

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

**Minutes of the February 29, 2024 Board Meeting**

Authority: Jerome Rogers  
Andy Strine  
Richard Hrycyshyn  
William Dunn  
George Meldrum  
Patrick Malone (Non-Voting Member)

Legal Counsel: Melissa Rhoads  
  
Gregory Sutton (Executive Director)  
Jane Sabo (Assistant to the Executive Director)

Other: Jen Allen - FSMHA  
Dietmar Panzig – Southern Meadow Community  
Lynda Lucido - Pine Haven  
Joy Kaiser – Pine Haven  
Scott Butler – Pine Haven

**I. Call to Order – 1:30 P.M.**

Mr. Rogers called the meeting to order at 1:30 p.m. There was a quorum.

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

The January 25, 2024 minutes were reviewed. Mr. Dunn made a motion to approve the minutes. The motion was seconded by Mr. Hrycyshyn. The motion passed 5-0.

**III. Chair's Report:**

- Mr. Rogers reported that Governor Carney officially appointed him as the DEMHRA Chair for a 2-year term, expiring September 29, 2025.
- Mr. Sutton purchased a new and larger conference room table and chairs. Mr. Sutton will now be seated at the table with the board members.

**IV. Executive Director's Report:**

Since the last meeting, the following has occurred:

- As discussed at our last meeting, the National Association of Black Veterans (NABVETS) will begin leasing one of our offices as of March 1, 2024. The \$400 rent will be paid to the building owner through Keller-Williams Realty.
- As a result of the new tenants, we are using less square footage. Therefore, our rent will remain at \$1,600.00 for another year as opposed to being increased to \$1,650.00 per month in June.

**V. Legal Counsel Report:**

- Changing Fates – We are monitoring the account because they are still in the process of navigating the system to make their payments.
- County Seat Gardens – Paid.

- Kings Cliffe – They are working with the Division of Revenue and will be making their payment.

## **VI. Approval of Financial Matters:**

### **A. Recent Financial Activity & Report:**

The January report was reviewed by Mr. Sutton. This report was for informational purposes only and will be posted on the DEMHRA website.

Mr. Sutton added that he will be submitting a report to the Division of Revenue by May 31, 2024 to replenish the board member stipend account in the amount that was used from July 1, 2023 through May 31, 2024, bringing it back up to the maximum allowable.

### **B. Approval of invoices:**

The following invoices were presented for approval:

Tighe & Cottrell for legal services for January 2024 in the amount of \$2,040.35

Mitch Crane for developing a DEMHRA Chair handbook in the amount of \$600, and a second invoice in the amount of \$200 for consulting services.

Modern Office Furniture for new conference room table and chairs in the amount of \$2,982.00

The Spanish Group for December translation of minutes for our website in the amount of \$166.52

Bits & Bytes, IT company who restored our share drive in the amount of \$237.50

Moore & Rutt invoice that was received today for legal services for Docket 2021- Ridgewood Manor, in the amount of \$200.00

A motion was made by Mr. Meldrum and seconded by Mr. Strine to approve all the above invoices collectively. The motion passed 5-0.

## **VII. Reports:**

### **A. Compliance Matters (Executive Director):**

#### **1. Compliance Investigator Report:**

Mr. Sutton has been assigning work orders to the compliance investigators to audit those 52 parks that did not return their annual community registration forms by the end of January. Mr. Rogers expressed his concern that this will cost too much money. Mr. Strine added the law must be followed which currently requires the communities to register annually, and that the number of lots in a community does not change unless they are undergoing site renovations that may add or delete the number of lots. That would be reflected when they submit their quarterly payments. It was decided that audits will only be done for communities who did not return registration forms within the past two years. Mr. Strine suggested that Mr. Sutton send Ms. Allen (with a copy to the board members) a list of those communities who have not returned their registration forms so that she can follow up with them. Audits will still be done when verification of homes moved/relocated/demolished when the community is going through a change in use. Mr. Rogers tabled this issue until such time that it is appropriate to pursue changing the law to require registrations every two years instead of annually.

#### **2. Delinquent Parks Report:**

Parks that are now two quarters late are: Fishhook MHP, Hecker Properties, Kelly's Trailer Park, Sandhill MHP, The Crossings at Oak Orchard, and Upcountry MHP. A motion was made by Mr. Hrycyshyn and seconded by Mr. Meldrum to refer those parks now two quarters late for legal action. The motion passed 5-0.

#### **3. Community Owner Annual Registration Forms Returned:**

This was previously discussed.

### **B. Arbitration (Update on Status of Open Dockets):**

**Docket 04-2019 (Wild Meadows: In Superior Court -** As of 2/20/24, there is an additional briefing due next month concerning the impact of the Supreme Court's decision on Shady Park. Argument is scheduled for May 10, 2024.

**Docket 04-2020 (Wild Meadows): In Superior Court -** As of 2/20/24, a follow-up call with the Court following the remand of the Shady Park case was held in January. The matter is now under submission.

**Docket 02-2021 (Ridgewood Manor): Arbitration –** Opposing attorneys will be sending Mr. Sharp their positions on the scope of his review by the end of the month.

**Docket 03-2021 (Canterbury Crossing): In Superior Court - As of 2/20/24, no change.**

**Docket 04-2021 (Pot-Nets Lakeside): Superior Court - As of 2/20/24, no change.**

It is thought that there was a final decision on the Shady Park arbitration, that impacted other arbitrations.

We will follow up to verify if there is a final decision on Shady Park.

**C. Rent Increase Certification Requests (December):**

There were 35 violation letters and rent certifications in January. Mr. Sutton was made aware that the State of Delaware has a website that lists the communities undergoing safety violations. Going forward, Mr. Sutton will print out that list so he can check for safety violations prior to certifying rent increase requests. Mr. Sutton will send the website link along with instructions on how to access this information to the board members. Ms. Rhoads added that according to Chapter 70, there must be a final adjudicated violation for a rent increase to be denied; however, there could be other types of violations that are not in final adjudication status. Mr. Sutton will confer with Ms. Rhoads if there are any questions or concerns.

**Unfinished Business:**

**A. Update on Parks for Sale:**

Dalton's owner was contacted on 2/21/24 and the park is still for sale.

**B. Update on Parks Going Through Change in Use:**

1. **Lynch's** – There are 3 demos remaining pending approval at today's meeting (there were 4, but the owner decided to keep one of them for a relative).
2. **Pine Haven** - There are 26 remaining and of those there are 3 applications for approval at today's meeting.
3. **Timberlane** – There are 18 remaining and of those there is one pending approval at today's meeting.

**C. Approval of Applications:**

**1. Timberlane:**

**Foraker, Corrina: 136 Persimmon Tree Lane, Newark, DE 19702**

Relocatable single-wide

Note: This application was previously approved four months ago. The mover backed out so Reybold relocated the home but never submitted an application for reimbursement until today. There was no proposal, only an invoice in the amount of \$12,000 to relocate the home. Mr. Sutton contacted Reybold to have them forward a waiver letter to Ms. Foraker to authorize direct payment to the mover.

Ms. Foraker was displaced when her home was being relocated. She stayed at a hotel for 10 days. DEMHRA will only cover hotel stays of 7 days and a maximum reimbursement of \$1,000. A motion was made by Mr. Strine and seconded by Mr. Dunn to approve \$12,000 to Reybold based upon their invoice vs a quote, and to reimburse Ms. Foraker \$1,000 for the hotel stay. The motion passed. Mr. Dunn made a motion to amend Mr. Strine's initial motion to include delaying payment until receipt of the signed waiver letter. Mr. Strine accepted the amendment, and it was seconded by Mr. Meldrum. The amended motion passed 5-0.

**2. Pine Haven:**

**Kaiser, Joy: 8601 Weakfish Drive, Lincoln, DE 19960**

Non-relocatable RV

Note: Title not in her name but she has provided proof of residency as well as a letter from the park that she has moved. Mr. Strine noted that the application is outdated with the wrong benefit amounts, but the board will approve the correct benefit amount. A motion was made by Mr. Strine and seconded by Mr. Meldrum to approve non-relocatable benefits in the amount of \$3,000. The motion passed 5-0.

**Scott Butler, 8676 Nelson Drive, Lincoln, DE 19960**

Non-relocatable single-wide

An appraisal was received for an amount higher than the maximum allowable for a non-relocatable home. A motion to approve non-relocatable benefits for \$12,000 was made by Mr. Strine and seconded by Mr. Meldrum. The motion passed. Mr. Dunn made a motion to amend Mr. Strine's initial motion to include reimbursement payment of \$200 to Mr. Butler for the appraisal fee he paid. Mr. Strine accepted the amendment and that motion was seconded by Mr. Meldrum. The motion passed 5-0.

**John and Kathy Barr: 8649 Luella Drive, Lincoln, DE 19960**

Abandonment for single-wide in the amount of \$3,000

A question regarding the difference between abandonment and non-relocatable benefits was discussed in response to Mr. Malone's inquiry. After the difference was explained, Mr. Malone added that it would be beneficial for a tenant to claim non-relocatable benefits if they can provide documentation that a home cannot be moved, and an appraisal of the home. Ms. Rhoads proposed giving the Barr's the opportunity to cancel the abandonment application and submit a non-relocatable application. Mr. Sutton is not in receipt of the original title. Mr. Strine proposed conditionally approving abandonment benefits in the amount of \$3,000, provided the Barr's can provide the original title. It was unclear if the home was sold and the title turned over to the new owner. If that is the case then there can be no benefit paid to the Barr's. Mr. Sutton had documented a phone call between he and Mrs. Barr on 2/12/24, and Mrs. Barr told him she gave the original title to a man named John from a development company in Maryland who bought the home. Mr. Rogers was not in favor of approving this application, and it will be deferred pending verification of who owns the home and who has the original title to the home. It was suggested by Mr. Strine that a compliance investigator visit the park to see if the home has been moved off the lot.

**3. Lynch's MHP:**

**Carlos Sanchez (Land Owner) Lot #4, 82 Lynch Road Milford, DE 19963**

Demolition benefits for single-wide home in the amount of \$5,000

**Carlos Sanchez (Land Owner) Lot #8, 126 Lynch Road, Milford, DE 19963**

Demolition benefits for a single-wide home in the amount of \$5,000

**Carlos Sanchez (Land Owner) Lot #12, 83 Lynch Road, Milford, DE 19963**

Demolition benefits for a single-wide home in the amount of \$5,000

A motion to approve the three above applications was made by Mr. Dunn and seconded by Mr. Hrycyshyn. The motion carried.

**D. Create Handbook for New Chair (Mitch Crane):**

Mr. Rogers is in receipt of the handbook but has not had an opportunity to review it.

**E. Appointment of Permanent Chair:**

This was previously discussed.

**VIII. New Business:**

**A. NABVETS Office:**

This was previously discussed.

**B. New IT Provider, Bits & Bytes (Restored share drive and ongoing IT issues)**

This was previously discussed.

**C. Safety Violations – DNREC & Department of Health (MOU's):**

Regarding Briarwood drinking water complaint, Mr. Hrycyshyn had nothing new to report. Mr. Malone added that there was a complaint filed by some residents who believed the water was not safe to drink. There has not been any issues with the drinking water since the well pump went down for several weeks last year. It is still under investigation until the residents making the complaint are interviewed by the DOJ.

**D. Salary Increases for Compliance Investigators:**

Mr. Sutton proposed raising the compliance investigators' salaries as they have never received any pay increases. Based on the type of work they do, Mr. Strine does not support an increase in pay. The board concurred.

At this time Mr. Sutton discussed that we recently became aware when Delcy Court returned their annual registration forms, that they are, and have always been a seasonal park. There are 10 lots with homes that only occupy the park from April through October. All utilities are disconnected after October 30th. Mr. Sutton referred to a similar situation with Bree Street MHP. It was determined (seasonal leases were submitted along with documentation that they were paying assessments since 2004 and shouldn't have been). After discussion, it was decided that Delcy Court should be treated the same as Bree Street was. The owner of Delcy Court will be asked for leases to verify seasonal status and proof that assessment fees were paid and shouldn't have been. A compliance investigator will be sent to audit the park.

Mr. Rogers asked each board member if they had anything questions or comments. As there were none, he opened the meeting to the public.

**IX. Public Comments:**

The Pine Haven attendees expressed their appreciation to DEMHRA for the help they provided to them during the change in use.

**X. Executive Session:**

As there were no items to discuss, the board did not go into an executive session.

**XI. Next Meeting:**

The Board set the next meeting for Thursday, April 4, 2024 at 1:30 PM.

**XII. Adjournment:**

The meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Gregory Sutton  
Executive Director

Pursuant to 29 Del. Code Section 10004(e), this agenda may be changed to include additional items (including executive sessions) or the deletions of items (including executive sessions) which arise at the time of the Authority's meeting.