

GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**October 21, 2021**

Board Members Present: Bilyeu, Brodd, Carter-Woodbridge, Hess (8:07), James, Luly, McKinley and Mortimer

Excused Absence: Lambert

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Maesha McNeill, Human Resources Manager

Bruce Mangum, Contract Processor

David Benack, Audit Committee

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Leah Cohen

Shobha Duncan

Henry Haslinger

Pat Holobaugh

James Hsu

Amy von Gohren

Janice Wolf

Molly Lester

Stephen Holland

Bill Jones

Ben Fischler

Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:46 pm.

1. Approval of Agenda

**Motion: To approve the agenda as presented.**

Moved: Carter-Woodbridge

Seconded: Bilyeu

Carried: 7-0

2. Statement re: Closed Meeting Held on October 21, 2021 (Attachment #1)

GHI's Board of Directors held a closed meeting at 7:00 PM on October 21, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on September 16, 2021	(vii)
2. Approve Minutes of an Informal Hearing Held on September 30, 2021	(vii)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>– Contract for Employee Medical Insurance Benefits -1<sup>st</sup> reading</li> <li>– Contract for Underground Storm Drain Repairs at 9 Court Ridge Rd - 1<sup>st</sup> reading</li> <li>– Contract for Repairs to 7-C Crescent Rd Due to Tree Damage – 1<sup>st</sup> reading</li> <li>– Contract for 5-year Lease of a Copier for the Management Office – 1<sup>st</sup> reading</li> </ul>	(vi)
4. Discuss Next Steps for Negotiating with WSSC re: Replacement of Water Pipes for Masonry Units	(vi)
5. Member Financial Matters	(iv)

During the meeting, the Board approved the following contracts for first and only reading:

- a. A contract with Cigna to provide medical insurance to GHI’s employees at the cost of \$438, 564.60 in premiums plus 5% for contingencies for a total cost not to exceed \$460,493, during the period December 1, 2021, to November 30, 2022. The contract was approved for first and only reading since Cigna will give GHI a credit of \$18,000 if a contract is signed by October 27, 2021.
- b. A contract with Toepfer Construction for roof and structural repairs at 7-C Crescent Rd., at the contractor’s estimate of \$90,799.90, plus 10% for contingencies, for a total not exceeding \$99,880. The contract was approved for first and only reading due to the need to expeditiously repair significant roof damage that was caused on August 10, 2021, by a fallen tree.

The motion to close the meeting was approved during the open meeting of October 7, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

### 3. Visitors and Members (Comment Period)

Molly Lester of 6-M Hillside Road asked about the absence of the statements of closed meetings from the agenda packet appearing on the website. Janice Wolf of 54-D Ridge Road wanted to know the status of the stairs between 54 Court Ridge Road and 2 Court Plateau. She said the stairs are still blocked off.

4. Approval of Membership Applications

**Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement:**

- **Gregory S. Strohecker, Sole Owner;**
- **Kathleen J. Flamm, Sole Owner;**
- **Jane M. Young, John R. Lippert, Tenants by the Entirety;**
- **April C. Roe, William F. Davenport, Renee S.W. Davenport, Joint Tenants;**
- **William G. Steele, Sole Owner.**

Moved: James

Seconded: Bilyeu

Carried: 7-0

5. Committee Reports

Long-Range Planning Committee: The committee does not have a chair and will go on a hiatus due to departures and family illnesses. The committee will share its work with the Board for it to send to the Transition Task Force.

Bicycle Committee: The repair station is available at the GHI Administration Building. It has a rack, several tools and a bicycle pump.

Storm Water Management Subcommittee: The subcommittee has a work session scheduled with the Buildings Committee in November.

Buildings Committee: Members of the Buildings Committee met with two plumbers and an electrician for their input for the upcoming piping project. The committee is also working on information to present for the December Town Hall meeting.

6a. Selection of Board Member to Fill Vacancy

The Board selected Chuck Hess to fill the vacancy created by the recent resignation of Christopher Carbone.

6b. Approve Minutes of the Open Meeting Held on September 16, 2021

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on September 16, 2021 as presented.**

Moved: James

Seconded: Bilyeu

Carried: 7-0-1

Abstained: Hess

6c. Woodlands Committee Proposal re: Coordination of Woodlands Trail Maintenance Activities between GHI and the City of Greenbelt

The Woodlands Committee supports coordination of trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and wanted to know whether this arrangement needed some kind of formal communication or coordination between the GHI Board and City Government. Attachment #4 is an email from Director Zoe Carter-Woodbridge, Board Liaison to the Woodlands Committee, that provides information on the proposed coordination efforts.

**Motion: I move that the Board of Directors approve the Woodlands Committee proposal to coordinate trail maintenance in the GHI Woodlands with pilot maintenance activities in the Greenbelt City Forest Preserve and direct the Manager to send a letter to the City of Greenbelt Manager requesting consideration of the Woodlands Committee proposal.**

Moved: Bilyeu

Seconded: James

Carried: 8-0

6d. Task Force Recommendations re: Boat /RV Lot Regulations

During the December 3, 2020, Board meeting, staff informed the Board that fourteen of twenty-four members with vehicles in the Boat/Recreational Vehicle Lots, had not provided evidence of their registration certificates to staff despite being initially requested to do so in July 2020. The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments. Staff also mentioned that there were a few instances in the past where members abandoned vehicles in the lots, and there were great difficulties in getting them removed.

The Board established a task force to draft regulations governing the storage of vehicles in GHI's Boat/RV Lots. The members of the task force are Shobha Duncan, James Hsu, Bill Jones, Pat Holobaugh, and Juanita Beck; Christine Gyemfi is the staff liaison. The task force prepared draft regulations (Attachment #5a) and also a sample Boat/RV Lot termination letter (Attachment #5b) that staff may send to members who violate the Boat/RV Lot regulations.

**Motion: I move that the Board of Directors direct the Manager to publish the draft regulations regarding the storage of vehicles in the GHI Boat/RV Lots as presented in the GHI E-newsletter for member comment, over a period of 30 days.**

Moved: James

Seconded: Hess

Carried: 8-0

6e. Proposed Acquisition of a New Van for the Maintenance Department

The Maintenance Department proposes to purchase one utility van to replace Van #19 which is a Ford E150 van that is 27 years old and in poor mechanical condition. An amount of \$45,000 was included in the 2021 replacement reserves budget to replace this vehicle.

Staff obtained the following bids for a replacement vehicle:

Dealership	Vehicle	Options	Price
Sport Chevrolet Silver Spring	Chevrolet Express Cargo Van 2021	Power Lock Doors Keyless Entry Diesel Engine	\$46,616.00
Fred Frederick of Laurel	Dodge Ram ProMaster Cargo Van 2021	Roof Rack Interior Shelf Package Backup Camera Floor Mats V6 Engine	\$44,271.23
Koons of Silver Spring	Ford Transit Van 2021	Rear Door Windows Backup Camera Locking Storage Shelving	\$44,769.00

Price includes sales tax, title, and tags and are subject to change without notice based on dealer inventory.

The vehicle is intended to be mainly used in support of plumbing service work which often requires transport of numerous bulky tool assortments and water heaters, thus the need for a full-sized cargo van. Our research indicated that used vehicles with low mileage are not much less expensive than a new vehicle, especially in today's market, without the benefit of new vehicle warranties. Hence, staff recommends purchase of a new vehicle.

In the event that any of the above-mentioned vehicles are not available by the time that the Board authorizes a purchase, staff requests that the Board pre-approve the purchase of another vehicle which shall be either a Ford, Chevrolet, Dodge, or Toyota, whose cost shall not exceed \$45,000.00.

**Motion: I move that the Board of Directors authorize the Manager to purchase a 2021 Dodge Ram ProMaster Cargo Van, or if not available at time of purchase, one new Ford,**

**Chevrolet, Dodge or Toyota van from a local dealership at a total cost not to exceed \$45,000.00.**

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

6f. Review Status of 2021-2022 Board Action Plan

The Board reviewed the activities that are in progress and discussed steps to initiate those tasks that have not begun.

6g. Motion to Hold a Closed Meeting on November 4, 2021

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on November 4, 2021.**

Moved: James

Seconded: Mortimer

Carried: 8-0

Items of Information:

7a. Meeting Date with the Greenbelt City Council re: a Response to WSSC's Position Concerning Replacement of Water Pipes for Masonry Homes

The Board will meet with the Greenbelt City Council on Wednesday, December 15<sup>th</sup> to discuss a joint response to a letter from WSSC's General Manager dated February 23, 2021; the letter stated that WSSC will not proceed with a proposed project to replace underground water pipes for masonry homes but will repair pipes as they fail. Consequently, the Board reached a consensus that GHI should accept WSSC's offer to replace and maintain the pipes for 30 years thereafter.

7b. Recent Breach in Security of GHI's NCB Operating Account

During the Board meeting, staff informed the Board of a breach in security of GHI's NCB operating account and the steps that have been taken to minimize the possibility of such a breach happening again.

Three forged checks with GHI's bank account information were presented to NCB for payment. NCB flagged the checks as possibly fraudulent and contacted GHI. GHI confirmed that the checks were fraudulent, and the bank denied payment.

GHI performed a review of all current bank activities and determined that one additional GHI check had been altered. Both the payee and the amount had been changed. GHI staff reported the matter to Greenbelt police and a case was opened. Staff has filed the necessary affidavit regarding all transactions.

7c. President's Items

President Brodd commended Vice President Lambert in her absence on the success of the City Council Candidate Forum.

7d. Board Members' Items

Hess thanked Board members for voting for him and asked if the office would be open on Friday.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: McKinley

Carried: 8-0

The meeting adjourned at 9:14 pm.

Ed James  
Secretary