those agenda items not discussed today will be deferred until the next meeting.

II. Review and Approval of Minutes:

A motion to approve the October 27, 2022 minutes was made and seconded. The motion carried 4-0 with one absent.

III. Chair's Report: None

IV. Executive Directors' Report: None

V. Legal Counsel Report:

Ms. Rhoads reported that there is nothing new to add since her last submission, and that there is no legal action to report.

VI. Approval of Financial Matters:

1. Approval of Legal Counsel Invoices:

The Board reviewed the November Invoice in the amount of \$2,580.95. A motion was made and seconded, and the motion carried 4-0 with one absent.

2. Other Invoices:

The Board reviewed the Martel Invoice in the amount of \$212.50. A motion was made and seconded, and the motion carried 4-0 with one absent.

VII. Reports:

A. Compliance Matters (Executive Director):

- 1. Compliance Investigator Report:** No Report
- 2. Community Owner Registration:** No Report
- 3. Delinquent Parks Report:** No Report

B. Arbitration:

- 1. Update on Status of Open Dockets:** No Report
- 2. Arbitration Costs:** No Report

VIII. Unfinished Business:

A. Update on Parks for Sale: No Report

B. Change in Use Update: No Report

Approval of Applications for Timberlane:

Jennifer Bernal, 130 Hickory Tree Circle, Newark, DE 19702

Approval of non-relocatable payment for a single-wide in the amount of \$4,500. Reybold did the appraisal and will be reimbursed \$200.

Roy MacLaren, 173 Sassafrass Tree Circle, Newark DE 19702

Approval of non-relocatable payment for a single-wide in the amount of \$11,500. Reybold did the appraisal and will be reimbursed \$200.

Edgar Medina-Garcilazo, 49 Sycamore Tree Circle, Newark, DE 19702

Non-relocatable payment for a single-wide in the amount of \$7,200. Reybold did the appraisal and will be reimbursed \$200.

Gary McConologue Jr. & Sr., 32 Elm Tree Circle, Newark, DE 19702

Hotel stipend approved in the amount of \$605.40

Steven Brnik, 167 Sassafrass Circle, Newark DE 19702

Hotel stipend approval in the amount of \$847.

A motion to approve the above benefits carried 4-0 with one absent.

C. Policies and Procedures: No Report

IX. New Business: No Report

X. Public Comments:

Mr. Kinnick expressed concern that the residents of Lynch's MHP (undergoing a change in use) are being told that they do not have to move out. Mr. Crane was not aware of this. Mr. Kinnick will send Mr. Crane an email with more detailed information.

Mr. Crane asked if anyone would like to discuss any other business on the agenda that could not wait until the next meeting. The Board set the next meeting for January 19, 2023 at 1:30 p.m.

The public was dismissed at 1:50 p.m. and Mr. Crane welcomed them to stay and return after the Executive Session ended.

A motion was made and seconded to adjourn the public meeting and go into Executive Session at 1:50 p.m. The motion carried 4-0 with one absent.

A motion was made and seconded to end the Executive Session and return to the public meeting at 2:10 p.m. The motion carried 4-0 with one absent.

As a result of the Executive Session, Mr. Crane stated that there are a number of motions that are going to be made and voted on. When we have gone through the motions and if the public has any questions, we will address them at that time.

A motion was made and seconded to accept Mr. Willie Savage's resignation. The motion carried 4-0 with one absent.

A motion to authorize the Chair to send proper notification to WSFS that signature cards are to be changed and the new cards will have Mr. Strine and Mr. Shopa of Falcidian restored to signatory roles.

A motion was made and seconded to promote Jane Sabo, DEMHRA Assistant to the Executive Director to Acting Executive Director until such time a new one is hired. The motion passed 4-0 with one absent.

A motion was made and seconded to increase the Acting Executive Director's pay by an additional 10% per hour. The motion carried 4-0 with one absent.

A motion was made and seconded to increase the DEMRHA Assistant's pay by \$2.00 that she should have been given a few months ago. The motion carried 3-0 with one absent and one who abstained.

Our Solicitor informed Mr. Crane that the Board authorizes him to draft a letter to notify both Falcidian and WSFS of the changes with respect to banking, and in addition, Mr. Crane would include in the letter to Falcidian to work with our Acting Executive Director on disbursements (upon Mr. Crane's approval).

Mr. Kinnick stated that a letter was received from Ms. Nicole Faries, Esq., giving her legal opinion regarding Pine Haven and whether it is or isn't included in Chapter 70. In response, Mr. Crane directed Ms. Sabo to let her know that we would consider a request when we receive information that supports the request. If we receive the documentation we will have a meeting and we probably will have a hearing on it. There was a homeowner who contacted us regarding this, and that person was informed that we have not received any applications for a change in use and we are waiting for documentation supporting the request.

Mr. Kinnick stated that it was discovered in a meeting with Pine Haven about two months ago, that none of those people was paying personal property tax or school taxes. Mr. Crane stated that the Department of Justice is aware of what is going on.

XI. Next Meeting – Adjournment:

The Board set the next meeting date as January 19, 2023 at 1:30 P.M. The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Jane Sabo
Acting Executive Director