

Minutes  
**GHI BOARD OF DIRECTORS**  
May 8, 2014

Board Members Present: DeBernardo, Hess, James, Jones, McFadden, Novinski, Ready, and Skolnik

Excused Absence: Marcavitch

Others in Attendance:

General Manager Eldon Ralph	Ben Fischler, Audit Committee
Joan Krob, Director of Member Services	Linda Curtis
Tom Sporney, Director of Technical Services	Lauren Whitaker
Matt Berres, Director of Maintenance and IT Task Force Member	Robert Kramer
Christine Gyemfi, Member Services -IT Task Force Member	Richard Olsen
Sheri Swain, Management Office -IT Task Force Member	Doug Johnson
Brenda Lewis, Human Resources –IT Task Force Member	Bill Phelan
Alvin Shaw, Technical Services	Linda Lacy
	Margaret Kincius
	Doug McNeil
	Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:30 p.m.

1. Approval of Agenda

A corrected agenda was presented that showed Attachment #9 belongs to Item “g” rather than to Item “f”.

**MOTION: TO APPROVE THE AGENDA, AS REVISED.**

Moved: Hess

Seconded: James

Carried 8-0

2. Visitors and Members

Ready welcomed visitors and members. Members present did not wish to address the Board for items not on the agenda.

3. Approval of Membership Applications

**MOTION: THAT THE FOLLOWING MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:**

- **JULIE K. PHELPS, SOLE OWNER, 3-A EASTWAY.**
- **KATHARINE IRVING, SOLE OWNER, 6-J PLATEAU PLACE.**

Moved: James

Seconded: Hess

Carried 8-0

**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT RECREATION:**

- **JOYCE E. GRIFFIN, SOLE OWNER, 71-K RIDGE ROAD.**

Moved: James

Seconded: Hess

Carried 8-0

**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:**

- **MEGHAN STANGE, MARJORIE FLAHERTY, 9-C SOUTHWAY IS CHANGED TO MEGHAN KRAMER, ROBERT KRAMER, TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried 8-0

4. Committee Reports

Hess said the Finance Committee would return working capital to members at the time of the Homes Improvement Program (HIP).

Skolnik said the Electric Charging Station Task Force had formed. He also said the Buildings Committee is beginning phase 3 of the pilot program and is starting the planning process for the Homes Improvement Program (HIP).

Ready said the Board, in executive session, approved prior executive session minutes, reviewed a delinquency report, scheduled a member complaints panel, and approved rental of 19M Hillside for two years for a total of 19 approved rentals.

5. Consent Agenda

**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Hess

Seconded: Jones

Carried 8-0

6a. Approval of Minutes: March 27 and April 10, 2014

**APPROVED BY CONSENT: APPROVAL OF MINUTES OF MARCH 27 AND APRIL 10, 2014 MEETINGS.**

6b. Contract for Parking Lot Repairs, 2nd Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH CPE, INC. FOR THE REPAIRS (SEALING, STRIPING, NUMBERING, MINOR REPAIRS AND MAJOR REPAIRS) TO PARKING LOTS AT ITS BID, \$61,200, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$67,320.**

- 6c. Contract for Installation of Heating/Cooling Systems for Phase 3, Pilot Program, 2nd Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS**  
**AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH McCULLY H&A, FOR THE INSTALLATION OF EIGHT SPLIT SYSTEM HVAC SYSTEMS AT 4E CRESCENT RD., 4H CRESCENT RD., 3D CRESCENT RD., 15A RIDGE RD., 10B SOUTHWAY, 10D SOUTHWAY, 4C LAUREL HILL RD., 4D LAUREL HILL RD., AT ITS BID OF \$62,840 PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$69,124, PROVIDED THAT THE MEMBERS EXECUTE AN AGREEMENT WITH GHI REGARDING THIS EQUIPMENT.**

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS**  
**AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH GENESIS ELECTRICAL SERVICE, FOR THE REPLACEMENT OF BASEBOARD HEATERS AND INSTALLATION OF NEW THERMOSTATS AND CEILING HEATERS AT**

- **2B Woodland Way - elec baseboard/t'stat + radiant heater in bath + kitchen**
- **2C Woodland Way - elec baseboard/t'stat + radiant heater in bath**
- **2D Woodland Way - elec baseboard/t'stat + radiant heater in bath**
- **2C Westway - elec baseboard/t'stat + radiant heater in bath + kitchen**
- **2D Westway - elec baseboard/t'stat + radiant heater in bath + kitchen**
- **4F Crescent Rd. - elec baseboard/t'stat + radiant heater in bath**
- **4G Crescent Rd. - elec baseboard/t'stat**
- **4H Crescent Rd. - ceiling radiant heater in kitchen**
- **3A Crescent Rd. - elec baseboard/t'stat**
- **3C Crescent Rd. - elec baseboard/t'stat**
- **15A Ridge Rd. - radiant heater in bath + kitchen**
- **15B Ridge Rd. - elec baseboard/t'stat**
- **10B Southway - ceiling radiant heater in bath**
- **4A Laurel Hill - elec baseboard/t'stat + ceiling radiant heater in bath + kitchen**

- **4C Laurel Hill - ceiling radiant heater in bath + kitchen**

**AT ITS BID OF \$32,930, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$36,223, PROVIDED THAT THE MEMBERS EXECUTE AN AGREEMENT WITH GHI REGARDING THIS EQUIPMENT.**

6d. Review Draft MOU Between GHI and the Greenbelt Community Garden Club

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE DRAFT MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN GHI AND THE GREENBELT COMMUNITY GARDEN CLUB (AS REVISED), THAT WAS PREPARED BY THE WOODLANDS COMMITTEE AND AUTHORIZES THE MANAGER TO SIGN THE MOU ON BEHALF OF GREENBELT HOMES, INC.**

Moved: Skolnik

Seconded: Hess

Carried 6-0-2

Ready and Jones abstained.

6e. IT Vendor Service Contract, 1<sup>st</sup> Reading

GHI's IT (Information Technology) services have been in place since 1988 utilizing an in-house staff member to manage associated tasks. Because of the rapidly changing technology that requires training and skills beyond those of our in-house staff, management organized an IT Task Force to explore how GHI could improve its IT services. The Task Force recommended hiring an IT management company with responsibility for network security, preventive maintenance, back up services to protect data in cases of service failures or catastrophes, 24/7 monitoring and support and coordination with various allied services such as the web developer, email provider, telephone system providers, network copiers, and domain registry provider.

Requests for Proposals were sent to six IT management companies – all six responded. After meeting with the vendors, the Task Force conducted reference checks on the top three providers: FedSolutions, BEI and All Covered. The bid of ATSolutions, GHI's current IT provider, came in higher than those of the other vendors.

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER FOR FIRST READING TO SIGN A ONE YEAR RENEWABLE CONTRACT WITH FEDSOLUTIONS AT A MONTHLY COST OF \$2,748 (WITH A ONE TIME EXPENSE OF \$2,010 FOR INITIAL SETUP) PLUS AN ALLOWANCE OF 10% FOR UNANTICIPATED CHARGES, FOR GHI'S IT SERVICES AS OUTLINED IN THEIR PROPOSAL DATED MARCH 20, 2014.**

Moved: Hess

Seconded: Skolnik

Carried 8-0

6f. Ownership of Shared Gardenside Walkways at 33L-V, 35B-E Ridge

**MOTION: THE BOARD OF DIRECTORS STIPULATES THAT GHI, WITH THE CONSENT OF THE MEMBERS WHO SHARE A WALKWAY, SHALL REPLACE THE WALKWAYS ON THE GARDEN SIDE OF 33L-V RIDGE AND 35B-E RIDGE OVER A PERIOD OF TIME WITH CONCRETE WALKWAYS. GHI WILL ASSUME OWNERSHIP OF THE WALKWAYS AFTER THE REPLACEMENT.**

Moved: Ready

Seconded: James

Carried 8-0

6g. Review Revised Agreement Between GHI/Pilot Members re: Responsibilities for Heating/Cooling Systems Installed During Phase 3 of the Pilot Program

For Article 5.1, the Board inserted “with a similar system” before “at the end of its useful life; unless the membership approves such a system as part of the Homes Improvement Program.” This sentence will be followed by “The system will be replaced by a similar system approved by the membership.”

**MOTION: THE BOARD OF DIRECTORS RESCINDS THE AGREEMENT BETWEEN GHI AND PILOT MEMBERS (THAT STIPULATES BOTH PARTIES’ RESPONSIBILITIES FOR THE HEATING/COOLING SYSTEMS TO BE INSTALLED DURING PHASE 3 OF THE PILOT PROGRAM) THAT IT APPROVED ON APRIL 10, 2014 AND APPROVES THE REVISED AGREEMENT WITH THE DATE OF 5/8/2014 IN ITS FOOTNOTE AND REVISED AGAIN ON MAY 8, 2014.**

Moved: James

Seconded: Skolnik

Carried 8-0

6h. Energy Efficiency Measures for GHI Admin Complex

Following the successful implementation of a LED lighting retrofit for the Administrative Complex in April 2014, GHI staff has continued research of additional energy efficiency options identified in the energy audit performed by Matrix Energy in 2013. This spring staff met with representatives of American Energy Corporation who has proposed the following additional opportunities for energy savings that qualify for energy rebates from PEPCO:

Energy Efficiency Measure	Cost of Measure	Cost to GHI	Estimated Annual Savings
Replace three old model refrigerators	\$2,310.00	\$0.00	1,068kWh - \$150.00
Retrofit exterior compound lighting to high-efficiency LED and Induction lighting fixtures.	\$5,160.00	\$640.63	5,620kWh - \$560.00 (estimated payback period 14 months)
Replace 50-gallon	\$1,200 –	\$0.00	195kWh - \$30

electric water heater with high-efficiency heat-pump style water heater.	\$1,800	(Credit of up to \$1,800 toward installed equipment)	
--	---------	--	--

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER TO ENTER INTO AGREEMENTS WITH AMERICAN ENERGY CORPORATION TO IMPLEMENT THE FOLLOWING ENERGY EFFICIENCY MEASURES WITHIN THE ADMINISTRATION BUILDING COMPLEX:**

- a) **REPLACE THREE OLD MODEL REFRIGERATORS WITH NEW REFRIGERATORS AT NO COST TO GHI.**
- b) **RETROFIT EXTERIOR COMPOUND LIGHTING TO HIGH-EFFICIENCY LED AND INDUCTION LIGHTING FIXTURES AT A COST OF \$640.63 TO GHI.**
- c) **REPLACE A 50-GALLON ELECTRIC WATER HEATER WITH A HIGH-EFFICIENCY HEAT-PUMP STYLE WATER HEATER AT NO COST TO GHI.**

Moved: Hess

Seconded: Skolnik

Carried 8-0

6i. Schedule a Date and Establish an Agenda for Stakeholders' Meeting with the City of Greenbelt

For the past several years, GHI has participated in a stakeholder's meeting with Greenbelt's City Council. At present, the City Council is able to meet with GHI's Board of Directors on any the following dates: June 16, June 18, June 25 or June 30.

**AGREEMENT BY CONSENT: THE BOARD OF DIRECTORS AGREED TO MEET WITH THE CITY COUNCIL ON MONDAY, JUNE 30, 2014 AT 8:00 P.M.**

Agenda items include removal of utility poles, a city pole that burns 24-hours a day, repair of Comcast boxes, trimming of city trees, marketing of the Greenbelt community, the condition of plastic-covered signs such as the walking maps and that of the city, improving the sound system in the community center gym, and the rights of way situation.

6j. Contract for Employee Uniforms, 1st Reading

GHI provides uniforms to its maintenance employees through a uniform rental service, which provides the garments and cleans them in accordance with the rental agreement. The current contract with G&K Services expired on April 18, 2014. Recently, staff prepared specifications for a new 3-year contract that were sent to seven vendors. Five vendors submitted bids. Based upon the expected mix of uniforms indicated in a survey of employees, the expected value of the proposals are:

	ACE Uniform	G&K Services	Aramark	Unifirst	Cintas
Total Weekly Charges	\$176.93	\$149.54	\$149.00	\$182.83	\$294.81
Total Year 1 Charges	\$9,200	\$7,776	\$7,748	\$9,507	\$15,330
Yr 2	0.0%	4.0%	3.0%	0.0%	3.5%
Total Year 2 Charges	\$9,200	\$8,087	\$7,980	\$9,507	\$15,867
Yr 3	0.00%	4.0%	3.0%	0.0%	3.5%
Total Year 3 Charges	\$9,200	\$8,411	\$8,220	\$9,507	\$16,422
Total Contract Cost	\$27,601	\$24,274	\$23,948	\$28,521	\$47,619

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A 3-YEAR CONTRACT WITH ACE UNIFORM FOR THE SUPPLY OF RENTAL UNIFORMS TO GHI EMPLOYEES EFFECTIVE FROM JUNE 30, 2014, IN ACCORDANCE WITH ITS PROPOSAL AND THE COSTS INDICATED AS FOLLOWS:**

**First Year of Contract:**

Cost/week per maintenance employee with vendor cleaning	\$4.69 - \$8.69
Cost/week per maintenance employee with employee cleaning	\$3.25 - \$5.00
Cost/week per professional employee with vendor cleaning	\$8.25
Cost/week per professional employee with employee cleaning	\$6.00
A one-time charge for emblems	\$2.00/employee

Moved: Hess

Seconded: Novinski

Carried 8-0

7. Items of Information

Items of Information were the Board's Action Plan Status and Committee Task List, and Monthly GHI and City Calendars.

8. President

Ready said she did not want to be a candidate for Board president and thanked the Board for its support. She also said Board liaisons would likely change with the new president.

9. Board Members

Hess wished Matt Berres the best of luck in his future endeavors. Fadden thanked Ready and Berres for serving.

10. Manager

GM Ralph spoke of Matt Berres' attributes and of his dedication during his tenure at GHI. Ralph then wished Berres well in future endeavors and stated George Bachman would temporarily fill the role of Maintenance Director and Matt Thomas would fill in as Fee-for-Service Coordinator in the interim. Ralph also said President Ready has been fantastic to work with and noted that she was someone who thought outside of the box. He stated he enjoyed working with her and other board members this past year.

11. Staff

Human Resources Director Brenda Lewis invited the Board and audit committee members to the May 14 reception in Berres' honor at 4:30.

**MOTION: TO ADJOURN.**

Moved: Hess

Seconded: Jones

Carried 8-0

The meeting adjourned at 10:00 p.m.

Ed James  
Secretary