

MELVINDALE HOUSING COMMISSION

Regular Board Meeting
February 19, 2026

A meeting of the Melvindale Housing Commission Board was held on Thursday, February 19, 2026 at 10:00 a.m. in the Library of Coogan Terrace (3501 Oakwood Blvd., Melvindale, MI 48122).

Chair C. Sue Herman called the meeting to order at 10:00 a.m.

ROLL CALL: Janette Decaire, Sue Herman, Hector Cotto, Annette Taylor were present.

Also present: Staff- Cynthia C Telfer, Executive Director and Elizabeth Ray, Operations Manager

- I. Approval of Agenda
Decaire moved and *Cotto* seconded to approve the February 19, 2026 agenda. Motion passed unanimously.
- II. Approval of Minutes
Decaire motioned to approve the Regular Meeting Minutes of December 18, 2025 and *Cotto* seconded. Motion to approve minutes passed unanimously.
- III. New Business –
 - a. Election of Officers
 - i. Board Chair
Decaire nominated Herman for Chair, seconded by *Cotto*; Herman accepted. Appointment passed unanimously.
 - ii. Board Vice-Chair
Herman nominated *Decaire* for Vice-Chair, seconded by *Cotto*; *Decaire* accepted. Appointment passed unanimously.
 - iii. Sargeant at Arms
Decaire nominated *Cotto* for Sergeant at Arms, Taylor seconded; *Cotto* accepted. Appointment passed unanimously.
 - b. Resolutions
2026-001 To Approve Reinstatement of Asset (from previous write off)
Taylor motioned to approve resolution; *Decaire* seconded. Telfer explained that a previously written off asset was restored to working order by current maintenance staff. Motion passed unanimously.

2026-002 To Approve Write off of Appliances

Decaire motioned to approve resolution; *Cotto* seconded. Telfer noted, following review of appliances stock piled on the ninth floor, maintenance confirmed two appliances were non-functional. Therefore, write off of a range and refrigerator were appropriate to remove them from inventory. Motion passed unanimously.

2026-003 To Approve Write off of Salt Spreader

Taylor motioned to approve resolution; *Decaire* seconded. Telfer reiterated damage done to salt spreader by former maintenance staff due to lack of appropriate care. Once written off, this spring the director will attempt to sell the unit per disposition policy. Motion passed unanimously.

2026-004 To Approve Close out of Annual Contributions Contract for Public Housing

Decaire motioned to approve resolution; *Taylor* seconded. Telfer explained resolution is presented as a “clean” restatement of a previous resolution passed on September 18, 2025. Coogan Terrace had been included in the previous resolution resulting in legal counsel for the Department of Housing & Urban Development to reject said resolution. Required corrections have been made. Motion passed unanimously.

- IV. Commission reports
Staff reviewed reports with Board.
- V. Correspondence – Coogan Terrace Audited Financials (no findings)
- VI. Public Comment - None
- VII. Announcements by Commissioners
 - Decaire – May 1 – 3, 2026 the Melvindale North Allen Park High School will put on the play Putnum’s National Spelling Bee. Save the date – more information to follow.
 - Taylor – Congratulations to Mr. Cotto for his reappointment as a commissioner. The City had a new Police Chief and Deputy Chief.
 - Herman – It is a privilege to be here.
- VIII. Adjournment – Motion by *Cotto*; seconded by *Taylor* at 11:25 a.m. Motion passed unanimously.

C Sue Herman

C. Sue Herman, Board Chair

Cynthia C Telfer

Cynthia C Telfer, Executive Director