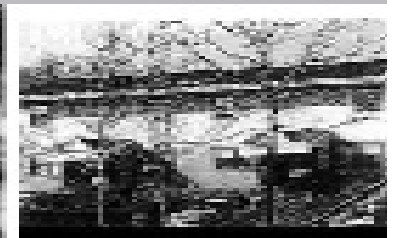




Cohoes Housing Authority



February 2014

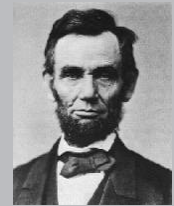
We're on FACEBOOK



Happy Valentine's Day!

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

- **February 12th** for Lincoln's Birthday
- **February 17th** 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
- Walter Harbacz Vice-Chairperson
- Carolyn Dion Commissioner
- Charles Alonge Commissioner
- Shawn Higgins Commissioner
- Colleen Mayo Tenant Commissioner
- Melanie Taylor Tenant Commissioner

STAFF CONTACTS & PHONE EXTENSIONS

Administration

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

Comp Grants

RJ Langlais	MOD Coordinator	125
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Section 8

Josephine M. Shufelt	Housing Eligibility Assistant	120
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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 18th** at 6pm. Everyone is invited.

The CHA website is www.cohoeshousing.com.

Look inside for info on:

- **For Your Information. - page 2**
- **Did you know - page 5**
- **Towers Watch - page 7**
- **Important Safety Info - page 9**
- **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.



Our New Commissioner.....

Shawn M. Higgins was appointed to the Cohoes Housing Authority Board on January 31, 2014. Since 2007, Shawn has been employed as a Corrections Officer at the Albany County Correctional Facility. Shawn's background and focus on personal and professional collaborations has led him to a number of volunteer opportunities and community leadership roles. In addition to his duties as a sworn officer, he is a member of the Fire Brigade and the Gang Investigators Unit within the jail. Shawn also dedicates his time as Lead Instructor for the Albany County Sheriff's Rape Aggression Defense (R.A.D) women's self-defense program. Shawn's passion is working with people and providing outreach and services to those in his community. He resides in Cohoes with his fiancé, Kasey, and their two dogs.

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 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



Did you know.....

COMING SOON!!

FREE Wireless Internet at Manor Sites

The Cohoes Housing Authority has created an internet network at Manor Sites. 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. Beginning February 11th, 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 and Thursday	9 am. to 12 noon
	1 pm. to 3 pm.

You must bring proof of residency each visit. WE DO NOT HAVE BAGS, so please bring your own. We can only serve a household 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.

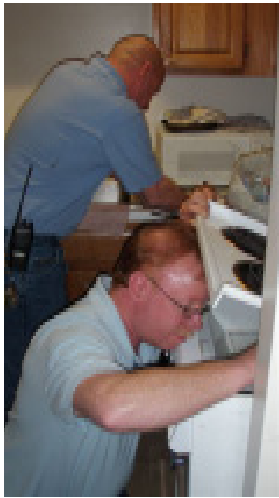
Washer/Dryer Hook ups at RH/SS

For some time now our apartments at Roulier 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 10 through Friday, March 14, 2014**. 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 8th - 11th

Saratoga Sites – May 12th - 16th

Manor Sites – June 9th - 13th

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

**Cohoes
Housing
Authority:**

The Towers Watch

Services for tenants at McDonald Towers
February 2014



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.



Tenant Meeting

The Tenant Meeting will be held on Thursday, February 20th 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 237-2370 or 237-5151.



Advocate's Office

The Advocate's office is open Tuesday - Friday from 9AM to Noon and 1PM to 3PM.



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.

Cohoes Softball Registration



The Cohoes Girls Softball League registration will be held every Saturday from 10 am - 12pm in the months of February and March at the Cohoes Community Center, 22 Remsen, St., Cohoes.

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



Don't want to get towed?

Get a Parking Permit!

Please remember that tenants are required to obtain parking permits for each of their vehicles. Vehicles without parking permits may be towed.



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
- 2/29 John McBride



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.**

2014

CHW Scholarship Fund



\$17,000 in Scholarships

Financial aid for students living in affordable housing.

The 2014 Cannon Heyman & Weiss Scholarship Fund will make scholarship awards for full- and part-time study at approved colleges, junior colleges, technical schools, and other post-secondary institutions leading to a degree, diploma or certificate. The scholarship fund is an extension of the CHW mission and reflective of the firm's commitment to the affordable housing industry and community development. Graduate studies are not included.

This year's awards are expected as follows:

\$10,000 • \$5,000 • \$2,000

Application deadline:

May 2, 2014

For an application or more information, visit:

www.chwattys.com

CHW

Cannon Heyman & Weiss, LLP

Law Practice Concentrating in Affordable Housing and Community Development Law

Albany office

54 State Street
Albany, NY 12207

Phone: (518) 465-1500

Buffalo office

726 Exchange Street
Buffalo, NY 14210

Phone: (716) 856-1700

**Cohoes
Housing
Authority**

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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.

