

## MELVINDALE HOUSING COMMISSION

Regular Board Meeting  
November 20, 2025

A meeting of the Melvindale Housing Commission Board was held on Thursday, November 20, 2025 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 and Annette Taylor were present.

Commissioner Decaire moved to approve the absence of Hector Cotto; Taylor seconded.  
Passed unanimously

Also present: Staff- Cynthia C Telfer, Executive Director, Elizabeth Ray, Operations Manager and Stephanie Spoonamore, Property Manager were present.

- I. Approval of Agenda  
*Decaire* moved and *Taylor* seconded to approve the November 20, 2025 agenda.  
Motion passed unanimously.
- II. Approval of Minutes  
*Herman* motioned to approve the Regular Meeting Minutes of November 20, 2025 and *Decaire* seconded. Motion to approve minutes passed unanimously.
- III. New Business  
  
**Resolution 2025-17 To Write off Uncollectable Accounts**  
*Taylor* motioned to approve resolution 2025-17; *Decaire* seconded.  
A brief review of the list for write off was reviewed.  
  
Motion passed unanimously.
- IV. Commission reports  
Staff reviewed reports with Board.
- V. Public Commentary  
None
- VI. Announcements by Commissioners

Taylor: I've heard from many residents about the food give away – they were really happy. The Bistro was very good (ham, mac 'n cheese, collard greens). Prayers for Ms. Spoonamore that everything goes well for you as property manager.

Dcaire: I hope everyone has a blessed Thanksgiving; hope you can connect with people you haven't seen in awhile.

- VII. Adjournment – Motion by *Dcaire*; seconded by *Herman* at 11:10 a.m. Motion passed unanimously.



C. Sue Herman, Board Chair



Cynthia C Telfer, Executive Director

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