



# Cohoes Housing Authority



February 2013

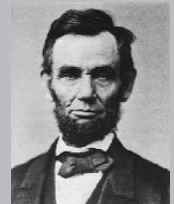
We're on FACEBOOK



## Happy Valentine's Day!

Please note, the office will be **closed**:

- **February 12th** for Lincoln's Birthday
- **February 18th** for President's Day



Administration Office  
 100 Manor Sites, Cohoes, NY 12047  
 Tel: (518) 235-4500 • Fax: (518) 235-8120

### BOARD OF COMMISSIONERS

- Wil Hebert ..... Chairperson
- Colleen Mayo ..... Vice-Chairperson
- Joseph Nadeau ..... Commissioner
- Walter Harbacz ..... Commissioner
- Andrew Koval ..... Commissioner
- Carolyn Dion ..... Commissioner
- Melanie Taylor ..... Tenant Commissioner

### STAFF CONTACTS & PHONE EXTENSIONS

#### Administration

Charles V. Patricelli	Executive Director	117
Katherine L. Oliver	Office Administrator of Operations	117
Edie Duncan	Clerk	122

#### Comp Grants

RJ Langlais	MOD Coordinator	125
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#### Section 8

Teresa L. Miller	Director of Housing & Relocation	114
Josephine M. Shufelt	Housing Eligibility Assistant	120

#### Tenant Relations

Sherry Muzio	Tenant Relations Officer	113
Janice L. Medina	Sr. Account Clerk	111



### Board Meeting

The CHA Board Meeting has been scheduled in the Manor Sites Community Room on **February 19th** at 6pm. Everyone is invited.

**The new CHA website is [www.cohoeshousing.org](http://www.cohoeshousing.org).**

### Look inside for info on:

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- **Towers Watch** - page 7
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- **Financial Tips** - page 11

# For Your Information...

## Special Accommodations...



We are required by law to take reasonable steps to make this site as accessible for disabled residents as for non-disabled residents. If any member of your household is disabled or becomes disabled and needs some accommodation or modification of the apartment or its policies, please bring it to our attention. You must also inform us if your household may have difficulty or at any time is having difficulty meeting its obligations under the lease or house rules because of a member's disability. We want to make sure that disabled residents are treated fairly and have the same positive experience as non-disabled residents, and we need your help in meeting this goal. Most accommodations are easy to make, like a smoke detector with a louder pitch and a strobe light.

## Snow Removal Policy

Again, it's winter and with that comes the snow. We must plow to keep the lots safe and usable. We will again be asking your support to have all vehicles moved off site, by 9am the day following the storm. We can not always promise that we can give any prior notification other than this policy but we'll try the phone system method as much as possible. **BE SURE WE HAVE YOUR CURRENT PHONE NUMBER!** If you changed your number or want us to call a cell number be sure the office has the new number. Again this method is a courtesy not mandatory and it will be **NO** excuse for not moving your car and being towed.



## First time homebuyers.....

There is a new program in Cohoes for first time homebuyers. It is sponsored by the Cohoes Community Development Corporation. There is a grant for \$60,000 and it will be awarded to twelve individuals at \$5,000 each. The money needs to be used for the down payment or closing costs. Applicants need to be income eligible and can only purchase a house in Cohoes. The Community Develop Corporation would prefer the houses to be in the downtown Cohoes area. The homeowner must stay in the house for ten years. If you are interested, applications are available at the Cohoes Local Development Corporation office at Cohoes City Hall. You can also download the application at [www.cohoesldc.org](http://www.cohoesldc.org). For income eligibility requirements or for more information please contact Edward Tremblay from Community Development at 233-2117 or Teresa Miller at Cohoes Housing at 235-4500, ext. 114.

# For Your Information...

## Looking for a job?

### Employment Opportunities

At the Housing Authority it is our policy to assist residents whenever the opportunity presents itself. We accomplish this in many ways one of which is helping contractors and local businesses who periodically are seeking new workers, find qualified persons for filling of those positions. So that we can more smoothly facilitate this process we are asking any resident who wishes to do so to fill out the accompanying questionnaire and return it to the main office. In doing so we will be able to link employers with persons qualified in the line of work that is available. If you have any questions please contact RJ Langlais at 235-4500 ext 125 for more information.

### Cohoes Housing Authority Employment Experience Survey

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Education: High School \_\_\_\_\_ Associates Degree: \_\_\_\_\_ Bachelors Degree: \_\_\_\_\_

Work Experience: (check all that applies)

Construction: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_ Bookkeeping \_\_\_\_\_

Computer : \_\_\_\_\_ HVAC: \_\_\_\_\_ Laboring: \_\_\_\_\_ Clerical \_\_\_\_\_

Landscaping: \_\_\_\_\_ Masonry: \_\_\_\_\_ Roofing: \_\_\_\_\_ Painting \_\_\_\_\_

Cleaning \_\_\_\_\_

Other Skills and or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6/10/2010

# Risk Control Policy.....

The following Resolution was introduced by Commissioner Andrew Koval, read in full and considered:

## RESOLUTION NO. 13-01

**LET IT THEREFORE BE RESOLVED THAT** the Board of Commissioners of the Cohoes Housing Authority has adopted the Risk Management Policy as follows:

The safety and well-being of the residents, guests and employees of the Cohoes Housing Authority are of the utmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all.

It is the intention of the Cohoes Housing Authority to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors and property. Risk Management methods will be employed to prevent and control loss which may threaten the health and well being of those the authority serves.

Risk Management methods will be the responsibility of all levels of the Authority. The Cohoes Housing Authority shall make all efforts feasible to ensure that optimal level of safety is provided for all. Through the administration of this adopted Risk Management Policy and the cooperation and support of those involved, the Cohoes Housing Authority will make risk control a priority.

The foregoing Resolution was proposed by Commissioner Andrew Koval, which said motion was seconded by Commissioner Joseph Nadeau.

Upon a roll call vote, the Ayes and Nays were as follows:

### AYES

Wil Hebert  
Colleen Mayo  
Andrew Koval  
Joseph Nadeau  
Walter Harbacz  
Melanie Taylor

### NAYS

None

The Chairperson thereupon declared said motion carried and the Resolution adopted.

Jan13.Min



# Did you know.....

## **FREE Wireless Internet at Roulrier Heights**

The Cohoes Housing Authority has created an internet network at Roulrier Heights. This system will allow you to log into the internet once you get a username and password. You must also provide a working email address. You need to stop at the office and sign a letter of understanding providing us with the information and then we can get you started. The internet is FREE and this does not guarantee that if it goes down for some reason we will address it when we can, it is not an emergency. This is something we want to provide you as a tool for employment, learning for both adults and children. We do not control the content nor monitor it for usage. If abused you will be disconnected from the system. Also if you don't respond to any emails that we send out you will also be disconnected. We worked hard to provide you with this tool and hope you enjoy it.

## **Painting of Apartments**

It costs the CHA approximately \$400 for labor and materials to paint an apartment. It is worth it to keep your apartments looking nice. Please try to use care when moving furniture. Remember to wipe off fingerprints and crayon marks; it all helps to keep the apartments nice.

## **Food Pantry at the Towers**

The McDonald Towers Food Pantry is open to all tenants who live in Cohoes Housing Authority.

The hours of operation are:

Tuesday through Friday	9 am. to 12 noon
	1 pm. to 3 pm.

You must bring proof of residency each visit. Please bring your own bags. Due to budget cutbacks we can only serve a family once every two months. There will be no exceptions.

If you have any questions or wish to make an appointment call Jack Counterman at 237-0521.

## **Tenant Satisfaction Survey**

We are currently implementing a Tenant Satisfaction Survey. Once a work order has been completed, this simple survey will automatically be sent to the tenant via email. Please keep an eye out for them and respond so that we know the system is working. If you haven't done so already, please contact the office and give us your email address. This will assist us in determining areas of improvement for tenant customer service needs.

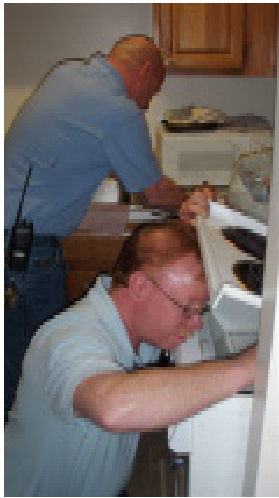
## **Washer/Dryer Hook ups at RH/SS**

For some time now our apartments at Roulrier Heights & Saratoga Sites have been experiencing extensive water/mold damage caused by leaking washing machines and improperly vented dryers. These repairs have cost the housing authority thousands of dollars. For this reason, we have been eliminating the washer & dryer hook ups when a unit becomes vacant. In addition, current tenants that do not already have a dryer hook up in their unit, will not be allowed to get one installed. As a result of this, we relocated and expanded the laundry room at Saratoga Sites.

## **XMAS Decorations**

We have noticed that some tenants still have christmas decorations up on the outside of their apartments. We are now in the month of February and would appreciate it if they are removed.

# Very Important Info.....



## **McDonald Towers Apartment Inspections:**

The Annual Apartment Inspections for McDonald Towers will be held on **Monday, March 11 through Friday, March 14, 2013**. Our Staff will be inspecting for apartment cleanliness and any needed repairs.

In the upcoming months we will be scheduling the other sites as follows:

Roulier Heights – April 15th - 18th

Saratoga Sites – May 13th - 17th

Manor Sites – June 10th - 14th

Please be sure to check future newsletters for any updated info.



## **FREE!! Income Tax Preparation**

Hello all,

Happy Valentines Day and tax season!! I will be referring customer to the **Volunteer Income Tax Assistance** or **VITA** programs of the capital region. Starting in Mid February until March, by appointment only, they can complete your basic tax (NY State and Federal) return for **FREE!!** This means starting in February, Cohoes housing residents will have be able to a get their tax's done at no **cost**. **WHY PAY WHEN YOU CAN GET THE SAME SERVICE FOR FREE!!!**

**Contact Cohoes Senior Center @ 235-2420. Please note: Customers of any age can get them done for free at this site.**

**Call VITA @ 1 800- 906- 9887 for info on more sites**

Fondly,  
Chris Camburn  
Office: 235-4500 x 129  
Cell: 356-0223

# The Towers Watch

Services for tenants at McDonald Towers  
February 2013



## Price Chopper Bus

Monday bus service to Price Chopper, the bus leaves at 12:30pm and returns at 2:25pm. There is no charge for this service.



## Hannaford Bus

Thursday bus service to Hannaford Market, bus leaves at 10am and returns at 1pm. There is no charge for this service.



## Bingo

Bingo is held on Thursdays at 6PM in the community room. There is a \$1.00 admission and \$1.00 per card.



## Tenant Meeting

The Tenant Meeting will be held on Thursday, February 21st at 1PM. This will be held in the Community Room.



## Communion Service

Communion Service is held on Wednesday at 2pm. This is held at the Cohoes Senior Center. The public is invited to attend. For more info call 237-2373 or 327-5151.



## Advocate's Office

The Advocate's office is open Tuesday - Friday from 9AM to Noon and 1PM to 3PM. The food pantry is also open during these hours.



## McDonald Towers Valentine's Day Party

There will be a Valentine's Day Party for the residents of McDonald Towers on Friday, February 16th at 6PM in the community room. We will be providing live music, food and drinks. There is no charge to the residents. You must sign up with Jack Counterman so we know how much food to get. Hope to see everyone there!!!

# Cohoes Baseball & Softball Registration



The Cohoes Little League Baseball registration will be held on Saturday, February 23, 2013 from 11am - 1pm at the Cohoes Community Center.

The Cohoes Girls Softball League registration will be held every Saturday from 10 am - 1pm in the month of February and the first two weeks of March at the Cohoes Community Center.

## Shovel for safety

Shoveling the snow on the walkways, stairs and porches leading to each apartment is the responsibility of the tenant. If our staff has to clean these areas, the tenant will be charged \$8.00 per occurrence.

*Happy Valentine's Day*



## Emergency Notification Call System

The Cohoes Housing Authority was the first area agency to start a new system to help notify our tenants of emergencies, snow removal, or important messages that we feel you need to know quickly and efficiently as possible. If we have your up to date phone number you will be called as long as their is an available person in the CHA to make the notification. This is a courtesy call, not a guarantee. Please call the office for any changes in telephone numbers, license plates or emergency contacts so you will be included in our system.

## February Birthday's for McDonald Towers

- 2/1 Barbara Kosarovich
- 2/7 Charlotte O'Connor
- 2/18 Corinne Bombard
- 2/22 Robert Winchell





# Important Safety Information



At our recent staff meeting we discussed on how we can notify the Fire Depts on what tenants may need assistance in the event of an emergency. In our software program we have a check box to indicate if any tenant needs assistance such as a wheelchair or oxygen; We ask the staff to report any tenant and record this information in the tenant profile so the list is up to date. The next step is to get this information to the Fire Department so they have a list. But we need your family, neighbors or friends to also notify us when your conditions change and you may need assistance. This report will be sent on a monthly basis to the FD's and they and along with some key housing personnel will have this list available. If anyone would need more information let us know. This information is very important in the event of an emergency or an evacuation. Also, please be aware that we still use the emergency medical cards in our senior apartment units. We want all staff to be sure they are updated and kept in the card holders. If a tenant needs a new card, please let us know. This card can be taken with the tenant to the hospital with their medical history on the card.



## *Smoke Detector Maintenance Policy*

Your unit is equipped with one or more smoke detectors. You must ensure that the smoke detectors are operating at all times. Never disconnect a smoke detector for any reason. The smoke detector has a red indicator light on its face. If your smoke detector is operating properly, this light will be lit. If the light is flashing and the smoke detector beeps every few seconds, the battery is low and needs replacement. If the light is not lit or flashing, the battery is dead or has been disconnected if it's electric. If your smoke detector isn't operating and you need assistance dealing with it, notify the office immediately. If you fail to keep all smoke detectors in your unit operating at all times, you will receive one and only one warning. If you fail to comply with this rule a second time, we will have grounds to evict you.

## *Attention ALL*



## *McDonald Tenants! Tailgating! What is it?*

Do you let people into the building without knowing who they are? Do people follow you into the building and you don't know who they are or what they are doing in the building? That is Tailgating!

People sneak into the building without being even buzzed in or they will press your doorbell and you again let them in. This could be very dangerous and you risk the safety of others.

## HOW RENT IS DETERMINED

The rent you pay is either 30% of your gross income (after allowable deductions) or a flat or ceiling rent, whichever is less (see exclusions below). Residents can choose to pay the flat or ceiling rent even if it is higher than the income based rent.

Your family's income determines your individual rent. This is why another family, perhaps, a family of your size living in an apartment of your size pays a different amount of rent each month. Exclusion to the 30% rent rule are: casual or sporadic income; reimbursement for the cost of medical expenses; lump sum addition to assets; hazardous duty pay in the armed forces; servicemen's lump sum death benefits; temporary resident's income; foster care income; live-in aide's income; Title V employment; full-time students; veteran's benefits – for tuition, books, etc.; Earned income for children under 18 years old; food stamps; income from reparations to Native Americans; and Holocaust survivor benefits.



## Eviction /Termination of Tenancy



Though the most common form of eviction is for failure to pay rent, a tenancy may also be terminated when a resident or a member of

a resident's family engages in prohibited conduct. Such conduct includes: willful misrepresentation of any material fact relating to eligibility for admission, continued occupancy, or the amount of rent to be paid; breach of rules and regulations; failure to provide satisfactory verification of family income; the transfer of possession of an apartment for use by a person or persons other than the tenant of record; chronic rent delinquency; poor housekeeping; and non-desirability. Non-desirability is defined as conduct or behavior which presents a danger to the health and safety of neighbors or CHA employees; behavior which damages CHA property, or poses the threat of damage; behavior which is considered to endanger the peaceful occupation of other residents; sexual or moral offenses; or common law nuisances. Residents and their families can also be evicted for drug activity on or off of CHA grounds, for illegal drug trade or activity on CHA premises. Residents are responsible for the conduct of all visitors, family members and guests to their apartments. Loitering and consumption of alcoholic beverages in public spaces is prohibited. It is important to keep in mind that the U.S. Department of Housing and Urban Development (HUD) may perform an annual verification of this information through its Income Verification Program. Residents income data reported to the Housing Authority may be matched against records kept by the Internal Revenue Service and the Social Security Administration. If a discrepancy is detected the resident will be notified by letter, and then asked to contact the Office. Sometimes, obviously, changes in family composition will mean that your rent will be reduced. Sometimes, they will mean the reverse. Either way, changes must be reported. **That's the law.**

# Top Five Financial Tips for 2013

First Niagara Bank, which has 19 branches in the Capital Region offers the top five ways for you to get on track with your personal finances in the coming year:

**(1) Set a budget and stick to it.** If you haven't done it already, make a list of all your spending for an entire month, and then review it for ways that you can curb expenses for the rest of 2012. You'd be surprised at how much that daily boutique cup of coffee adds to the expense sheet.

**(2) Eliminate debt.** Remember debt is a four-letter word. Bring it under control or eliminate it all together.  
Pay down on credit cards, home equity loans or lines of credit. This will free up your money for a variety of good things – like more financial security.

**(3) Create a Rainy Day Fund.** Life is full of uncertainty and surprises – an unexpected illness, a job loss or even the arrival of a new baby in the family. The rule of thumb is to have at least three to six months of living expenses socked away for when the unexpected occurs.

**(4) Save, Save, Save.** If recent economic difficulties weren't reminder enough, this is a perfect time to evaluate your investment goals and objectives and begin to save, if you haven't already. You could be saving for a house, college education or retirement – or for all three!

**(5) Invest in Yourself.** When it comes to personal finance, you also need to protect your livelihood – your largest source of income. Stay ahead of the curve, and any potential job elimination, by continually investing in more education and training that will prepare you for advanced employment opportunities and career changes if needed.



First Niagara



Be heart-healthy.

Make a date with your heart! February is American Heart month, and Valentine's Day is a great time to start taking steps to be heart-healthy.

- Prevent and control high blood pressure, high cholesterol, and diabetes.
- Avoid smoking and secondhand smoke.
- Limit alcohol use.
- Maintain a healthy weight.
- Be active.
- Eat healthy.

## Phone Books

It's that time of year again and phone books are being delivered to all the tenants and throughout the city. It has been noticed that numerous tenants are not picking up the phone books from their porches or from in front of their apartments. It is causing the sites to look very messy. Please bring in your phone book(s) or dispose of them properly. If our maintenance department has to pick them up from in front of your apartment, you will be charged.

## Garbage Cans

Please be advised that garbage cans must be brought back to your apartment no later than the day after the waste pick up date. If they are not, our maintenance department will bring them back to your apartment and you will be charged \$6 per occurrence.



## Sewer Plugs, they can cost you!

We recently had a tenant that put a diaper into their sewer line. Naturally

it plugged up the sewer causing a major mess. This tenant paid a lot of money to the housing authority. They were responsible for the mess and the time to clean it up. Note to Self! Do not put anything like sanitary napkins, diapers, rags or anything in the sewer line. You risk causing a problem for us, your neighbors and a major expense to you. You also risk eviction for damage to the property.

## Drug Tip Hotline

Illegal drugs are a major problem in our country. The Cohoes Housing Authority is no exception. If you know of any illegal drug activities, please call the Drug Tip Hotline at 233-2161.

**ALL INFORMATION IS TOTALLY CONFIDENTIAL.**



## Need Health Insurance? Are your children covered?



If you feel that you might qualify for health insurance call 462-7040 to find out more!!! If you presently don't have insurance call now!



Health Tip- When brewed up as a tea, peppermint is a well-known naturopathic remedy for upset stomach, or indigestion. This minty herb also offers relief for other gastrointestinal issues, including irritable bowel syndrome, whose systems include bloating, abdominal pain cramping etc. A study was done, it showed peppermint oil capsules were found to cut IBS symptoms by more than half for 75 percent of the study's participant.