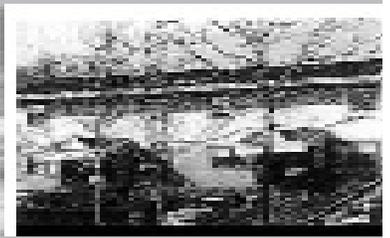




# Cohoes Housing Authority



January 2015

[www.cohoeshousing.org](http://www.cohoeshousing.org)

**WE'RE ON...**



**Office Closed**

- Martin Luther King Day  
January 19th

*Happy New Year from the Staff and Board of Commissioners of the Cohoes Housing Authority!!!*

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
- Carolyn Dion..... Commissioner
- Wil Hebert ..... 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
Edie Duncan	Clerk	122

#### Comp/Grants

RJ Langlais	Moderization Coordinator	125
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#### Section 8

Josephine M. Shufelt	Housing Eligibility Assistant	120
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#### Tenant Relations

Janice L. Medina	Sr. Account Clerk	111
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### January Board Meeting

The next CHA Board Meeting will be held in the Manor Sites Community Room on January 20, 2015 at 6:00 PM. Everyone is invited.

Look inside for info on:

- **Upcoming Apt. Inspections.....page 2**
- **REAC Apt. Inspections SS/RH....page 3**
- **Towers Tenant Meeting....page 6**
- **Looking for a Job?.....page 7**
- **Safety Tips.....page 11**
- **Bedbugs Info.....page 12**

# For Your Information...

## Annual Apartment Inspection Schedule

Our annual apartment inspections for each site is quickly approaching. The schedule will be as follows:

McDonald Towers  
- March 10th - 13th

Roulier Heights  
- April 7th - 10th

Saratoga Sites -  
- May 11th - 15th

Manor Sites -  
- June 8th - 12th

Please check future newsletters for any updates or corrections.



## Garbage Chutes at the Towers

It has been brought to our attention that some tenants are leaving items in the garbage rooms. Small appliances or other household items are to be brought outside to the dumpster. Glass and recycables are to be placed in the appropriate containers. Cat litter, glass, needles, etc., are NOT to be thrown down the chute. Thank you for your cooperation.

## 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.



ur14397720 fotosearch.com

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.

# REAC Apt. Inspections...

Every year, HUD conducts physical inspections of random apartments at all of our sites. This year, HUD will be conducting them at Roulier Heights and Saratoga Sites on January 15th & January 16th.

These inspections are very important to us and we take them very seriously. Please be sure to call the office to report any and all items that need repair in your apartment. The following are just a few items that will be inspected for compliance:

1. Air Conditioning Units are not allowed in any bedroom with only one window.
2. Beds cannot be blocking windows.
3. All doors (entrance, closet, bedroom, furnace room) must be able to open and close all of the way. Do not block any doors with any type of household items.
4. Circuit Breaker boxes must be fully accessible. Do not block or cover with furniture or wall decorations.
5. Stove knobs and oven must be fully operational and in working order.
6. All smoke detectors and carbon monoxide detectors must be in working order.
7. All ground fault electrical outlets in the Kitchen and Bathroom(s) must be in working order.
8. All toilets must be fully fastened and not wiggle or rock.

The above items are just a few items to watch out for. Please report any and all work orders to the office immediately.

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## Notice to all tenants and others:

The Cohoes Housing is selling a 2006 Ford Taurus. If you're interested you MUST submit a bid to the Cohoes Housing Authority on or before 2pm on January 15th. This is the link to Craigslist showing the car.

<http://albany.craigslist.org/cto/4816026236.html>

If you have any questions, please let us know. Here is a copy of the Legal Notice:

### Legal Notice

For Sale – Ford 2006 Taurus Mileage 27,104 is being offered to bidders on January 15, 2015 at 2pm by submitting a formal written bid to the office of the Cohoes Housing Authority 100 Manor Sites, Cohoes NY. 12047. All sales are final. Anyone can view the vehicle during normal business hours 8:30am to 4pm, Mon-Fri. You can call RJ Langlais at 857-8375 for more information or email him at [RJ@Cohoeshousing.org](mailto:RJ@Cohoeshousing.org). The Cohoes Housing reserves the right to withdraw any and all bids.

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\*\*\*REVISED\*\*\*

## Snow Removal Policy

Again, winter has approached and with that comes the snow. We must plow to keep the lots safe and usable. We have revised our policy and all vehicles, at all sites, will need to be moved off site, by 9am the day following the storm. We cannot 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.



**\*\*\*ALL VEHICLES, AT ALL SITES, WILL NEED TO BE MOVED OFF SITE BY 9AM THE DAY FOLLOWING THE STORM.\*\*\***

Your full cooperation in this matter will be greatly appreciated. Your help is needed to keep the grounds plowed and cleared. This removal is necessary for your safety and for your convenience in having parking space cleared.



## Battery Recycling

The Watervliet/Cohoes Housing Authorities are spearheading a household battery recycling program. This program can help avoid the improper disposal of hundreds or even thousands of pounds of batteries leaking hazardous wastes in our soils. The housing authorities uses nearly 1000 batteries each year for all their battery operated smoke detectors and will be sending those back and felt that offering it open to the city residents was the right thing to do. It will cost a few extra dollars and if the program gets too large, we'll seek outside funds to help support the program.

Residents can drop off batteries at any of our maintenance shops, main offices and we're also soliciting other businesses that may want to participate.

## Security Camera Policy

As you know we have increased the number of security cameras around almost every site. These cameras and the video are for the sole use of the Cohoes Housing Authority. They are being used for security purposes

and to record violations of the lease provisions and any criminal activity.

These cameras ARE NOT MONITORED!

They simply record video and in the

event of an issue they are reviewed. Tenants are not permitted to review any of the footage. The staff does not have the time to review the footage unless it is deemed necessary by the Executive Director.



## 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.

## FREE Wireless Internet Saratoga Sites, Roulier Heights & Manor Sites

The Cohoes Housing Authority has created an internet network at Saratoga Sites, Roulier Heights & 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. 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.

## Work Order Policy

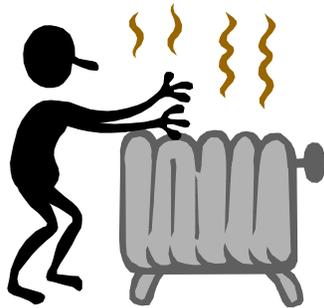
All work orders must be called into the office. When you have a repair that needs to be made, call the office and a work order will be issued. Do not tell a maintenance person while passing them on the street or in the hallway. They are not authorized to make any repair calls without an approved work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



# Very important info...

## **Open Windows**

Please keep your windows closed. It has been noticed on occasion, that some tenants are opening their windows during the winter season. If your apartment is too hot, please lower the thermostat to a comfortable level. If your heat is on low and it is still very warm in your apartment, it could be due to a furnace or heating issue. Please contact the office immediately so we can have maintenance inspect it. Depending on where you live, the housing authority is paying for the heat bill.



## **Medical Card Holders for Seniors**

These cards are very helpful to Emergency Medical Personnel that come to your apartment in the event you are taken to the hospital. Try to keep the information up to date. Have a family member, aide or ask someone from our office to help you fill it out.

## **Tenant Meeting at the Towers**

The CHA will be holding a tenant meeting for the residents of McDonald Towers on **Wednesday, January 21, 2015 at 1:00PM in the Community Room.** The Executive Director will be discussing several topics. Immediately following at 1:30PM, a representative will be there from Elderplan. Elderplan provides assistance in Dental care, home health care, housekeeping, transportation to health related appointments, etc. Hope to see you in attendance.

## **Cyber Bullying is on the**

Cyber bullying is on the rise and some parents often have little idea on what they can do to proactively reduce the effects of cyber-bullying in their family. Most of the time it happens outside of school, but the humiliation and the hurt are very much felt in the hallways. Cyber bullying is now a crime in Albany County and Cohoes High School has been declared a "Bully Free Zone". Experts say too many students think cyber bullying is a game. A helpful tip may be to put the computer in the living room or in another central room in the home. Here are five tips to avoid cyber-bullying:

1. Take bullying through social media seriously;
2. Talk with children and young people about Internet use and netiquette;
3. Get involved in children's Internet use and become friends with your children on Facebook;
4. Remember to save harassment and threats on hard disk and mobile devices;
5. Contact the police if you suspect online bullying.

# 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

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ACAP Career Services Job Search Techniques  
Series #1: Email Etiquette

It's important that all your communications are as professional when searching for a job, even your emails. In short, your email messages should include words, not acronyms or slang, full sentences, paragraphs, and detailed information on who you are and why you are sending the email. And don't forget to attach your resume before you press 'send.'

**Email Account**

Make sure you have an email account name that is appropriate for business use i.e. firstname.lastname@gmail.com. There are a variety of free web-based email services, like Gmail and Yahoo, which you can use. It also makes sense to set up an email account just for job searching, so your professional email doesn't get mixed in with your personal mail.

**Where Your Email Messages for a Job Should be Sent**

When possible, send your email to a contact person, rather than a general email box. Send a copy to yourself, so you have a record of the emails you have sent and the jobs you have applied to. Being organized is critical.

**Email Subject**

Your email message will need a 'subject.' If left blank it will probably end up in a Spam mailbox or being deleted. Make sure you list the position you are applying for in the Subject Line of your email message, so the employer is clear as to what job you are applying for.

**Email Subject Line Examples**

- Subject Line: Nursing Assistant Position
- Subject Line: Receptionist Position

**Email Message Content**

If you have a contact person, address your email to Dear Mr./Ms. LastName. If you don't, address your email to Dear Hiring Manager or HR Director.

When you're applying for a job via email, copy and paste your cover letter into the email message or write your cover letter in the body of an email message. If the job posting asks you to send your resume as an attachment, send your resume as a PDF or a Word document.

When you're inquiring about available positions or networking, be clear about why you are writing and the purpose of your email message.

**Include an Email Signature**

Include an email signature with your contact information, so it's easy for the hiring manager to get in touch with you.

**Sample Email Signature**

FirstName, LastName  
Email Address  
Phone  
Cell Phone  
LinkedIn Profile (*Optional*)



**Double Check Your Email Message**

Make sure you spell check and check your grammar and capitalization. They are just as important in an email cover letter as in paper cover letters.

**Send a Test Message**

Before you actually send your email, send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer.

Happy Job Searching!

Look for our Series#2 article on social media etiquette next month!

Call today at 518.463.3175 for more information on ACAP's Career Services or come to one of ACAP's weekly orientations held every Monday at 10am at 333 Sheridan Avenue, Albany NY 12206.

[www.albanycap.org](http://www.albanycap.org)

\*Article content courtesy of Alison Doyle on About.com entitled, "Job Search Email."

## EIV Income Verification

The Department of Housing and Urban Development (HUD) has determined that there is a significant amount of fraudulent income reporting in the Section 8 program. It has therefore created a new electronic way for agencies to uncover fraud – The Enterprise Income Verification (EIV) system. **The system works.** With the help of this system a former voucher holder in Albany was criminally charged for concealing her employment income for several years resulting in her receiving \$12,800 in Section 8 rental assistance that she wasn't entitled to. A former landlord was also arrested for cashing \$4179 in funds for a tenant who moved out of state.



## 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.**

## 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!**

## 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.



## 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!



## Report water leaks

Did you know a drip at one drip per second wastes 5 gallons of water every day? If your faucet is leaking call us!



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## MOVING FROM THE APARTMENT

If you decide to move, you must give the office a written thirty (30) day notice prior to your expected move-out date. Failure to properly notify the office can result in the loss of your security deposit refund and an additional month's rent.



You are required to leave the apartment in the same condition as it was when you moved in. The apartment will be inspected by the maintenance department and any damage will be charged to you.

For your protection, you may arrange an appointment with the office for a final move out inspection. This will give you the opportunity to explain any problems that may jeopardize your security deposit. It is our aim that your stay in the apartments owned or managed by the Cohoes Housing Authority will be a pleasant experience for you and your family and a profitable one in terms of enabling you to meet your living needs within your budget. If you leave because you can afford private rent or a home of your own, our purpose will have been accomplished.

## EXTERMINATION

The authority provides free extermination service to its tenants on an as needed basis. Roaches, as well as other pests, sometimes get into the best kept homes. However the best people don't permit them to stay. You'll be happy to know we spray mostly for ants and very rarely roaches. It is extremely important for you to report any sign of infestation. The sooner the problem is treated, the easier the treatment phase.

To further prevent roach infestations make sure of the following:

- Remove all trash from your apartment daily
- Wash all dirty dishes right away
- Keep your stove and refrigerator clean
- Do not leave food uncovered on the countertops or tables
- Do not let old newspapers pile up
- Sweep floors and vacuum rugs regularly
- Report all plumbing leaks to the office



If these pests are found after inspection by management and the tenant has not reported their presence, the cost of extermination will be charged to the tenant. Failure to cooperate may result in eviction.

Mice are a constant problem everywhere. At the first sign of mice, put traps down and keep using them until you're sure that they are gone for good.

The placing of bread, crumbs or crackers on the lawns and sidewalks as food for birds and pigeons is prohibited. We all like to admire our feathered friends but the same food also attracts undesirable mice and rats. It is a hopeless task to exterminate and prevent infestation by these rodents if they are able to get all the wholesome food they want through the courtesy of bird loving tenants.

# Safety Tips...



One of the missions of the Cohoes Housing Authority is to provide safe housing to our residents. Due to the tragic incident that happened at Ogden Mills Plaza this past week, we would like to forward some safety tips.

## Building Entry

- **NEVER** allow strangers to enter the building as you are leaving or entering any apartment building. Be aware of anybody hanging around the door who looks disinterested but makes a dash to hold open the door after it has been unlocked. Make sure all outer doors are kept locked at all times.

- **DO NOT** buzz anyone you don't know into the building. Criminals have been known to randomly buzz people's apartments saying it is a delivery person or relative and another tenant is not answering so can you please let them in.

## Elevators

- Look to see who is in the elevator before entering.
- **DO NOT enter the elevator** if you do not feel comfortable; Wait for the next one.
- When in the elevator stand beside the control panel and know where the emergency alarm button is.
- If a suspicious person enters the elevator, exit before the door closes.

## General

- **If you lose your keys, report it to the office immediately.** We will replace your locks for a fee but your safety and the safety of the other tenants is well worth it.
- **ALWAYS be aware of your surroundings.**
- Have your key ready when approaching your front door.
- Never open your door automatically and always use your peephole.
- Lock your doors and windows.
- Never let a stranger into your home.
- Vary your daily routine.
- Avoid walking alone at night. Try to have a friend accompany you in high risk areas . . . even during the daytime.
- **WHILE SHOPPING . . .** Don't display large sums of cash, use checks where possible.
- Don't hesitate to report crime or suspicious activities.

**Even though the housing authority has security cameras located throughout all of our sites, they are not monitored. They are for documented or information purposes. Please lets do our best to ensure our safety by following these tips.**

# BEDBUGS!

By Amanda Benedict, Director – Watervliet Public Library

It has come to our attention that there has been an outbreak of bedbugs in Albany County. Authorities believe that the bugs will soon be a big problem for many area residents, especially now with kids returning to school. Bedbugs cling to clothing and other objects, making it easy for them to transfer from one place to another.

So, we decided to do a series of articles full of tips that will help you determine if you have the bugs, what to do if you have them, what to do if you have been bitten, how to help prevent bedbugs, and where to go for further information and assistance.



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## But first **What are these bedbugs and where do they come from?**

A bedbug is a small (about the size of an apple seed), flat, reddish-brown bug that feeds on blood. They are found in homes all over the world, even the cleanest of homes. Bedbugs are not picky about their environment, whether clean or dirty, so it makes it very difficult to prevent them. They hide during the day and come out during the night in order to feed.

The recent spread of bedbugs could be due to increased international travel, changes in pest control, and insecticide resistance. Bedbugs travel on our belongings, making it easy for them to spread from place to place. If you're at someone else's house, or in a hotel room, and set your jacket or bag on the floor, the bugs could crawl onto your things and come home with you. Other public places, such as movie theaters could be invested with bedbugs. Check your clothes, hair and belongings after leaving such places before you return home. The good news is that the bugs do not hide under your clothing, so covering as much skin as possible is one way to reduce your risk of having them stick to you.

### **Watch out for bedbugs in crowded lodgings such as:**

§ Apartment complexes      Dormitories      Homeless shelters      Hotels

### **Where do they hide?**

During the day, bedbugs hide in the cracks and crevices of:

§ Mattresses      Box springs      Bed frames      Headboards

### **They also can be found:**

- § Under peeling paint and loose wallpaper
  - § Under carpeting near baseboards
  - § In upholstered furniture seams
  - § Under light switch plates or electrical outlets
- (Mayo Clinic)

### References:

"Bedbugs." Mayo Clinic Staff. *MedlinePlus*. Accessed from <http://www.mayoclinic.com/health/bedbugs/DS00663/METHOD=print> on 9/3/2010.