



Cohoes Housing Authority



AUGUST 2014

www.cohoeshousing.org



Announcing Monthly Board Meeting

The regular monthly meeting will be Tuesday, August 19th at 6pm in the McDonald Towers Community Room.

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

BOARD OF COMMISSIONERS

Charles Alonge Chairperson
Walter Harbacz..... Vice-Chairperson
Wil Hebert Commissioner
Carolyn Dion Commissioner
Shawn Higgings Commissioner
Melanie Taylor Tenant Commissioner
Colleen Mayo 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
Section 8		
Josephine M. Shufelt	Housing Eligibility Assistant	120
Tenant Relations		
Sherry Muzio	Tenant Relations Officer	113
Janice L. Medina	Sr. Account Clerk	111



Office Closed

The CHA offices will be closed on Monday, September 1, 2014 in lieu of Labor Day.

Look inside for info on:

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- Important Info...page 4
- Looking for a Job?...page 7
- Did you know?...page 11
- Risk Management Policy...page 12

Get or update your Parking Permit!

All tenants are required to register their vehicles with the office and obtain parking permits for each of their vehicles. Also, if your vehicle information changes, DO NOT remove your permit and put it on a new vehicle. YOU MUST CONTACT THE OFFICE. Vehicles that do not have a CHA parking permit or if the permit doesn't match the vehicle information in our system, may be towed.



NASSAU BAND/COOK OUT at the Towers

On Thursday, August 21st, beginning at 5PM, the housing authority will be having a cook out for the residents at the Towers. In addition, the Nassau Band will be there to play for the residents at 7PM. Any tenant volunteers wishing to help out, please contact the office. It would be greatly appreciated. As in previous years, this should be a very entertaining evening so we hope to see you there!!!!



Candle blamed for Apartments fire

A lit candle in a bedroom of an apartment in the Hampshire House in Schenectady is being blamed for the fire that destroyed 35 of 57 units. The candle was being used during a power outage. Authorities are unsure whether something brushed against the flame or if the candle fell over.

PLEASE BE SURE LIT CANDLES ARE PUT IN A SAFE PLACE AND ARE IN EYE VIEW AT ALL TIMES. DO NOT LEAVE CANDLES BURNING UNATTENDED!

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.

Just a reminder

- **Rent is due the 1st of the month** — If rent is not paid after five business days, you will be charged a \$20.00 late fee.
- **If you own a pet** — You must inform the office. There is a pet security of \$100.00. You also must show proof that the animal has been spayed or neutered and is up to date on all shots. If you do not follow the pet policy, you will be in violation of your lease and will be served a 30 day notice to vacate.
- If you have an e-mail address, please let us know. We can let you know what's going on around the housing authority, even inform you of job openings, etc.
- Any damages caused by smoking (cigarettes, cigars, etc.) is not considered ordinary wear and tear and will be the tenant's responsibility..
- Do not tamper with or disconnect any smoke alarms or carbon monoxide detectors. Report any problems immediately.
- Follow the pool rules!
- All tenants will be signing new leases.



Laundry rooms are here for the convenience of the tenants. PLEASE CLEAN

Kitchen Cabinet Care

The following is a list of rules and ways to take care of them:

1. No contact or wallpaper is permitted anywhere in the apartment.
2. Do not nail or tack anything on the metal backsplash behind the stove.
3. Clean grease filter regularly.
4. Do not put larger than a 60 watt bulb in the exhaust fan light.
5. Do not store newspapers behind or on the side of the refrigerator, it's a fire hazard.
6. Do not use soap or water on the cabinets, use the same product you would use to polish furniture.
7. Wipe water quickly off the fronts of the cabinets, it will stain and mark the finish.



Warning...

Remember when you are finished using your gas grill to turn off the propane.



Rugs

Rugs cannot be glued or nailed. You are permitted to use carpet tape. You are NOT permitted to put down any glue sticking tile on any floor. Any questions, call the office, not your neighbor!



Important Info.....

Pet Policy

A cat may not exceed 15 pounds at full growth. All cats must be spayed or



neutered and documentation of this must be furnished to the Housing Authority. Tenants MUST provide documentation from the Veterinarian or medical facility

of all required shots. Documentation for yearly checkups and shots must also be submitted. Failure to submit required documentation would be grounds for termination of tenancy.

A \$100.00 returnable pet security deposit must be placed before the pet is admitted to the development and will be returned upon move out or removal of the pet after a full inspection of the dwelling unit is done and no damages are found. The Housing Authority reserves the right to do quarterly inspections for pet damage.

Zero Tolerance for Drug Use!

The Cohoes Housing Authority has a zero tolerance for drug use. If any tenant is found to have violated this policy, this means the mere arrest is cause for immediate eviction (we don't need a conviction). Is your apartment worth this? Even more are your children worth the risk? Have a problem? Help is available, but you have to want it.

Maintaining Your Apartment

You will be expected to keep the interior of your apartment clean and neat at all times. Accumulations of garbage and filth are both unsanitary and pose a health hazard to other tenants. Inspections will be done by management periodically to ensure the upkeep of all apartments. If you have difficulty maintaining your apartment, you may wish to contact the office to obtain home aide services. The authority maintains a policy by which it can evict a tenant who does not cooperate in keeping their apartment a clean and safe place to live.

Your home and complex is judged by its appearance. With the cooperation of every tenant it could look like luxury apartments. When you see children or adults throwing papers, bottles and cans on the ground, explain that they should set a good example by picking up litter. It is your home and a reflection on all of us.

If you wish to plant bushes, shrubs or flowers, you must receive permission and must maintain them. If you neglect their care we will remove them so it will not present an unsightly unattractive appearance.

Fences are not allowed.



A GOOD NEIGHBOR POLICY



Be considerate of your neighbors and do not play any musical instrument, radio or TV in such a manor to disturb others between the hours of 10pm and 8am. The City of Cohoes has a noise ordinance, so please be considerate or you could face both fines and eviction.

Sooner or later you discover that life is a mixture of good and bad, give and take. You learn it doesn't pay to be a sensitive soul and you should let little problems pass. You learn that those who lost their temper will usually lose out. You learn that another person's gripe shouldn't be taken too seriously. You learn that carrying a chip on ones shoulder is the easiest way to get into a fight. You learn that the quickest way to become unpopular is to carry tales and gossip about others. You learn that even the maintenance men and the office personnel are human. And that it doesn't do any harm to smile and say good morning, even if it's raining. You learn to sympathize and have patience with young ones because you too at one time were young. You learn that people are not any harder to get along with in one place than another if they mind their own business and that getting along depends about 98% in taking care of your own behavior. Before you go off for a fight or while you are discussing a problem, remember the Rotary's Club Motto, which is a businessman organization:

- First: is it the truth?
- Second: is it fair to all concerned?
- Third: will it build good will and better friendships?
- Fourth: will it be beneficial to all concerned?

What is an emergency?

When you call the emergency number, please remember it is only for emergencies. What is an emergency? A gas leak, an electrical problem not related to a circuit breaker or a National Grid power outage are emergencies. A toilet not working, or a water leak that can't be stopped or a sewer back up are emergencies. A lock out is also something that you can call for, but is a charge. A dripping faucet, a light out, a blown circuit breaker are NOT emergencies. Also a broken refrigerator, or range are also not emergencies. All must be called in the next business day or you can leave a message on the office phone.



Make sure we've got your number!
Please be sure to provided updated phone numbers to the office in case we need to notify you of any emergencies. Many times we don't have time to send out letters and the phone is the only way to contact you in a hurry.

Rental payment and penalty fees

We can't stress enough, the importance of paying your rent on time. The housing authority does not want to see any of our tenants fall victim to any unnecessary penalty fees. Please plan ahead for uncommon expenses that are approaching.... new school year, Christmas, vacations, etc. Try paying a little more on your rent every month, several months ahead of time, so that when you have that added expense, your rent payment due for that month is less than usual.



Rent is due the first day of every month. If the rent is not paid by the 5th business day of the month, a Notice to Vacate will be issued to the tenant. In addition, a \$ 20.00 late charge will be assessed to the tenant. If the rent is not paid and a Three Day Notice is prepared, the tenant is charged a \$ 20.00 serving fee. If rent is still not paid and a Notice of Petition is prepared for court, the tenant will be charged an additional \$ 47.00 for attorney's fees and \$ 20.00 for process serving costs.

If the rent is paid with a personal check and the check is returned for insufficient funds, this shall be considered a nonpayment of rent and will incur the late charge plus an additional charge of \$20.00 for processing costs. If a check is returned for insufficient funds, the tenant will no longer be able to pay with a personal check. The rent will have to be paid by money order only.

A Recipe For Parenting

• "The shoe that fits one person pinches another; there is no recipe for living that suits all cases."

– Carl Jung

• There is no "recipe for living" at all. What you've got is a pinch of this, and a dash of that an improvisational stew that may or may not taste right.

• Nor is there a recipe for successful parenting. You toss together the ingredients at hand — some love, some wisdom, some discipline — and you cross your fingers. What works for you won't necessarily work for your neighbor. Your kids are different; your lives are different.

• You may wish your babies had been delivered with an instruction booklet — that there was one good way to do this — but, no. There are as many ways to parent as there are parents.

• I am someone's parent and this means having my own set of standards and no one else's.

This excerpt taken from the book "Meditations for Parents Who Do Too Much" written by Jonathan and Wendy Lazar



Summer is Here!

1. Please drink plenty of water
2. Wear a hat
3. Try to walk early mornings or early evenings
4. Do not walk alone

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: _____

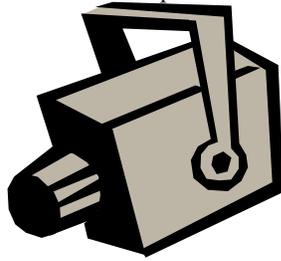
6/10/2010

Cohoes
Housing
Authority

More News

Security Cameras

We have increased the number of cameras on most of our sites to help record events that happen around the authority. **None of the cameras are monitored for security but just recorded in event of a problem.**



These cameras are to assist in recording problems that may occur. We hope that we never have to use them, but they are there for both your and our protection. Please remember if you SEE SOMETHING, SAY SOMETHING!



Tenant's Insurance

It's cheap when you think of the alternative. Losing everything you have and starting from scratch is no fun. Fire, water damage, or theft

is not the responsibility of the Authority. You should contact your insurance agent, shop for quotes and take the best policy. Don't let someone say I told you so.



Walking Tips

PROPER POSTURE

Tuck chin in to neck so ear, shoulder, hip, and ankle are in straight line (perpendicular to ground when neck stand still) – to avoid extra stress on joints, vertebrae, and muscles thus causing pain.



AVOID ARCHING BACK

Tuck buttocks under body and hold in stomach while walking. Strengthens back and stomach muscles which redistribute weight away from lower vertebrae, thus eliminates back pain.

MOVE ARMS

- Pump arms, bend elbows slightly for regular walking and 90 degrees for aerobic walking. Guide arms straight forward and back, hands rising as far as chest, at least to waist. Let inside of arms rub the sides to your body.
- Walk with feet parallel, use heel-toe roll.
- Keep feet hip width to shoulder apart to avoid tripping and falling.
- Longer steps burn more energy, work leg muscles, increase heart rate, increase circulation, make you feel more energetic, and increase walking speed.
- Avoid shin splints by using thicker soles on shoes and walking on softer surfaces.
- No pain – No gain!! If something hurts its not right.
- No exercise 2 hours after and 20 minutes before a meal.
- Avoid humidity and heat (Use mall, time of day, light clothing, gym, water)
- Avoid cold.
- Drink fluids, no alcohol.

Fire Safety At Home

Safe practices at home are part of your family's fire protection plan, and it is also critical that your home and family are prepared to react quickly if a fire occurs at home.



- Develop a fire escape plan for your family that identifies two exits out of every room and an established meeting place outside. Practice makes perfect – hold a family fire drill at least twice each year.
 - Be sure all smoke alarms are in working order, never disconnect one because it goes off.
 - Know how to extinguish a small pan fire by sliding a lid over the flames.
 - Teach every family member to “Stop, Drop and Roll” if clothes catch fire.
 - Be sure your fire extinguisher is in working order and that the pointer is on the fully charged marker.
 - Learn how and when to use a fire extinguisher.

Dumpsters at Manor Sites

Please realize that just because the lids are down on the dumpsters, it does not mean to throw your garbage on the ground. This is very unhealthy, unsightly and it draws rodents to come around for the loose garbage. When disposing of your garbage, if you see garbage on the ground, please throw it in the dumpster. Please do not send small children out with garbage because they can't reach the top of the dumpster to get it in. If your garbage is found on the ground, you will be charged. Repeat offenders will be dealt with accordingly. Your cooperation in this matter would be greatly appreciated. Remember this is your home, take pride in it!



For cold drinks keep a pitcher of water in the refrigerator instead of running the tap. This way, every drop goes down you and not the

More Important Info.....

Air Conditioners

Please make sure your air conditioner is installed properly. There should not be cardboard around your air conditioner.

Manor Sites Residents

Dumpsters are for garbage only. You should not be putting furniture in the dumpsters. We have cameras installed and if you are caught putting anything other than garbage in the dumpsters, you will be charged.

Mice

Mice can always be a problem. No use standing on a table, that won't help. If you have mice call us right away.



Mice reproduce quickly and can get out of hand very quickly and will take much longer to get rid of. Feeding the birds can also cause you problems. It draws unwanted birds but also mice and even rats. Please don't throw bread for the birds, it is unhealthy for all of us.

Work Order Policy

All work orders must be called into the office. When you have a repair that needs to be made, call the office and a work order will be issued. Do not tell a maintenance person while passing them on the street or in the hallway. They are not authorized to make any repair calls without an approved work order. This allows for better and more efficient service.



Are food stamps for you?

Have you ever wondered if you might be eligible for food stamps?

Legal Aid can help! Legal Aid now has a program to help you find out if you might be eligible, help you apply and make sure you get the proper amount of food stamp benefits. The average household benefit in New York State is \$178 per month! Food Stamps Make America Stronger! To find out if you might be eligible call the Legal Aid Society at (518) 462-6765 ext. 327. This is an equal opportunity provider. Prepared by a project of the Nutrition Consortium of NYS, USDA/FNS, NYSDOH and NYSOTDA.

We do not accept post dated checks. If you send in a check it will be processed the day we receive it. We are unable to hold the checks until the due date.

Did you know?

To Kill Ticks: Dry clothes, then wash them

Yes, you read that right: One of the best ways to make sure that Lyme disease-carrying ticks aren't clinging to your clothing after you do yard work or go for a walk in the countryside is to first tumble your clothes on high heat in the dryer and then wash them.

And that's because the stubborn little suckers don't drown, but they do bake.

While the [Centers for Disease Control and Prevention](#) (CDC) recommends drying your clothes for an hour as a precaution, a clever Massachusetts teenager has discovered that a much shorter amount of time will also kill ticks — a good thing to know as summer [Lyme disease season](#) approaches. The [Boston Globe reports](#) that 16-year-old Jacqueline Flynn found that even five minutes on low heat will work. Her project has won some top science prizes and attracted the attention of the CDC.

According to the Globe: "This could have significant implications for Lyme disease prevention," said Christina Nelson, an epidemiologist at the CDC's office in Fort Collins, Colo., who became intrigued by the teenager's finding. "If it is true that five minutes in a dryer kills ticks versus a full hour, that is a lot easier for people, and that could also spark further investigations."



Tick expert Thomas Mather, Ph.D., of the University of Rhode Island and its [TickEncounter Resource Center](#), told Boston radio station WBUR's [CommonHealth blog](#) that a fairly quick spin in the dryer can kill nymphal deer ticks that carry [Lyme disease](#). Washing, even in hot water, will *not* kill ticks, he emphasized — only dry heat will.

Lyme disease, which is caused by bacteria transmitted by a tick bite, can cause fever, headache, aches and fatigue. If left untreated, it can spread to the joints and the heart. There were 22,000 confirmed cases in 2011, the CDC says, although the agency estimates there were probably closer to 35,000. The disease is most common among boys ages 5 to 9, and adults ages 40 to 65.

Here are some of the TickEncounter Resource Center's tips:

Dry first, then wash. After being outside, especially if you live in tick-infested areas, immediately take off clothes and throw them in the dryer. Deer ticks are most susceptible to drying, while American dog ticks, lone star ticks and other *Amblyomma* species are more robust. To be sure that each species achieves fatal crispiness, leave clothes in the dryer on high for 15 minutes.

Add 5 minutes for electric dryers. In the center's study, gas dryers got hotter than electric dryers, so you might want to add five minutes to the tumbling time if you own an electric dryer.

Risk Management Policy:

The Board of the Cohoes Housing Authority at its most recent meeting re-adopted a resolution expressing their goal to operate and maintain their properties as risk free as possible. To accomplish this takes a team effort, which includes the office and maintenance staff as well as the tenants. Bringing to our attention any situation that has the potential to adversely impact the residents or visitors is a key component for reducing risk. Essentially one person cannot be at all places at all times. The more observant we are and responsive to our environment the better able we will be to address concerns and eliminate potential risks, making our properties as safe as possible. The resolution is as follows:

The following Resolution was introduced by Commissioner Colleen Mayo, read in full and considered:

RESOLUTION NO. 14-01

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 Colleen Mayo. which said motion was seconded by Commissioner Melanie Taylor.

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

AYES

Wil Hebert
Walter Harbacz
Carolyn Dion
Charles Alonge
Colleen Mayo
Melanie Taylor

NAYS

None

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

Jan14.Min